



Dress Code Policy

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“Learning together; to be the best we can be”

1. Policy Statement

- 1.1. Trust employees work on behalf of the public and are ambassadors for the Trust and the services we provide. Employee appearance contributes to the quality and perception of our services and customer care provided both in the Central Trust and within Academy schools.
- 1.2. We encourage everyone to maintain an appropriate standard of dress and personal appearance at work. The guidelines and requirements within this policy are not exhaustive and you will be expected to comply with further management instructions where required concerning dress, appearance and cleanliness.
- 1.3. Headteachers and Line managers are responsible for ensuring that this dress code is observed and employees are appropriately dressed, consistent with these requirements.
- 1.4. We will review our dress code periodically to ensure that it reflects appropriate standards and continues to meet our needs.

2. Dress Code policy

- 2.1. All our employees must maintain a professional standard of dress and appearance that is appropriate for the environment in which you work.
- 2.2. All employees are expected to dress smartly and portray a business-like and professional image. Our clients, customers and members of the public would expect all our employees to be clean, tidy and ensure good personal hygiene.
- 2.3. Clothing should be appropriate for the work undertaken. Clothing and appearance should not deliberately cause offence to people or colleagues who you come into contact with, or use Trust Services. Your clothing must be non-offensive and contain no provocative, inflammatory remarks, for example sexist or racist remarks. Clothing should also not display slogans of a political nature or conspicuous logos or cause damage to our reputation.
- 2.4. You must ensure your clothing is clean, ironed, in good condition and free from rips and tears.
- 2.5. Footwear should be safe and clean, sensible for the activities which you are expected to undertake taking into account your own health and safety and wellbeing.
- 2.6. The Trust seeks to promote diversity within its workforce and recognises the importance of cultural dress to its employees. Cultural dress is a visible sign of

this commitment and employees will be supported in observing cultural dress codes within the general principles referred to above.

- 2.7. Employees are reminded that if they have any doubts as to whether an article of clothing is appropriate, then it is likely others will share this view. Any enquiries regarding the operation of the dress code (including whether an article of clothing is suitable to wear for work) should be made to your Line Manager.
- 2.8. Failure to comply with our dress code may result in action under our Disciplinary Procedure.

3. Uniform policy

- 3.1. If you are required to wear a uniform you must do so at all times during your hours of work.
- 3.2. All uniforms must be clean, in good condition and worn in a presentable fashion. No item of the company uniform may be altered without the prior approval of management.
- 3.3. You must return your uniform in a reasonable condition on termination of your employment. The company retains the right to deduct the cost of any uniform that is not returned, or is returned in a damaged condition due to your neglect, from your final pay.
- 3.4. Where particular clothing is provided for health, safety and hygiene and/or uniform purposes it must be worn. This includes ID badges, which must be worn and visible at all times during working hours. You must again return your ID badge on the termination of your employment.

4. Personal Protective Equipment (PPE)

- 4.1. You will be supplied with any necessary personal protective equipment (PPE) at our expense when required, for example to undertake intimate care tasks. Specific requirements above and beyond gloves and aprons will be included in a child's risk assessment.
- 4.2. It is a condition of employment that an employee wears any PPE whenever required the Trust. Breach of these rules may result in disciplinary action, up to and including the termination of employment.
- 4.3. You are expected to maintain all items of PPE in a reasonable condition. You will be required to return all unused PPE when your employment ends.