



Dress Code Policy

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

1. Context

- 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 our 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

- 2.1. All our employees must maintain a professional standard of dress and appearance that is appropriate for the environment in which they work.
- 2.2. All employees are expected to dress smartly and portray a business-like and professional image. Our service users 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 come into contact with or use Trust services. 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 the Trust's reputation by breaching the Nolan Principles.
- 2.4. Employees and volunteers must ensure 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 employees are expected to undertake, taking into account their own health and safety.
- 2.6. The Trust seeks to promote diversity within its workforce and recognises the importance of cultural dress with 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 line managers.
- 2.8. Failure to comply with the Trust dress code may result in action under the Disciplinary Procedure.

3. Uniform policy

- 3.1. If employees are required to wear a uniform they must do so at all times during their hours of work.
- 3.2. All uniforms must be clean, in good condition and worn in a presentable fashion. No item of uniform may be altered without the prior approval of management.
- 3.3. Employees must return their uniform in a reasonable condition upon termination of their employment. The Trust retains the right to deduct the cost of any uniform that is not returned or is returned in a damaged condition due to neglect, from 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. Employees must return their ID badge on the termination of their employment.

4. Personal Protective Equipment (PPE)

- 4.1. Employees will be supplied with any necessary personal protective equipment (PPE) at Trust 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 by the Trust. Breach of these rules may result in disciplinary action.
- 4.3. Employees are expected to maintain all items of PPE in a reasonable condition. Employees will be required to return all unused PPE when their employment ends.