



St Anne's School and Sixth Form College

Dress and Appearance Policy

This policy was adopted in the Autumn term 2010 and updated September 2018

1. INTRODUCTION

Employees are responsible for following the standards of uniform/dress and appearance laid down in this policy and should understand how this policy relates to their working environment; health and safety, safeguarding, infection control, particular role and duties and contact with others during the course of their employment.

2. FUNDAMENTAL PRINCIPLES

Staffs dress and appearance should be smart, practical and appropriate to carry out their role effectively and safely while displaying a respect to pupils, families, colleagues and visitors to the school or residence.

St. Anne's recognises the diversity of cultures, religions, disabilities and health needs of its employees and will take a sensitive approach when this affects dress and uniform requirements.

All staff are required to comply with the principles of the dress code policy.

- **St. Anne's clothing** - polo shirts and a warm top will be provided to all staff, which must be worn at all times*.
- **Trousers** - jeans, denim, or leggings must not be worn. Trousers should not trail on the ground.
- **Shorts** - must not be worn (three quarter length trousers are acceptable)
- **Footwear** - must be safe, sensible, in good order, smart and clean and have regard to health and safety considerations. No open toes.
- **Personal Protective Clothing and Equipment** – staff are required to wear this whilst carrying out their duties in accordance with health and safety requirements. In some cases staff may be offered protective clothing when working with identified young people.
- **Jewellery** - should be kept to a minimum.
- **Hair** - should be neat and tidy at all times. Headscarves worn for religious purposes are permitted.

- **Nails** - length should be kept to a minimum and with a rounded shaped edge to protect the safety of pupils and individual staff. Painted nails should be neat and tidy, but any embellishments should be covered.
- **Glasses** – where these need to worn and are accidentally broken, the governors have agreed a repair or replacement value of up to £120.
- **Lanyards** – must have at least a 3 point break away for safety of the person wearing one.
- **Beards** - should be short and neatly trimmed, unless this reflects the individual's religion where it should be tidy.
- **Visible tattoos** - where they are deemed to be offensive they should be appropriately covered.
- **Facial/body piercing** - should be kept to a minimum, or covered where possible.
- **Facial Covers** - worn for religious reasons, should be removed to ensure that the member of staff is identifiable and to aid with communication.

*teachers and SLT are exempt from this daily unless out in the community with pupils. All staff are exempt from this on full staff training days (unless instructed otherwise).

3. ROLES AND RESPONSIBILITIES

Managers are responsible for ensuring the dress code policy is adhered to at all times in respect of the employees they manage and for supplying St. Anne's clothing.

Staff wearing St. Anne's uniform out of normal working hours should conduct themselves appropriately and consideration should be taken ie. it is not appropriate to be wearing St. Anne's uniform items when working at a second job.

Failure to adhere to the standards of dress and appearance may result in formal disciplinary proceedings.