



SOUTH MOLTON
COMMUNITY COLLEGE
— supporting success —

Staff Dress Code

Policy adopted by FGB: March 2016

Date of next review:

Revised Date:

Responsible Committee:

Responsible SLT:

The following dress code has been designed to provide guidance on acceptable dress in the workplace for all employees, agency workers and volunteers. Our aim is to ensure staff are smartly and professionally presented to parents/carers, pupils and colleagues.

General Principles

- Staff must abide by the dress code and dress appropriately for their particular role.
- Clothing should be clean and in a good state of repair.
- The Principal has the final say on whether clothing and appearance is appropriate.
- If a staff member's clothing or appearance is not deemed appropriate, the Principal or other member of SLT will speak to the staff member concerned to discuss any concerns.
- Employees who do not comply with these standards may be subject to the school's normal disciplinary procedure.

Information for all staff

- Clothing must be professional attire, not casual wear.
- No jeans of any colour.
- No revealing or excessively tight clothing that over-exposes parts of the body, e.g. stomach, chest, etc., or that is transparent or see-through.
- No leggings unless under an appropriate length skirt or dress.
- No inappropriate footwear e.g. flip flops and trainers (except PE staff) which may contravene Health & Safety guidelines.
- Women's tops may be sleeveless but should not be 'strappy' (i.e. have narrow shoulder straps) or be strapless.
- No shorts (except PE staff).
- No combat or cargo trousers (except CCF uniforms).
- No large logos.

Male staff should wear a shirt, tie, trousers and smart shoes (unless inappropriate for the subject taught e.g. PE staff and designated support staff).

Female staff - Skirts/dresses/tunics should be an appropriate length e.g. below mid-thigh. Trousers may be full or $\frac{3}{4}$ length, any cropped trousers must be formal and tailored.

Visible tattoos are discouraged and should be discreet.

Jewellery should be discreet.

Learning support assistants and office staff are expected to adhere to the same dress code as teachers.

Other support staff and non-teaching staff (e.g. technicians, canteen staff, premises manager, site staff) should dress smartly and appropriately for their role taking into account health and safety issues/the physical nature of their role.

Footwear - It is the responsibility of all employees to wear footwear suitable for the duties undertaken. Footwear should be of a 'sensible' nature and worn appropriately.

Clothing for particular purposes should be worn in accordance with guidance set out in the Health and Safety Policy.

The requirements of particular faiths to wear specific types of clothing or to dress modestly will be respected so long as the item of clothing does not pose a hazard to the health and safety of employees or contravene any reasonable and legitimate requirements of the School.