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Cornerstone Academy Trust

Dress Code

Cornerstone Academy Trust - Policy Statement

We require our employees to maintain an appropriate professional standard of dress and personal appearance at work. 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. Employees are role models to our students and how they present themselves is important;
- b) respect religious, racial and gender-specific clothing requirements and those of staff with disabilities where possible;
- c) make any adjustments that may be needed because of disability where possible;
- d) take account of health, safety and security requirements; and
- e) make appropriate choices of what to wear to work.

The overriding principal of our policy is that our employees dress in a manner appropriate to their working environment and the type of work they do in the Trust.

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. All staff will take collective responsibility for dress standards although the senior leadership team of the school will be the final judge of what is and is not appropriate for the purposes of this policy.

Although we recognise the diversity of cultures and religions of 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.

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.

This policy does not form part of any employee's contract of employment and may be amended at any time.

This policy is reviewed yearly by the Board of Trustees.

Scope of Policy

This policy covers all employees of the Trust. In addition, Trustees and volunteers will be made aware of the policy so that they can make appropriate decisions regarding dress and appearance whilst at the Trust.

Your Appearance

While working for us you represent us with our students, parents and visitors to the Trust and its schools. Your appearance contributes to our reputation and our commitment to delivering excellent teaching and learning. Your dress and appearance should be appropriate to your role in the Trust and exemplary to the students.

All members of staff are supplied with an identity badge that must be carried at all times whilst in school and used to sign in and out of school.

It is important that you appear clean and smart at all times when at work. You are expected to demonstrate good standards of personal hygiene.

Staff must wear smart business dress. For men this would mean a suit or smart tailored trousers and a shirt (tie is optional) and socks should always be worn. For women this would mean a suit or smart skirt, tailored trousers or dress. For both this would mean appropriate smart footwear.

Employees who are involved in sports activities must dress in sports clothing for PE lessons provided by the school (if suitable clothing has not been provided by the school you must wear a suitable alternative). Sportswear must not be tight or figure hugging and shorts should be knee length. Employees must not remain in this clothing when teaching in the classroom.

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:

- beach wear
- track suits (unless teaching PE or other related activities)
- casual or sports t-shirts
- shorts
- combat trousers
- jogging bottoms
- denim items
- leggings or jeggings
- short skirts
- low cut t-shirts and low cut blouses
- transparent clothing

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.

Where we provide safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed.

Staff should not wear clothing or jewellery that could present a health and safety risk. Any jewellery should not be excessive or unconventional. Facial piercings must be discrete and additional jewellery should be removed from them.

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's. Employees must take responsibility to ensure that good care is taken of them, and return any uniforms issued on the termination of employment.

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 organisation's rules.

In addition, any employee whose job involves working with machinery/working with food must keep his/her hair either short or tied back and must not wear any jewellery other than a wedding ring. These rules are in place for safety/hygiene reasons.

Tattoos should be discrete or covered.

Underwear should be covered at all times.

Hair styles should be in keeping with the school environments and ethos.

Religious or Cultural Dress

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.

Where necessary your line manager can disseminate appropriate information explaining cultural dress and customs.

Priority is at all times given to health and safety requirements. Where necessary, advice will be taken from our Health and Safety Officer.

We expect equivalent standards of dress and appearance from all employees of any gender, regardless of how they identify, appropriate to the circumstances.

If there are circumstances that make it difficult for you to follow our dress code (for example, if you have a disability or are experiencing certain menopausal symptoms), please let us know and we can discuss how we can support you.

Where employees are transitioning to live in the gender with which they identify, we will apply and adapt this policy sensitively and flexibly. Where the role requires a uniform, this includes providing uniforms appropriate to an employee's affirmed gender.

Implementing and Reviewing our Dress Code

The CEO and line 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.

We will review the dress code periodically to ensure that it meets our demands, regarding health and safety of our staff and all those they deal with.