****

**PLYMSTOCK SCHOOL**

**Dress Code Policy**

Governors’ Personnel Committee: Spring term 2015

Lead Officer: Mr D Farmer

Date for Review: Spring Term 2018

All staff working at Plymstock School are expected to present a high standard of dress and appearance that is appropriate to their position of work. Every member of staff will be responsible for promoting a professional and positive image of Plymstock School. All staff are dealing with the public and therefore, the image they present is very important in inspiring confidence about our ability to deliver a quality service. It is important to recognise that every employee is a face of the school and their appearance is important to the identity of the school.

***Identification Badges***

Identification badges should be worn at all times whilst on school grounds for security reasons. They should also be worn when representing the school off site.

***Smart In Appearance***

Staff are ambassadors for the school and a suit or jacket with tie would normally be recommended with smart trousers and shoes, but a smart sweater/top, trousers and shoes are also acceptable. Alternatively a smart dress or skirt and blouse may be worn.

Casual wear is not considered suitable. Extremes in fashion should also be avoided. Dress should be non-offensive and contain no provocative, sexist, or racist writing or images. Clothing should not display slogans or logos relating to drugs, alcohol or tobacco, or demonstrate sponsorship of such products or advocate discrimination.

Clothing which is low cut or shows the midriff or back or visible undergarments would also be classed as unsuitable for the standards expected by the school and for the working environment of the school.

***Footwear***

It is the responsibility of all employees to wear footwear suitable for the duties undertaken. Footwear should be of a “sensible” nature and worn appropriately. “Sensible” includes no flip-flops or similar shoes which may have implications for safety.

For specific areas of work, footwear should be worn in accordance with Health and Safety regulations. (E.g. Technology workshops, science classrooms)

Injury associated with wearing inappropriate footwear may invalidate any claim against Plymstock School.

***Summer Clothing***

During periods of warm weather staff clothing must remain appropriate and suitable. Staff should be aware that certain items of clothing could be seen as provocative e.g. short revealing/tight garments, and are, therefore, not acceptable for work.

***Extremes in Fashion***

The following are just some of the extremes in fashion that would be deemed unsuitable for the standards expected by the school, this list is not exhaustive and others may apply:

* Make-up if worn over a moderate level
* Jewellery that is excessive.
* Sunglasses (unless medically required/working outside for long periods)
* Untidy/brightly coloured hair.
* Inappropriate tattoos must be covered

Injury arising from wearing inappropriate jewellery may invalidate any related claim against Plymstock School.

***Practicality Exemptions***

Staff are expected to dress according to their role at the school. Those who work in laboratories and practical rooms should present a smart appearance (as above) with appropriate protective clothing where necessary.

Those teaching PE or Games would normally wear sports clothing of which branding and labelling should be minimal and adhere to the logos policy as above.

Caretaking and cleaning staff should dress according to the needs of the position with the addition of the approved overalls and protective clothing given for that role.

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

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

Mealtime Assistants should present a smart but practical appearance, although they are very likely to be wearing appropriate protective and regulated hygiene clothing for much of the time.

**Uniforms**

If a member of staff is provided with uniform or protective clothing to fulfill their duties, this should be worn at all times or as instructed. If uniforms or protective clothing become dated or worn and require replacement, it is the employee’s responsibility to raise this with their line manager as and when it occurs.

**High Profile Situations**

In high profile situations such as media interviews, meetings with outside officials and agencies, all staff should adopt a smart businesslike standard of dress unless advised differently or authorised by the Headteacher.

**Personal Hygiene**

In order to portray the correct image of the school, staff should take a sensible and safe approach to dress, appearance, cleanliness and personal hygiene.

**Variation of Policy due to Religion/Culture**

This Policy will be flexible and due account taken of religious/cultural beliefs or life-style reasons. In these cases reports should be directed to the Headteacher, stating the variation required and discretion will be applied to each individual case.

The governors will expect members of the Senior Leadership team to address concerns where colleagues are not supporting this policy.

 Dress Code Policy

Dated January 2015

Review Period Two Yearly

Personnel Committee

Author DJF