



Dress and Appearance Policy

Frequency of Review	Every 3 years
Author	(Judicium model) CEO
Approved by	Board of Directors
Reviewed	June 2024
Date of Next Review	June 2027 (unless there is a material change)

Introduction

The Propeller Academy Trust (PAT) applies this policy to all employees of the Trust 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. We reserve the right to amend this policy at any time.

Purpose of this Policy

The image that is presented to the School/Trust’s 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 the School/Trust 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.

Different departments within the School/Trust 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.

We expect 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 **OR** the Headteacher.

Dress Code

Staff are not required to wear a uniform but are expected to dress in a manner that is suitable and appropriate to the School/Trust.

Attire that is inappropriate for work at any time includes ripped, frayed, or torn clothing, 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 this policy.

Appearance

While working for the School/Trust you represent the School/Trust to students, parents, and members of the public. Your appearance contributes to our reputation and the development of our standards in educational services.

Your appearance must promote a positive and professional image. Clothing should not be dirty, frayed or torn. Clothing should not carry wording or pictures that might be offensive or cause damage to the School/Trust's reputation. It is inappropriate to wear clothing such as cut-off shorts, short dresses/skirts, crop tops, see-through material or clothes that expose areas of the body normally covered at work such as halter-neck/low-cut/spaghetti strap vest tops. Underwear must not be visible.

Clothing should be appropriate to the role, or the activity being undertaken (PE kits and appropriate footwear are essential for ALL staff when participating in PE lessons. This is for health and safety reasons as well as for modelling appropriate dress to our children and young people.

Footwear must be safe, smart, and clean and take account of health and safety considerations. All footwear must have a back. Staff should not wear flip flops, crocs, or similar footwear. Stilettos are also not acceptable for classroom-based roles.

Where we provide safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed and any damage or defects reported to the COO immediately.

Jewellery should be kept to a minimum.

You should not wear clothing or jewellery that could present a health and safety risk.

Hair should be neat and tidy. Where you are required to work or visit the kitchen, hair nets and beard nets must be worn at all times.

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, Line Managers or the 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 COO.

Identity badges

Staff should be identifiable by their photographic identification badge, which must be visible at all times while on School/Trust premises for security and identification purposes.

Staff should remove their identity badges when travelling to and from work, for personal safety reasons.

Implementing and Reviewing our Dress Code

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

We will review the dress code periodically 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 our Disciplinary Policy and Procedure.

Any employee who is dissatisfied with our 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.