



Dress Code Policy

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Adopted by (body): Board of Trustees

WELLBEING POLICY
DEVELOPMENT
HUMAN PEOPLE
RESOURCES
CHANGE MANAGEMENT
SUCCESSION PLANNING

STRATEGY

CONFIDENTIALITY

Collaborate	Ability to work effectively as a team
Empower	Ability to take initiative and problem solve in order to improve performance
Lead	To lead by example and achieve shared goals
Transformation	Ability to recognise a need for change and adapt accordingly



CELT Vision

Our vision is for our trust to be a learning organisation in the truest sense.

At the heart of our vision for education is a self-improving school-led system which has the best evidence-led practice and in which every child fulfils their potential. This is a learning community in which:

- Our leaders are driven by moral purpose. They are outwards focused and not afraid to take risks to achieve system transformation. The focus of policy is on continually improving the quality of teaching.
- Our teachers strive to be outstanding. They work across organisational boundaries to promote a collective sharing of knowledge, skills, expertise and experience in order to deepen pupil learning.
- The individual talents and strengths of our pupils are recognised and nurtured. A passion and curiosity for learning is sustained in every child from the moment they join us. A CELT pupil leaves our family of academies with a purpose, and the confidence to fulfil that purpose.
- Our parents are engaged in our learning community and actively work in partnership with us to raise the level of attainment and aspiration of every child.

CELT Mission

“Learning together to help every child achieve more.”

We believe there is no limit to what every child can achieve, and that every child deserves the chance to fulfil their potential.

As a learning community we are on an ambitious journey. We want to deliver a model for education in the 21st century which instils curiosity and a love for learning in every child so that they develop into young adults who contribute to humanity, follow their passions, and think for themselves.

By learning and improving together – as part of a global learning community – we create much richer and more sustainable opportunities for rigorous transformation than can be provided by any one of our academies alone.

COLLABORATE
EMPOWER
LEAD
TRANSFORM

Should you require further information, please contact The Governance Officer, Cornwall Education Learning Trust (CELT), Atlantic Centre, Trenance Leisure Park, Newquay, Cornwall TR7 2LZ

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1

Introduction

- 1.1 We require our employees to maintain an appropriate professional standard of dress and personal appearance whilst working, either onsite in schools and whilst working remotely, and when representing the Trust. 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:
 - 1.1.1 promote a positive image to our students and employees look professional
 - 1.1.2 respect religious and racial requirements
 - 1.1.3 ensure one sex is not more adversely affected than the other
 - 1.1.4 make any adjustments that may be needed because of disability where possible
 - 1.1.5 take account of health, safety, and security requirements
 - 1.1.6 guide employees to make appropriate choices of what to wear to work and whilst working remotely
- 1.2 The overriding principle 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.
- 1.3 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. The Executive Leadership Team (ELT) of the Trust will be the sole judge of what is and is not appropriate for the purposes of this policy.
- 1.4 We recognise the diversity of cultures and religions of our 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.
- 1.5 Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear for work) should be made to your line manager.
- 1.6 This policy has been agreed following consultation with the JCNC.
- 1.7 This policy does not form part of any employee's contract of employment and may be amended at any time. When we identify that an employee is wearing clothing that we do not find acceptable, they will be informed.

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Scope and purpose

- 2.1 This policy covers all employees of the Trust. In addition, Trustees, Standards Monitoring Boards, volunteers, and other workers will be made aware of the policy so that they can make appropriate decisions regarding dress and appearance whilst at the Trust and when working remotely.

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Your appearance

- 3.1 While working for us, employees represent us with our students, parents, and visitors. Employee appearance contributes to our reputation and our commitment to deliver excellent teaching and learning. Employee dress and appearance should be appropriate to the role performed in the Trust.
- 3.2 When working remotely and taking part in video meetings, your appearance should be in line with the standards of this policy. All members of staff are supplied with a staff card on a lanyard that must be always worn and visible when at work.
- 3.3 It is important that employees always appear clean and smart when at work. Employees are expected to demonstrate good standards of personal hygiene.
- 3.4 Employees must wear smart attire appropriate to the circumstances.
- 3.5 Employees who engage in sports activities may dress in appropriate sports clothing for PE lessons and other related activities. They may only remain in this clothing, when teaching in the classroom, if the majority of their teaching day is engaged in sports activities.
- 3.6 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:
- 3.6.1 beach wear
 - 3.6.2 track suits (unless teaching PE or other related activities)
 - 3.6.3 casual or sports t-shirts
 - 3.6.4 combat trousers unless in cadets' uniform

- 3.6.5 jogging bottoms
 - 3.6.6 denim items
 - 3.6.7 leggings
 - 3.6.8 noticeably short miniskirts, short dresses, or short shorts
 - 3.6.9 low cut t-shirts/tops/blouses
 - 3.6.10 transparent clothing
 - 3.6.11 Shorts (unless formal/tailored)
- 3.7 Footwear must be safe and clean and take account of health and safety considerations. Trainers (unless teaching PE or other related activities) backless shoes and flip-flops are not acceptable.
- 3.8 Where we provide safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed.
- 3.9 Employees should not wear clothing or jewellery that could present a health and safety risk. No jewellery should be excessive or unconventional. Earrings must not be obtrusive or ostentatious. No other visible jewellery e.g. body piercing, is permitted.
- 3.10 Where an employee has a visible tattoo this must not be offensive to others. Tattoos that make a political statement must be covered.
- 3.11 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. Employees must take responsibility to ensure that good care is taken of them, and return any uniforms issued on the termination of employment.
- 3.12 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 Trust's rules.
- 3.13 In addition, any employee whose job involves working with machinery/working with food must keep their 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.
- 3.14 In all roles, hair should be neat, tidy, and well groomed. Unconventional styles and colours are not acceptable.

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Diversity, Inclusion & Protected Characteristics

- 4.1 Employees 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.

- 4.2 Where necessary your line manager or the school office can disseminate appropriate information explaining cultural dress and customs.
- 4.3 Priority is always given to health and safety requirements. Where necessary, advice will be taken from our Health and Safety Officer.
- 4.4 We expect equivalent standards of dress and appearance from all employees of any gender, regardless of how they identify appropriate to the circumstances.
- 4.5 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.
- 4.6 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.

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Implementing and reviewing our dress code

- 5.1 The Headteacher and line managers are responsible for ensuring that employees observe the standards set by this dress code.
- 5.2 Where we identify that an employee is wearing clothing that we do not find acceptable, they will be informed. Failure to comply with the dress code may result in action under our Disciplinary Procedure.
- 5.3 We will review the dress code periodically to ensure that it meets our demands, regarding health and safety of our Employees and all those they deal with.

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Review of policy

- 6.1 This policy is reviewed in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.