

Headteacher: Ms Angela Wallace BA Hons, PGCE, MA

Dress and appearance policy

Drafted by: HR in consultation with Judicium
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Introduction

This policy applies to all employees Woodside High School irrespective of their level or grade (collectively referred to as “you” and “Staff” in this policy) who are advised to familiarise themselves with its content.

This policy does not form part of any employee’s terms and conditions of employment. It is not intended to have any contractual effect. Woodside High School reserves the right to amend this policy at any time.

Purpose of this Policy

The image that is presented to the students, parents, visitors and members of the public is very important and therefore, the fundamental aim of this policy is to ensure that Staff maintain an appropriate professional image of Woodside High School through their attire and personal appearance and to conduct themselves in a professional manner at work.

The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace so that we:

- promote a positive, clean and neat image and that staff look professional;
- respect religious, racial and gender-specific clothing requirements and those of staff with disabilities where possible;
- take account of health and safety requirements; and
- help staff decide what clothing it is appropriate to wear to work.

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Different departments within Woodside High School may have specific requirements that result in particular clothing demands, for example, because their work raises health and safety risks. It is important that all staff dress in a manner appropriate to their working environment and the type of work they do.

Woodside High School expects you to take a common-sense approach to the dress code. Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear to work) should be made to your Line Manager/Head of Department.

Dress Code

Staff are not required to wear a uniform, but are expected to dress in a manner that is suitable and appropriate to working with young people and in a professional occupation.

Attire that is inappropriate for work at any time includes casual wear such as denim, leggings, sleeveless T-shirts, sweatshirts and tracksuits or other sportswear (with the exception of sports coaches), clothing with slogans or images which may be considered offensive or otherwise inappropriate in the workplace, overly tight or revealing clothing and any clothing which is not in keeping with the fundamental aims of the Academy

Appearance

While working for Woodside high school you are a representative to students, parents and members of the public. Your appearance contributes to our reputation and the development of our standards in educational services.

Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to the reputation of Woodside High school. It is inappropriate to wear clothing such as cut-off shorts, crop tops, see-through material or clothes that expose areas of the body normally covered at work.

Footwear must be safe, smart and clean and take account of health and safety considerations. Staff should not wear flip flops, crocs, or similar foot wear, and trainers unless practical for roles within the school are not acceptable.

Jewellery should be kept to a minimum and discretely worn.

Tattoos should not be visible. Those that are not covered by normal clothing should be covered by a sticking plaster or other appropriate material while at work.

Religious and Cultural Dress

You may wear a religious and cultural dress (including clerical collars, headscarves, skullcaps and turbans) unless it breaches this policy or compromises the health and safety of the wearer, your colleagues or any other person.

Where necessary Headteacher can disseminate appropriate information explaining cultural dress and customs.

Priority is at all times given to health and safety requirements. Where necessary, advice will be taken from the Woodside High school's Health and Safety Officer.

Identity badges

Staff should be identifiable by their photographic identification badge, which must be worn at all times while on Woodside High school premises for security and identification purposes.

Implementing and Reviewing our Dress Code

Line managers are responsible for ensuring that Staff observe the standards set by this dress code.

The dress code will be periodically reviewed to ensure that it meets our demands, in particular with regard to the health and safety of our staff and all those they deal with.

Failure to comply with this policy may result in you being required to change your attire or being sent home. Repeated or serious non-compliance with the rules in this policy could lead to disciplinary action under Woodside High School's Disciplinary Policy and Procedure.

Any employee who is dissatisfied with Woodside high school's decision not to allow them to wear particular dress or attire should follow the appeal process under the disciplinary procedure where it has started, or if it has not started, the grievance procedure.

