



## ALTERNATIVE PROVISION

# Staff Dress Code Policy

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Approved by: [RAISE-AP Educational Directors](#)

Approval Signatures

*RAISE-AP  
Directors*

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## Introduction

**RAISE-AP** believe that members of staff represent the provision and through their appearance will have an impact on the image **RAISE-AP** projects to pupils, parents and visitors. We therefore need to create and maintain a standard appropriate within a learning environment for effective teaching and learning.

All employees and volunteers at the provision are expected to be smartly and appropriately dressed at all times. However, we also recognise that the staff represent a wide range of backgrounds, cultures, ages and tastes and naturally we want staff to exercise choice in the clothing they wear for work. This code sets out our expectations for day-to-day wear and for PE / offsite activities. The appearance of staff should foster respect for them as professionals.

Clothing should be fit for the purpose and have due regard for the health and safety of staff.

If in doubt, staff should discuss this with the Head of Provision.

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## Staff Responsibilities

All members of staff are required to look smart and professional, to be neat and tidy in appearance and wear clothing that is appropriate to the role. The benchmark for those who deal with the public, staff and pupils must be clothing that would be classified as appropriate business attire.

Specifically, the following are unlikely to be acceptable:

- Shorts, mini-skirts, see-through clothing, denim jeans, leggings, crop trousers, low cut tops, crop tops, vest tops, off the shoulder clothing, clothing with tears/holes/rips or unclean, and inappropriate footwear such as flip-flops).
- You could be asked to cover any visible offensive tattoos which are deemed inappropriate.
- Jewelry is generally acceptable so long as it does not present a health and safety hazard. Jewelry/piercings should also be removed where they are a risk to health and safety for example during Physical Education / offsite activities.
- While hair is generally not an issue, there are potential health and safety issues, e.g. when handling food or operating machinery, hair must be tied back/covered. Extreme, bright hair highlights or colours are ideally avoided.
- Clothing which promotes political or otherwise contentious slogans, offensive logos/badges etc.

The following exceptions are allowed:

- Staff undertaking Physical Education / offsite activities
- Educational visits, where practical activities require less formal wear
- Staff who are working in the provision during a holiday period.
- Staff engaged in practical activities in the provision where less formal wear is appropriate.
- INSET days are 'dress down' days and staff may wear more casual clothing, except on INSET days that include other provisions or schools, then smart casual is required.
- Employees and volunteers must dress professionally, e.g. no low-cut or vest style tops, those showing midriff or excessively short skirts. It is particularly important that the standard of dress is maintained during hot weather. If cut-off trousers are worn, they should be tailored / formal.

We recognise the importance of individually held religious beliefs to employees in the provision and will reasonably accommodate an employees religious beliefs in terms of workplace dress, If you are requesting a workplace attire accommodation based on religious beliefs.

Employees, whilst being respectably dressed should not wear clothing that could have implications for the health and safety of themselves, or others in their case. An important consideration is Health and Safety when teaching or in particular when assisting in Physical Education lessons. The clothing must not present a trip hazard or could catch on equipment or apparatus – for example a jilbab would not be considered suitable; a thobe (or shorter garment than a jilbab) would be more appropriate to wear for Physical Education lessons

All staff should be mindful that finger nails should be short and clean so as not to be hazardous to themselves or likely to cause unintentional injury to others.

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## **Identification Badges**

Staff identity badges must be worn and visible at all times on the provision's site and premises.

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## Procedures

On recruitment, through induction and again on subsequent changes of job, the member of staff's line manager will remind staff of the standards of dress that apply.

If the Head of Provision feels that the dress guidance is not being followed by an individual member of staff, they will initially seek to resolve the matter informally.

Members of staff have the right to lodge an appeal against a decision on the acceptability of their appearance, using the provision's normal procedures.

This guidance applies to all members of staff employed in the provision, including trainees. In the event that a member of staff is unable to comply with this guidance, for example because of an injury, they should discuss with the Head of Provision.

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## Raise Values

Our **RAISE-AP values** (Resolve, Attitude, Invest, Social Skills and Education) are key in everything we do, specifically with attitudes (modelling and expectations), invest (tailoring setup for our young people) social skills (becoming part of a community) which are linked to our Staff Dress Code policy.

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