



**THIS POLICY COVERS ALL ACADEMIES/SCHOOLS WITHIN  
ARDEN MULTI-ACADEMY TRUST**

Name of Policy	Staff Standard of Appearance Policy	
Lead	Martin Murphy, CEO	
Governor Committee	Business & Personnel Committee	
Policy Status	Trustee Approved	12 <sup>th</sup> December 2023
Next Review	Autumn Term 2024	
Version No.	3	
Amendments	01.06.2018 – Original drafted	
	16.10.2018 - Updated to reflect AMAT status	
	September 2019 – minor amendments to reflect Trust status	
	26 <sup>th</sup> November 2019 – updated to incorporate catering staff	
	November 2022 – minor amendments	



## **Introduction**

- 1.1 We require our employees to maintain an appropriate professional standard of dress and personal appearance at work and when representing the Trust. The purpose of our dress code is to establish basic guidelines to help employees understand the required standards of dress and appearance so that we:
  - (a) Promote a positive image to our students and staff look professional;
  - (b) Respect religious, racial and gender-specific clothing requirements and the requirements of those staff with disabilities where possible;
  - (c) Take account of health, safety and security requirements;
  - (d) Guide staff to make appropriate choices of what to wear to work.
- 1.2 The overriding principle of our policy is that our employees dress in a manner appropriate to their working environment and the type of work they do within the Trust.
- 1.3 The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance, and employees must use common sense in adhering to the principles underpinning the policy. The senior leadership team of each school will be the sole judge of what is and is not appropriate for the purposes of this policy.
- 1.4 We recognise the diversity of cultures and religions of our employees and will take a sensitive approach when this affects dress and uniform requirements, priority will be given to health and safety, security and other similar considerations.
- 1.5 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.
- 1.6 This policy has been implemented following consultation with the recognised trade unions.
- 1.7 This policy does not form part of any employee's contract of employment and may be amended at any time. Any breach of this policy may result in disciplinary action being taken.

## **2. Scope and purpose**

- 2.1 This policy covers all employees of the Arden Multi-Academy Trust (AMAT). In addition governors, volunteers and other workers will be made aware of the policy so that they can make appropriate decisions regarding dress and appearance whilst working within the Trust.

### **3. Your appearance**

- 3.1 While working for us, employees represent us with our students, parents/carers and visitors to each school/academy. Employee appearance contributes to our reputation and our commitment to delivering excellent teaching and learning. Employee dress and appearance should be appropriate to the role performed in the Trust.
- 3.2 All members of staff are supplied with an identity badge that must be worn and visible at all times when at work.
- 3.3 It is important that employees appear clean and smart at all times when at work. Employees are expected to demonstrate good standards of personal hygiene.
- 3.4 Staff are requested to wear smart business dress/professional work wear. For men this would mean a suit or smart trousers and a shirt and tie. For women this would mean a suit or smart skirt, tailored trousers or dress. For both, this includes appropriate smart footwear.
- 3.5 Employees who are involved in sports activities may dress in appropriate sports clothing for PE lessons and other related activities. They may remain in this clothing when teaching in the classroom but must change for more formal occasions such as parents evenings or leading assemblies
- 3.6 Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to our reputation. The following should not be worn whilst at work/representing the Trust:
- (a) Beach wear
  - (b) Track suits (unless teaching PE or other related activities)
  - (c) Casual or sports t-shirts
  - (d) Combat trousers (unless as part of a technicians role)
  - (e) Jogging bottoms
  - (f) Denim
  - (g) Leggings/jeggings
  - (h) Short skirts (shorter than just above the knee)
  - (i) T-shirts, tops or blouses that reveal undergarments and transparent clothing
  - (j) Shorts
- 3.7 Smart footwear must be safe and clean and take account of health and safety considerations. Trainers (unless teaching PE or other related activities) and flip-flops are not acceptable.
- 3.8 Where we provide or recommend safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed, e.g. site staff and technicians.
- 3.9 Staff should not wear clothing or jewellery that could present a health and safety risk. Any jewellery should not be excessive or unconventional. No other jewellery worn through body piercings is permitted.
- 3.10 Employees who are required to wear a uniform must ensure that they do so during working hours, unless advised otherwise by their manager. Uniforms must always be

clean and worn in a presentable fashion. The uniforms issued must not be altered in any way without the Trust's permission. Where uniforms are issued, they remain the property of the Trust. Employees must take responsibility to ensure that good care is taken of them, and return any uniforms issued on the termination of employment.

