



BEACON EDUCATION
AMBITION RESPECT EXCELLENCE

Staff Dress Code

Date approved: 03/10/2023
Approved by: Robert Lakin (CEO) in consultation with Trade Unions and Staff
Frequency of review: 3 years
Last review: September 2023

The next review is due: September 2026

Signed
By: Gemma Bellamy, Trust HR Lead

Introduction

All trust locations are formal and professional and our staff dress code should reflect this. It is important that all staff whether based in a specific setting or within the central team project a professional image at all times. Our dress code reflects the high expectations of the schools in terms of teaching and learning, behaviour and pupil uniform. It is recognised that staff within each setting perform a variety of different roles and our dress code takes this into account.

Rationale:

The respect a member of staff deserves must be reflected in their appearance and professionalism. All staff must dress in a manner which reflects this professionalism. All staff are models for the children in our schools, therefore they have a responsibility to model appropriate dress and appearance. It is therefore important to dress appropriately when acting in a professional capacity and with due regard to any conclusions pupils, parents or visitors may draw from your appearance

General Principles

- Staff must abide by the dress code and dress appropriately for their particular role.
- The Headteacher / CEO has the final say on whether clothing and appearance is appropriate.
- If a staff member's clothing or appearance is not deemed appropriate, the line manager will speak to the staff member concerned to discuss any concerns.

Information for all staff

- All staff are expected to adhere to the dress code.
- Clothing must be professional attire, not casual wear and no denim or jeans.
- Staff should be appropriately and professionally dressed while in work. We do not permit the wearing of clothes that are revealing, allow underwear to be seen, have offensive logos or writing, or are ripped or torn at any time. If an employee is unsure whether any item of clothing is inappropriate, then they should not wear it to work. Employees can always speak to their line manager if they are unsure. Where we identify that an employee is wearing clothing that we do not find acceptable, they will be informed.
- Trousers may be full or $\frac{3}{4}$ length, but no shorter. Any cropped trousers must be formal and tailored. Skirts and dresses should not be too short (just above knee length at the shortest).
- Staff in some specific roles (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.
- Any staff working in a technical workshop or laboratory should wear the appropriate protective clothing and equipment when required. This will be provided by the school.
- Hair should be neat and tidy-no extreme hairstyles/colours
- Body piercings (other than discreet earrings) and tattoos (if inappropriate for role) should be covered.

- While at work, staff may be asked to remove any 'body jewellery' that is a health and safety concern.

Equality and diversity

- We embrace the diversity of cultures and religions of our employees and take a sensitive approach when this affects dress and any uniform requirements. However, there may be specific circumstances (for example to protect the health, safety and security of our staff and children) where we have to have an entirely neutral environment.
- 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.

Owner: HR

Version Number	Version Description	Date of Revision
1.	Draft 1.1	
2.	Reforms following HT feedback	22/10/2021
3.	Reforms following HR review	25/07/2023