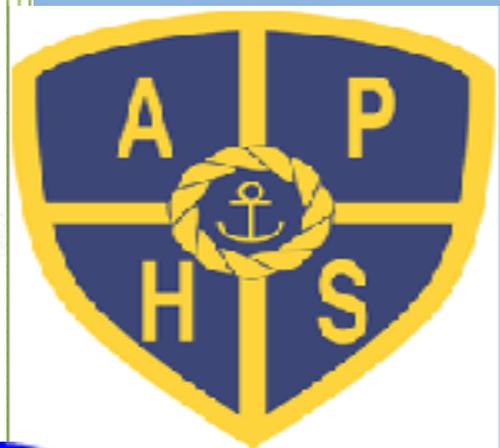


2017

Staff Appearance Policy



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Alderman Peel High School, Wells Primary
and Nursery School, Burnham Market
Primary School

Date: 30th January 2017

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A person's dress and appearance are matters of personal choice and self-expression. However staff and volunteers should recognise that they are role models to the children and their choice of dress should uphold the governor's expectations. Staff and volunteers must ensure they are dressed in a way that meets the expectations of the governors, is, safe and appropriate for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

The Norfolk County Council dress code states the following:

The issue of personal appearance is a sensitive one and there must be a balance between:

- *personal freedom,*
- *comfort,*
- *the image of the authority in the eyes of its customers and*
- *the nature of the work being undertaken.*

Norfolk County Council employees are expected to dress appropriately in accordance with the above principles and demonstrate good standards of personal hygiene and care of their appearance. Where they are provided, NCC employees are expected to wear a uniform and/or protective clothing for the purpose of Health and Safety or so they can be easily identified by the public.

Various unions also have similar advice.

While I believe all this information is helpful it is also important that the "expectations" of Governors is made clear to avoid issues or embarrassment. Following discussion with Governors the following details have been agreed for all staff and trainee staff.

General Standards

All staff and visitors should be mindful that their dress sets an example to pupils. If staff dress smartly, pupils are more likely to follow suit. Staff should therefore exercise professional judgement when deciding what to wear during the course of a normal school day. While not exhaustive jeans, denim, sportswear, transparent or low cut tops, short skirts / dresses should not be worn during the normal school day. Consideration should be given to the tightness of clothes, low cut tops and shortness of skirts, particularly when moving around the classroom and leaning over desks to support children in their learning. It is recognised by the Governors that specific items of clothing and accessories are specific to culture and religion and individual concerns should be discussed with the Headteacher.

Site teams, cleaners, kitchen staff, Physical Education, Technology and Science

It is recognised that some subjects require different specialist clothing and safety equipment. All staff must wear the appropriate clothing and equipment to ensure their own and pupil safety while maintaining high professional standards.

Footwear

Staff must ensure that they are safe from slipping and sliding, provide good role models for footwear and wear suitable footwear for the activities that they lead on each and every day. It is essential that you're your own safety that appropriate shoes are worn at all times.

Staff Dress for Pupil Visits out of school

On trips/visits where the pupils are wearing outdoor clothing (e.g. outdoor pursuits) it is right that staff could also wear casual outdoor clothing including jeans. If the pupils' are wearing uniform then staff are expected to dress as they would normally in school attire.

Jewellery

Staff are not discouraged from wearing jewellery, however; it is essential that the wearing of any jewellery reflects the professional image of the profession and does not put either the staff member or the pupils at risk. E.g. long dangling/huge hoops etc. The safety of staff and children is our first priority.

Volunteers and visitors

Professional visitors to school are expected to uphold the standards of their own profession and employee guidelines. This document should be shared with all new staff and regular volunteers.

Author

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Ratification Date

Review Date

Signed Chair of Governors

Date