- 3.11 Employees who occupy roles that require protective clothing, e.g., hard hats, masks and gloves, are required to wear this clothing while carrying out their duties whenever required by law or by the Trust's rules.
- 3.12 In addition, any employee whose job involves working with machinery/working with food must keep their hair either short or tied back and must not wear any jewellery other than wedding rings and these must be covered with a plaster. These rules are in place for safety/hygiene reasons.
- 3.13 In all roles, hair should be neat, tidy and well groomed. Excessive styles and colours are not acceptable.
- 3.14 Tattoos should be covered or not visible.

#### **4. Religious or cultural dress**

- 4.1 Staff may wear religious and cultural dress (including head scarves, skullcaps and turbans) unless it breaches this policy or compromises the health and safety of the wearer, their colleagues or any other person.
- 4.2 Where necessary your line manager can disseminate appropriate information explaining cultural dress and customs.
- 4.3 Priority is at all times given to health and safety requirements. Where necessary, advice will be taken from the Business Manager.

#### **5. Implementing and reviewing our dress code**

- 5.1 The Associate Headteacher and line managers are responsible for ensuring that employees observe the standards set by this dress code.
- 5.2 Failure to comply with the dress code may result in action under our disciplinary procedure.
- 5.3 We will review the dress code periodically to ensure that it meets our demands, in particular with regard to health and safety of our staff and all those they deal with.

#### **6. AMAT catering service**

- 6.1 Employees who are required to handle food will be subject to more specific rules which will be explained to you by your immediate manager during your departmental induction.
- 6.2 **Make-up:** The use of makeup is a personal choice; however, should you choose to wear makeup it should be subtle and not unnatural looking.
- 6.3 **Hair:** Your hair should be tied back if it is longer than shoulder length and your role requires you to handle food. Employees not required to handle food should keep their

hair neat and may wear it down. Hats should be worn throughout food preparation times.

6.4 **Nails:** Nails should be clean and well maintained. For employees required to handle food no false nails or nail varnish are permitted and nails must be kept short.

6.5 **Facial hair:** Beards, moustaches and sideburns must be kept neat and trimmed. Employees without facial hair must be clean shaven.

6.6 **Jewellery:**

- Staff preparing food are permitted only a plain wedding band ring or non-stone engagement ring.
- Earrings are not permitted in Food and Beverage area.
- Piercings: one small eyebrow, nose and one small lip piercing are permitted. These must be taken out or covered with a blue plaster (supplied by staff member).
- No necklaces or chains are to worn in food preparation areas.

6.6 **Footwear:** For health and safety reasons shoes must cover the whole of the foot. For the same reasons your legs must also be covered. In all the food and beverage areas a footwear with suitable sole must be worn.

6.7 **Personal hygiene:** Please always shower before your shift and wear a suitable deodorant. It is imperative that your uniform is always clean and ironed.

6.8 **Religious and cultural dress**

- Employees may wear religious and cultural dress (including clerical collars, head scarves, skullcaps and turbans) unless it compromises the health and safety of the wearer, their colleagues or any other person.
- Where necessary your immediate manager can disseminate appropriate information explaining cultural dress and customs.

6.9 **Implementing and reviewing our dress code**

- All managers are responsible for ensuring that employees observe the standards set by this dress code.

Failure to comply with the dress code may result in action under our disciplinary procedure.

7. **Review of policy**

7.1 This policy is reviewed every year by the Trust in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.