



STAFF DRESS CODE

Approved and signed by the Board of Trustees

09.02.23

RENEWAL DATE: MARCH 2025

CHANGES

February 2012: Policy implemented by Plymouth City Council

February 2014: Policy reviewed by Plymouth City Council

May 2017: Policy reviewed and adopted by Discovery MAT with appropriate minor amendments

March 2020: Policy reviewed and adopted by Discovery MAT with appropriate minor amendments

February 2023: Policy reviewed and no changes made

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This Policy applies to all staff in Discovery Multi Academy Trust (“the MAT”).

The MAT needs to ensure that the appearance and dress of all staff are appropriate to the high standards of service it aims to provide.

The MAT recognises that its employees come from different backgrounds, cultures, ages and tastes who naturally wish to exercise choice in the clothing they wear for work. The MAT is sensitive to issues of culture e.g the wearing of discreet crosses to denote a commitment to the Christian faith, or the hijab to denote a commitment to Islam.

The MAT has no desire to impose a particular style of dress or appearance but rather to set standards appropriate to the effective delivery of a quality service.

Whilst at work, employees are recognised by people both internally and externally as representing the MAT. Staff, through their appearance, can have an impact on the image the MAT projects.

Although a smart appearance can never compensate for poor performance, inappropriate dress can suggest that employees do not care about their the Trust or their visitors.

KEY PRINCIPLES

All staff are ambassadors of Discovery Multi Academy Trust and are expected to correctly apply judgement to ensure that the way they dress is appropriate for the type of work they do and to the persons with whom they interact. The following principles outline expectations of all staff:

- Identification badges should be worn at all times whilst on Trust premises and when representing the MAT off-site;
- Casual wear such as jeans, combat trousers, casual t-shirts, shorts, trainers, sandals, caps, etc., are not considered suitable. Extremes in fashion should be avoided and hair should be of a natural colour. Sports clothing should only be worn as appropriate e.g. for PE lessons, or when attending sports competitions;
- If it is not practical for a member of staff to cover a tattoo, then it is imperative that the tattoo is in no way offensive, as agreed by the Board of Trustees. Staff should ensure that garments are not too revealing i.e. too low or too short;
- Where employees are uncertain how to interpret the dress code, they should check with their line manager. Line managers are responsible for giving guidelines to their staff on the standards of dress appropriate for the type of work they do and managers should ensure that they are not introducing discriminatory dress codes;

- Where uniforms or protective clothing are supplied, they must be kept clean and worn appropriately. Any health and safety requirements, such as wearing special footwear, must be complied with. When wearing personal protective clothing, it must be worn in the correct manner and maintained at all times to ensure it is fit for purpose. Such clothing must not be altered or interfered with in any way and any concerns must be raised with the individual's line manager;
- In some areas, inappropriate footwear or items of jewellery, e.g. rings, piercings, etc., may present a health and safety risk to both the wearer and others. Sleepers or studs should therefore be as small as possible to minimise such risks and consideration should be given to taping them over with suitable tape or, ideally, removing the item of jewellery;
- Facial coverings will generally be expected to be removed whilst the teacher is on duty, to optimise good communication and to help identify individual teachers;
- No aspect of an employee's dress or appearance should be politically motivated, sexually provocative, discriminatory, insensitive or offensive;
- Suitable footwear should be worn which is appropriate for the work carried out. Shoes should have a back strap and have closed toes. In both cases, line managers will advise employees of the health and safety risks of footwear and items of jewellery and give advice on what is appropriate;
- Employees are expected to maintain good standards of personal hygiene;
- In the event that staff submit a compensation claim to the MAT for loss or damage to personal belongings, the Board has an agreed monetary limit of £50.00 on such claims;
- Examples of instances when the dress code could be discussed are during staff induction, one-to-one meetings, supervision and/or during appraisals.

Serious or continued failure to comply with Discovery Multi Academy Trust's dress code and/or failure to wear the personal protective clothing provided under health and safety may result in disciplinary action.