

**North Essex Multi-Academy Trust
Staff Dress Code**

1. Underpinning principles

All staff working for North Essex Multi-Academy Trust should wear dress which:

- i. is professional, modest and appropriate for the activities and conditions on the day;
- ii. does not compromise health and safety considerations;
- iii. provides an excellent role model for our students;
- iv. sets a high standard;

2. Rationale

The Trust sets very high expectations of student dress. All school aged pupils are expected to adhere to a strict uniform code and Sixth Form students are expected to wear smart, professional dress. It is therefore vital that staff lead by example and are effective role models for our students.

All staff are expected to be aware of the uniform expectations and should dress in such a way that they set a good example for the pupils and students.

3. The Trust recognises the value of and seeks to achieve a diverse workforce and will take a sensitive approach when this affects staff dress requirements. However staff dress should be in keeping with the underpinning principles of the code and be professional and appropriate for the activities to be undertaken. It should not compromise effective communication, health and safety nor be a distraction to students and other staff.

4. Responsibilities for ensuring the Code is adhered to

Leaders at all levels are responsible for ensuring that the Staff Dress Code is adhered to at all times by the staff that they line manage. It is expected that staff will adhere to the Code and, where appropriate, will wear specific clothing provided for their post.

This Code is designed to guide staff on the expected standards of dress and appearance. It is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff should use common sense in adhering to the principles underpinning the Code. If in any doubt staff should seek guidance from their line manager.

5. Standards

- i. All employees are required to dress in a professional, modest and appropriate manner.
- ii. All employees are required to wear smart trousers or a skirt of a reasonable length or an equivalent professional-looking dress. A smart, appropriate top should be worn with any trousers or skirts.
- iii. Footwear should be smart and appropriate for the activities of the day. Health and safety considerations should not be compromised.
- iv. There is an expectation that at more formal events such as Parents' Evenings, staff dress will reflect the formality of the occasion.

- v. Staff dress on INSET days and during school closure periods should be smart casual.
 - vi. Whilst in school, staff are expected to wear ID badges provided, with their photo clearly visible.
 - vii. Where the Trust provides an item of uniform to enable a member of staff to carry out his/her duties this must be worn at all times whilst on duty.
 - viii. Alternatives may arise where staff duties require different garments to be worn, e.g. in PE, during practical lessons or for support staff whose duties require manual work. However these garments should adhere to the underpinning principles and should not compromise effective communication, health and safety nor be a distraction to either students or other staff.
 - ix. Hair should be neat and tidy. Extreme hairstyles are not considered appropriate, as this does not set a good example to our students.
 - x. Any jewellery worn by staff should be discreet and should not pose a health and safety hazard or be a distraction to pupils and other staff.
 - xi. Facial piercings, including those on the tongue, are not permitted. Any earrings must be discreet and should not be a distraction.
 - xii. Small, discreet and appropriate visible tattoos are permitted. Larger or inappropriate tattoos should be covered whilst on duty.
6. Any member of staff who disregards these rules could be subject to disciplinary action.
 7. The Senior Leadership Team will act as final arbiter as to whether a member of staff's appearance is acceptable. Where, in the opinion of a member of the Senior Leadership Team, a member of staff's appearance is unacceptable, the member of staff may be required to return home to change. In these circumstances, the member of staff may not be paid for the duration of his/her absence from work.