

Highfields Inclusion Partnership

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Policy Title:	Staff Dress Code		
Last Reviewed & Updated:	Feb 2019	Due for Review:	June 2020

Highfields Staff Dress Code **25th February 2019 Onwards**



The staff dress code is updated from the original policy, launched in April 2017.

1) Rationale:

A person's dress and appearance are matters of personal choice and self-expression. However, adults working in a school environment with young people should dress in ways which are professional / business-like - in a way that would be acceptable in a typical office environment – and this may need to be different to how they dress when not at work.

A professional / business-like dress code assists in promoting professional boundaries with young people, parents/carers and visitors. It also allows for greater distinction across the school between different users of the building, which in turn assists with safeguarding.

Furthermore, the uniform requirements of our students restrict certain types of garments and materials. Staff should present themselves in a manner which is sympathetic to these expectations, which models the expectations of being in a place of work, which reflects their role as adults and professionals in charge of young people.

Finally, a staff dress code is consistent with Teachers' Standards, which requires teachers to "demonstrate consistently high standards of personal and professional conduct" and "make a positive contribution to the wider life and ethos of the school." These particular standards are not limited to teachers and are deemed applicable to all school staff.

2) Dress Code

To dress in a professional / business-like manner at all times:

2.1) Staff lanyards are to be worn at all times.

2.2) Trousers: Suit trousers are recommended. Alternatively, chino / linen trousers which are smart and formal in colour are advised - no leggings (unless worn with a dress / tunic as tights), no side-pocket combat trousers, no sports / walking trousers, no denim, no joggers.

2.3) Shirts: Shirts are recommended. Collared, buttoned up (except top button), long sleeve or short sleeve, worn tucked into trousers or loose but smartly fitted. Ties are permitted but not required.

As an alternative to a shirt, polo shirts are permitted. However, they must be kept / worn in a condition 'as acceptable as possible in a professional / business-like environment' i.e. ironed, neat collar, buttoned up, formal in colour, no logos. Staff polo shirts with Highfields insignia are available to purchase at cost price periodically (as they are bought in bulk).

Non-collared t-shirts, sports t-shirts, football shirts are not permitted.

- 2.4) **Other Tops:** Tops should be professional and business-like. For example, clothing items such as a blouse, woollen jumper over a shirt, blazer etc. - no sportswear, no crop tops, be mindful of flesh exposure.
- 2.5) **Shorts:** During warmer weather, smart shorts are permitted (plain, minimal pockets), advised to be knee length or longer.
- 2.6) **Skirts:** Reasonable length, advised to be knee length or longer.
- 2.7) **Shoes & Boots:** Shoes and boots should be sensible and as business-like as possible whilst balanced with own comfort needs and tastes, such as formal leather / faux leather shoes or formal in colour canvas shoes / pumps. Flip-flops are not permitted – open toes shoes such as sandals are worn at staff member's own risk. Heels are permitted but are worn at staff member's own risk.
- 2.8) **Trainers:** Trainers (including walking boots / trainers) and other less-formal footwear should only be worn for sports or outdoor activity – or if there is a medical condition which requires them. On these occasions the expectation remains that they are 'as acceptable as possible in a professional / business-like environment' i.e. in good condition, formal in colour and as plain / reserved as possible.
- 2.9) **Jewellery and Accessories:** No directed restrictions, consider any risk factors, wear large items at own risk, no political statement accessories such as badges.
- 2.10) **Hairstyles / Hair Colour:** No directed restrictions, be mindful of professionalism - consider any risk factors around long, untied hair in some classroom situations.
- 2.11) **Make-up and Nails:** No directed restrictions, consider any risk factors around long nails.
- 2.12) **Tattoos / Body-Piercing:** Keep minimalized, be mindful of professionalism.
- 2.13) **Logos / Slogans:** No political logos / slogans, minimal fashion logos / slogans.
- 2.14) **Religious Jewellery and Headwear:** No directed restrictions, be mindful of school setting.
- 2.15) **Other Notes:**

2.15.1) Where the policy gives mention to 'formal in colour', the following provides an example of what this means (though there are exceptions such as paisley and brown):



2.15.2) PE staff to be appropriately dressed in sports clothing.

2.15.3) INSET / Sports Day / Outdoor Activity Trips / Non-Uniform Days are an exception. However, there continues to be a need for appropriateness in a school setting – in particular, taking into account 2.1, 2.6, 2.9, 2.12 and 2.13.

2.15.4) On days when there are icy / snowy conditions, staff are advised to wear the footwear they feel is most appropriate.

3) Dress Code Infringements

This policy applies to all employees, agency staff and volunteers who work directly for the school.

Where the dress code is viewed to have been not adhered to, it is within the remit of SLT to meet with the member of staff concerned, share concerns, invite feedback and, where necessary, issue professional guidance. If there are repeated infringements, this may be escalated via the usual disciplinary procedures.

This policy will be reviewed every two years.