

Hillside Primary School



Adults in School: Dress Policy

Date of next review: November 2023

Introduction and Purpose of Policy

Hillside Primary School has high expectations of its pupils not just in terms of their educational achievements but also in respect of their behaviour and personal presentation. We expect all staff to reflect these high standards by presenting a positive and professional image to pupils, parents and other stakeholders.

The aim of this policy is to reflect these standards without unduly restricting individual choice. This policy is not intended to be exhaustive in defining acceptable and unacceptable standards of dress and appearance, and members of staff are expected to use their common sense in adhering to the principles underpinning the policy.

Hillside Primary School recognises that there may be a diversity of cultures and religions represented amongst the staff of the school and will take a sensitive and respectful approach when this affects dress requirements. Priority will, however, be given to health and safety, the education and wellbeing of pupils and other similar considerations.

Roles and Responsibilities

- All members of staff and all volunteers are expected to abide by this dress policy, as appropriate to the role that they perform.
- Final decisions about the appropriateness of dress in any individual case are ultimately at the discretion of the Headteacher.
- Any member of staff who has concerns about appropriate dress is expected to raise these initially with his/her line manager and vice versa.

Guidelines on Appropriate Dress

- The dress code for all staff is expected to be formal and professional rather than casual.
- Men are expected to wear an ironed shirt, dress trousers (not jeans or denim) and smart shoes (not 'casual' looking shoes, trainers or flip flops).
- Women are expected to wear shirts, smart tops or knitwear (not short, 'casual' or strappy, strapless or see-through tops) and skirts, trousers or a smart dress (not leggings, jeans or denim).
- As a guide, skirts or dresses should be no shorter than just above the knee.
- Shoes or boots should be smart and not excessively high-heeled or high up the leg (not 'casual' looking shoes, trainers or flip flops).
- All clothing should be clean and maintained appropriately with no rips, tears or excess wear.
- Any jewellery worn should not present a risk to the wearer or to the children (e.g. drop earrings that may be grabbed or pulled, or rings/brooches that may present a risk to children).
- All staff must wear their name badges/ID at all times.

PE lessons

- As a school we recognise that there are particular circumstances where formal attire is not appropriate. With this in mind, all staff involved in the delivery of PE lessons are expected to wear appropriate dress, e.g. tracksuits and trainers.
- It is the school's policy that PE dress should only be worn for the half day that includes the PE lesson or after school sports club. Staff are therefore expected to change for the other half of the day as this helps maintain a professional standard of dress.

Premises Staff/ Lunchtime supervisors

- As a school we acknowledge that there are particular roles and particular circumstances where formal attire is not appropriate. For example premises staff and lunchtime supervisors. These members of staff are permitted to wear clothing suitable for the weather and the task being undertaken.

Standards for All Staff and volunteers

- Hair should be neat and tidy with no extreme hairstyling.
- Staff are asked to cover up visible tattoos whilst at work where the location of the tattoo makes it reasonably practicable to do so.
- Jewellery should be discreet and visible piercings restricted to ears.
- Single nose studs may be worn for religious or cultural reasons only.
- All staff are expected to be well groomed and maintain a good standard of personal hygiene.
- Clothing should not unduly restrict movement or prevent a task being carried out with dignity.

Guidelines on Inappropriate Dress

- For the avoidance of doubt, inappropriate dress is deemed to include the following:
- Jeans or other denim clothing
- See-through/ strapless clothing
- Revealing or excessively tight clothing, such as cropped tops and short skirts
- Clothing which exposes underwear
- Casual t-shirts or shorts (except where appropriate to task, e.g. PE)
- Combat or cargo trousers
- Leggings, unless worn under a skirt or dress of appropriate length
- Flip flops, strappy sandals (which expose most of the foot) or crocks, unless medically advised by the doctor
- Trainers (except PE staff)
- Clothing with large logos, political symbols or contentious slogans.

This policy does not seek to document all the items that could be deemed inappropriate but to provide a general indication to staff.

Exceptions to the Dress Policy

- Staff may change into old clothing or protective clothing when participating in active, messy or dirty tasks where clothing may be damaged. In such circumstances, it is expected that staff will normally change back into normal work attire once the activity is completed.
- Staff may be required to adhere to specific dress arrangements for certain activities where health and safety is a consideration.
- The dress code for school events and INSET days will normally be more relaxed, unless the nature of the event itself is formal. Any specific expectations in relation to individual events will be notified to the members of staff affected.
- The dress code for school trips should mirror the expectations for the children
- In extreme weather conditions, the Headteacher may allow exceptions to the usual dress code, in which case staff will be notified accordingly.

Monitoring

- The School expects staff to take personal responsibility for dressing appropriately and therefore anticipates that intervention will be required only rarely.
- Where choice of attire falls outside the dress code, the member of staff will be advised of this on an informal basis by his/her line manager.
- Where clothing is very unsuitable (particularly if it is excessively revealing) the member of staff may be required to return home to change.
- Any concerns an employee may have about the dress code should be raised, initially, with his/her line manager.
- Exceptions may be granted in certain circumstances.
- Repeated infringements of the dress code, despite the provision of informal management advice, will be dealt with as a disciplinary matter in accordance with the school's disciplinary procedure.

Review

This policy will be reviewed by the Governing Body at least every 3 years and is not intended to be contractual. Members of staff are encouraged to contribute to the development of this policy by raising any issues or concerns they may have with their line manager.