Staff Dress Code

Next to be reviewed: September 2024
Agreed by Governing Body: September 2022

Staff Dress Code

Teaching is a formal and professional vocation. A staff dress code should reflect this and it is important that staff project a professional image to pupils, parents and other stakeholders. Our dress code reflects the high expectations of the school in terms of teaching and learning, behaviour and pupil uniform. It is recognised that staff within the school perform a variety of different roles and our dress code takes this into account.

Rationale:

- The respect a member of staff deserves must be reflected in their appearance and professionalism.
- All staff must dress in a manner which reflects this professionalism.
- All staff are models for the learners in the school, therefore we have a responsibility to model appropriate dress and appearance.
- The image that we project as professionals is associated with how we present ourselves; the image of the school in the community is related to how all adults in the school dress. It is therefore important to dress appropriately when acting in a professional capacity and with due regard to any conclusions parents/visitors may draw from your appearance.

General principles

- Staff must abide by the dress code and dress appropriately for their particular role.
- Clothing should be clean and in a good state of repair.
- The Headteacher has the final say on whether clothing and appearance is appropriate. If a staff member's clothing or appearance is not deemed appropriate, the Headteacher, or other member of SLT, will speak to the staff member concerned to discuss any concerns.

Information for all staff

- Clothing must be professional attire and not casual wear.
- Male staff must wear a shirt, tie, trousers and smart shoes (except, DT staff, PE staff and designated support staff when carrying out teaching where there are health and safety implications).
- Female staff must wear smart dresses or separates (except designated support staff). Trousers may be full or ¾ length, but no shorter. Any cropped trousers must be formal and tailored. Skirts and dresses should not be too short (just above knee length at the shortest). Shirts, blouses, knitwear and other smart tops may be worn, plus smart shoes or boots.
- Where possible, learning support assistants and office staff are expected to adhere to the same dress code as teachers.
- Other support staff and non-teaching staff (e.g. technicians, canteen staff, premises manager, site staff) should dress smartly and appropriately for their role taking into account health and safety issues/the physical nature of their role.
- Hair should be neat and tidy. No extreme hairstyles or hair colours (which are outside the natural shades). SLT reserve the right to judge what is extreme.
- Visible tattoos are discouraged.

- Jewellery should be discreet with visible piercing restricted to ears (for women only). Single nose studs may be worn for reasons of culture or religious observance only.
- On formal occasions (such as presentation evening and celebration evenings), all staff attending must dress in a professional manner befitting the event.

The following may be helpful in clarifying what is and what is not appropriate:

- No denim
- No revealing or excessively tight clothing
- No T-shirts (except PE staff) with exceptions for female staff who wear t-shirts in conjunction with other clothing
- No shorts (except PE staff)
- No combat or cargo trousers (except IT technicians' uniforms)
- No leggings unless under an appropriate length skirt or dress
- No inappropriate footwear (e.g. flip flops and trainers except PE staff which may contravene health & safety guidelines).
- Women's tops may be sleeveless but should not be 'strappy' (i.e. have narrow shoulder straps) or be strapless
- No large logos
- No clothes that are excessively worn or faded
- No clothes with rips or tears.

Staff Mobile Phones

Staff should not use their phones in classrooms and corridors or anywhere seen by pupils.

The occasional and reasonable private use of telephones will be:

- Incoming and outgoing calls must be kept to a minimum and be made during non-working time and;
- Allowed in exceptional cases and with prior agreement from their manager, (employees may be allowed to keep their personal mobiles on during works time in order to receive an urgent personal call).
- Staff should ensure that family members are aware of the school telephone number, so that, in the case of an emergency calls can be made direct to reception, reception will then get the message to the relevant colleague.
- It is important that staff model the non-use of mobile phones within school and this support the schools 'use it, lose it' policy for pupils. This is important as pupils will be keen to challenge staff as they may feel that we should allow them to use their mobiles.

Social Media

Social Networking Standards

The standards expected of all staff representatives when using social media are below:

Do

- Act responsibly at all times. Even if you do not identify your profession or place of work, please be aware that your conduct online could jeopardise any professional registration and/or your employment
- Protect your own privacy. Think about what kind of information you want to share online and who you want to share this with. Adjust your privacy settings accordingly.
- Remember everything is public. Even with the highest level of privacy settings, once something is online it can be copied and redistributed and it is easy to lose control of the information. Work on the assumption that everything you post online will be permanent and will be shared with others.
- Take appropriate action if you are the target of abuse online. If you are the target of bullying or abuse online you can take action in dealing with this, such as blocking individuals from interacting with you and reporting inappropriate activity.
- Be considerate to your colleagues. Pictures or information about colleagues should not be posted on social networking sites unless you have the agreement of the individual concerned. Always remove information about a colleague if they ask you to do so.
- Respect the privacy of others. If photographs are taken at an event, then check whether those in attendance expect that any photos may appear on a public social networking site before posting. Remember it may not always be an appropriate way to share information whether work related or not
- Remember the benefits. Used responsibly, social media can be accessed to keep up to date with a number of professions and information.

Do Not

- Share confidential information online. In line with the GDPR (2018) employees should not share any child /family identifiable information online or any personal information about colleagues. In addition to this, any confidential information about the school should not be revealed online.
- Build or pursue relationships with children, parents, families, even if the child/client or parent is no longer within your care. The school does not deem this as appropriate behaviour. If you receive a request from a child/client or parent then many sites allow you to ignore this request without the individual being informed to avoid any offence. If you are concerned about this in any circumstance, please discuss with your line manager.
- Use social networking sites to inform professional practice. There are some circumstances/job roles where this may be appropriate however careful consideration and discussions with management should be applied.
- Discuss work related issues online. This takes into account conversations about parents, children, colleagues or anything else which may identify the school online and bring it into potential disrepute. Even if you think these conversations have been anonymised, they are very likely to be deemed inappropriate.
- Do not post pictures of children/young people/their parents. Never post pictures of pupils/parents or their children online even if they have asked you to do this. Employees should never take pictures of parents and children unless they are relevant and within the

boundaries of the school's policy on taking digital images. Permission from the subject and parents of children should always be obtained. If your mobile phone has a camera, then this should not be used in the workplace. (This should be considered depending on the school's policy for taking digital images).

- Do raise concerns about your work. Social networking sites should never be used for raising or escalating concerns at work. If you have concerns then these should be raised through either discussing with your line manager or following the relevant policy/procedure for raising concerns at work.
- Engage in activities online and email activity which may bring the organisation into disrepute. Think through what activities you take part in whilst online and what you do or say that may bring the school into disrepute. Any reports of this will be reviewed in line with their appropriateness.
- You should not be abusive to or bully other colleagues. Social networking sites should not be used as a forum for abusive behaviour towards colleagues.
- Post derogatory, defamatory or offensive comments about colleagues, the child/parents/clients/families, your work or school. Everything posted on a social networking site should be deemed as open to the public and it is therefore unacceptable to use this as a forum for posting inappropriate comments.
- Post on social media sites during working hours
- Please be aware that staff have been dismissed from this school for failing to follow these expectations.