



# Staff Dress Code Guidance

# CONTENTS

Contents.....	1
Document control .....	2
1. Introduction.....	3
2. Equality and Diversity .....	3
3. Identity badges.....	3
4. Standards .....	4
5. Exceptions .....	5

# DOCUMENT CONTROL

## Who is this guidance for?

All employees, including temporary contracts regardless of length

Agency workers

Volunteers

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2

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September 2024

## Revision History

REVISION	DATE	AUTHOR	DESCRIPTION
1	24 February 2020	Helen Ruddle	New guidance
	8 July 2020		Consultation with the JNC policy committee
2	1 December 2021	Helen Ruddle	Review of policy through consultation with the JNC

# 1. INTRODUCTION

Delta Academies Trust ("Delta" or "the Trust") believes that our staff represent all of our academies/schools and Trust and through their appearance they will have an impact on the image that we portray to our pupils/students, parents, visitors and the communities we serve.

As staff of the Trust, we are in a position to act as a role model for our pupils/students, leading by example in all aspects of our work, including our appearance.

The Trust has the discretion to discuss any concerns regarding appearance with staff in order to ensure the safety and well-being of all staff and pupils/students.

# 2. EQUALITY AND DIVERSITY

Delta recognises the diversity of cultures, religions and disabilities and the individual circumstances of our employees and the value this brings.

We also recognise that there are some situations where a sensitive and/or temporary adjustment to dress code requirements may be needed (e.g., pregnancy, menopause, broken limb).

Priority will be given to health and safety considerations and risk assessments will be completed as appropriate involving the individuals concerned.

# 3. IDENTITY BADGES

All staff are supplied with an identity badge that must be worn and visible at all times to enable colleagues and pupils/students to be able to identify staff.

Coloured lanyards distinguish between categories of staff:

- Blue – Delta employee
- Yellow – Supply staff
- Green - Contractor
- Red – Visitor
- Purple – AAB member

All staff are advised to remove their lanyard when travelling in a vehicle as a safety precaution.

## 4. STANDARDS

Within the workplace we should aim to dress suitably presenting an appropriate image to the pupils/students and therefore encouraging the same sense of pride in their own appearance.

Forms of traditional or religious dress including for example headscarves, sari, turbans, skullcaps, Salwar Kameez and hijabs are allowed. In order to support effective communication, it is not appropriate for staff to wear full face veils or anything which covers the face when teaching or delivering training (e.g., Niqab or Burka). Requests may be made to wear these at other times, when not teaching or delivering training, and these requests will be considered on a case by case basis.

Clothing and footwear should not unduly restrict movement or prevent a task being carried out with dignity and must not breach health and safety regulations. Clothing and footwear should be appropriate to the role being carried out (e.g., when 'moving and handling' or 'sitting on the floor' it may be more appropriate to wear trousers rather than a skirt; when needing to walk around the academy/using stairs stiletto heels may not be appropriate). Jewellery should not cause a health and safety hazard or create a risk of potential injury to others.

It is expected that all staff maintain a formal, business-like appearance in the academy at all times. It is preferred for tattoos to be covered where possible.

The following are not considered to be acceptable dress:

- Jeans or denim of any kind
- Biking shorts
- Combat trousers
- Tracksuits (unless the majority of the teaching load is P.E.)
- Trainers/canvas shoes (unless the majority of the teaching load is P.E.)
- Beach wear shorts
- Clothing containing inappropriate and/or offensive language or images
- Clothing which is revealing
- Beach style shoes e.g., Flip flops/sliders

Staff in certain roles (e.g., site staff, technicians, catering staff, cleaners) may be provided with protective clothing which if provided should be worn as required during their working day.

All staff are expected to have a clean appearance and to work towards maintaining a clean, healthy and safe environment.

## 5. EXCEPTIONS

This dress code does not apply on training days, non-uniform days, sports days or during educational visits where pupils/students are not required to wear uniform. Likewise, it is acceptable for staff working during school holiday periods to have a relaxed dress code.

However, it does apply when staff are attending external training during a school day as unexpected absence may result in a member of staff being called back to the academy/normal workplace.

During P.E., health and safety issues are paramount and override any other consideration. Staff must be able to move freely without being hampered by unsuitable clothing or footwear. Staff must change into suitable clothing and footwear for P.E., acting as role models for the pupils/students in what is appropriate to wear. Where staff are involved with single P.E. lessons, staff must only wear trainers/sportswear during the lesson and ensure this is changed before returning to other duties within their role.

During practical lessons, staff should either wear suitable protective clothing (e.g., apron) or tuck loose items such as ties/scarves into shirts/tops or remove their ties/scarves in order to prevent them being caught in machinery/equipment.