



# The Consortium Trust

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## Dress and Appearance Policy

### 1.0 Introduction:

1.1 This Policy establishes our position at The Consortium Trust regarding standards of dress and appearance for all employees including those with temporary contracts, agency workers and volunteers. It is supported by expectations which the Trust sees as necessary to assist staff in adhering to the policy as it is recognised that a considerable range of dress and appearance is appropriate and that this will vary, dependant on the working environment and range of services provided to different user groups in our schools and establishments.

### 2.0 Policy Statements:

2.1 This Policy is underpinned by a number of principles:

2.2 All members of staff are expected to take a sensible and safe approach to dress and appearance, cleanliness and personal hygiene.

2.3 Every member of staff is expected to be responsible for promoting a professional and positive image of the Trust.

2.4 Clothing and appearance will not deliberately cause offence to people, who come into contact with, or use, our services. It should be non-offensive and contain no provocative logos or remarks which are inappropriate or likely to give offence to others.

2.5 Clothing should be worn appropriately for the work being undertaken.

2.6 Staff exposed to the sun during work based activities should adhere to the HSE guidance.

2.7 Clothing for particular purposes should be worn in accordance with guidance set out in the School's Health and Safety Policy.

2.8 Protective clothing should always be available and should, in addition to any other control measure, be worn when carrying out hazardous duties under the Health & Safety Regulations.

2.9 The requirements of particular faiths to wear specific types of clothing or to dress modestly will be respected so long as the item of clothing does not pose a hazard to the health and safety of employees or contravene any reasonable and legitimate requirements of the Trust.

2.10 Employees who do not comply with these standards may be subject to the School's normal disciplinary procedure.

2.11 Employees have the right to lodge an appeal against a decision on the acceptability of their appearance using the Trust's normal grievance procedure.



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## Guidelines:

### 3.0 Footwear

- 3.1 It is the responsibility of all employees to wear footwear suitable for the duties undertaken.
- 3.2 Footwear should be of a 'sensible' nature and worn appropriately, particularly in areas involving direct delivery of services to students, staff, parents and other members of the school community.
- 3.3 'Sensible' includes no flip-flops or other backless sandals which will impede safe lifting and handling issues, cause a hazard when walking up and down stairs and occasions when the use of restraint is required. Footwear that might cause injury to others during normal working duties should also be avoided.
- 3.4 Injury associated with wearing inappropriate footwear will invalidate any claim against the Trust.

### 4.0 Sports Clothing

- 4.1 It is recognised that some activities require the wearing of tracksuits or shorts. However, it is expected that staff will revert to normal clothing once the activity is completed.
- 4.2 It is acknowledged that there are some areas of work where, due to the continuous nature of the activity, appropriate tracksuit attire is acceptable during the school day, e.g. PE & ODL staff.

### 5.0 Jewellery

- 5.1 It is good practice to avoid the wearing of jewellery, such as necklaces and earrings that can be hazardous, especially when these can get caught or pulled. The wearing of small studs or sleepers is more appropriate. Injury arising from wearing inappropriate jewellery will invalidate any related claim against the School. For Health and Safety reasons, piercings are not to be worn.

### 6.0 Badges

- 6.1 Only work related badges should be worn.
- 6.2 The school's photo identity badges must be visible at all times for security reasons.

### 7.0 Hair

- 7.1 Certain hairstyles and colouring can affect the way people perceive us. Whilst the School is tolerant of differences, consideration should always be given to the impact our appearance might have on others. Long hair should always be worn tied back during hazardous procedures or when handling food.

### 8.0 Summer Clothing

- 8.1 During periods of warm weather staff clothing must remain appropriate and suitable. Employees should be aware that certain items of clothing could be seen as provocative, e.g. short, revealing or tight garments, and therefore, there is an expectation that these are not worn for work.



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## **9.0 Style of Clothing**

- 9.1 It is not acceptable to wear clothing that over-exposes parts of the body, e.g. stomach, chest, etc. or that is transparent or see-through.
- 9.2 Denim jeans are not considered to be appropriate professional clothing and therefore should not be worn. There are some exceptions, i.e. the school participating in 'Jeans for Genes Day' etc.

## **10.0 Tattoos**

- 10.1 Tattoos on the face or visible above the collar are not permitted. To retain a professional image, where feasible, all other tattoos must be covered. Anyone who has a visible tattoo which could be construed as being offensive to any religion or belief, or is in any way discriminatory, violent or intimidating, will compromise their employment at the School. Likewise, an existing member of staff who becomes tattooed in this way may, after investigation, become subject to disciplinary proceedings.

## **11.0 Personal Protective Equipment (PPE)**

- 11.1 PPE is provided strictly for occasions where the risk cannot be controlled adequately, or more effectively, by other means. Where safety clothing and personal protective equipment is issued, it must be worn where the risk assessment dictates or as directed in accordance with Health and Safety requirements.
- 11.2 Certain jobs will require employees to wear protective footwear. These staff must wear the correct footwear for undertaking these tasks and if they are uncertain, they must check with their Line Manager.
- 11.3 *Failure to comply with any Health and Safety dress requirement may result in disciplinary action being taken.*

## **12.0 Personal Hygiene**

- 12.1 Employees are required to have a clean appearance. The Trust recognises that problems in personal hygiene can be related to illness and stress. If a member of staff is concerned about their own or a colleague's personal hygiene, they should speak to their Line Manager. All discussions will be dealt with confidentially and discreetly.
- 12.2 Should any employees have difficulties in maintaining these standards they should discuss the matter with their Line Manager.
- 12.3 Consideration to circumstances will be taken into account in a confidential manner.

## **13.0 Roles & Responsibilities**

- 13.1 **The Operations Manager (Health and Safety role)** – will advise on any need for specific safety procedures or protective clothing etc., and discuss how to raise any concerns over health and safety issues.
- 13.2 **The Education and Learning Manager** – will advise on any need for specific clothing requirements for members of staff that deliver curriculum specialisms.
- 13.2 **The Academy Head/Head of Service** – will ensure that the principles of this policy are implemented within the area under their responsibility.



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13.3 The SLT must ensure that expectations relating to dress and personal appearance are maintained. They must decide on the suitability of dress and appearance taking into account these expectations. In addition, consideration must also be given to likely extremes of temperature, health and safety, hygiene, ethnic, cultural, religious or medical factors and equality.

13.4 Where Team Leaders are concerned about an individual's appearance, they should discuss their concerns with that person in the first instance. They must take care not to ignore matters of concern expressed by the member of staff, while ensuring that a reasonable and culturally sensitive dress code is observed. (Managers should remember that they have an option of seeking further advice on the matter from the Academy Head).

## 14.0 The Employee

14.1 All employees are individually responsible for their general presentation, appearance and personal hygiene, and have a responsibility to consider how others may perceive their appearance.

14.2 Employees are responsible for following the standards of uniform and dress and appearance as laid down in this policy and should understand how the dress code relates to their working environment, health and safety, their specific role and duties and their contact with others during their employment.

14.3 Failure to adhere to the Trust's standard of dress and appearance may constitute misconduct and could ultimately result in formal disciplinary procedures.

## Document Control

### Changes History

Version	Date	Amended By	Details of Change

### Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	28/12/2016
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	28/12/2016

### Equality Impact Assessment

Date	Name	Details

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