



Staff Dress Code

HR27

CONTENTS

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

DOCUMENT CONTROL

Who is this guidance for?

All employees, including temporary contracts regardless of length

Agency workers

Volunteers

Author

Helen Ruddle, Director of HR

Version number

3

Date approved

For use from 1 November 2024

Date of review

Summer 2027

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
3	09/10/2024	Helen Ruddle	Review of policy in consultation with the JNC

1. INTRODUCTION

Delta Academies Trust ("Delta" or "the Trust") believes that our staff represent all of our academies/schools and the 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 staff dress appropriately, including where there are concerns regarding the safety and well-being of all staff and pupils/students.

The purpose of this dress code policy is to establish guidelines on appropriate clothing and appearance at our academies/schools, so that the Trust can:

- 1) Promote a positive and professional image
- 2) Respect the needs of individuals from all cultures and religions
- 3) Make any adjustments that may be needed because of a disability
- 4) Take account of health and safety requirements
- 5) Help staff and managers decide what clothing is appropriate to wear

This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.

2. EQUALITY AND DIVERSITY

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

All staff may wear appropriate religious and cultural dress (headscarves, sari, turbans, skullcaps, Salwar Kameez and hijabs) and wear religious jewellery and adopt hair style associated with religion, race or belief, unless it creates a health and safety risk to the staff member or any other person or otherwise breaches this policy. The Trust's HR department can give further information and guidance on cultural or religious clothing.

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 at all times 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 staff member / ITT (salaried)
- Yellow – Supply staff / ITT (unsalaried)
- 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, all staff 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. Staff may be asked to cover up visible tattoos or to remove or cover up visible body piercings.

The following are not considered to be acceptable dress:

- Jeans or denim of any kind
- Biking shorts
- Combat trousers
- Tracksuits or gym wear (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, logo or images
- Clothing which is revealing
- Beach style shoes e.g., Flip flops/sliders
- Clothing which is dirty, worn, ripped, torn or frayed

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.

Hairstyles should be smart and professional, which will be considered on a case by case basis. Consideration and exemptions will be given to hairstyles or hair associated with particular race, religion and beliefs (including but not limited to natural Afro hairstyles, braids, cornrows, plaits and head coverings).

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.