

# CAEDMON COLLEGE WHITBY

## DRESS CODE POLICY FOR COLLEGE STAFF AND VOLUNTEERS

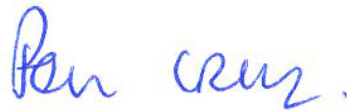
### Staff Dress Policy

#### College Governance Status

Staff have been consulted in previous years on a staff dress code and most staff have been in favour of this. The following policy is for adoption by the Governing Body and will be reviewed should the College need change, should new government or NYCC guidance be issued, or otherwise, every five years.

Review dates	By Whom	Approval date
October 2017	Staff and Governors	17.10.2017
September 2022	Staff and Governors	

Signed by the Chair of Governors:



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#### Dress code and guidance on the of appearance expected of staff

This guidance tells staff at CCW (including Inreach/Outreach and external agency staff) about the dress code and standards of appearance which staff are expected to follow whilst working on College premises. Staff and College volunteers are expected to act in a way that is professional and that deserves the confidence of all those they deal with in their role for the College. Staff, external agency staff, those from other external organisations providing staff to work at the College and volunteers are expected to maintain a good standard of appearance. If staff fail to comply with this code, they may be subject to action, in line with the current procedures.

If you have any questions about the guidance and your line manager cannot help you, or you think that the guidance has factual errors, then you can refer the matter to the Principal. If you notice any formatting errors in this guidance (broken links, spelling mistakes and so on) then you can email the Business Manager.

#### **Line managers and supervisors**

If you are a line manager, it is your responsibility to make sure that your team of staff are aware of the dress code and standards which apply and follow this code. If you are a line manager and a member of staff is not following the dress code, you must take immediate action. This may include telling that person to return home to change. You must consider taking further action if a member of staff repeatedly fails to follow the dress code and this guidance on the standards of appearance.

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You must decide on how suitable someone's dress and appearance is by taking into account the role they are undertaking, including:

- extremes of temperature
- health and safety
- hygiene
- ethnicity
- cultural
- religious
- medical provisions.

All managers have a responsibility to promote this procedure and challenge staff.

### **Equality legislation**

The dress code is compliant with the Equality Act 2010 and the protected characteristics of:

- age
- disability
- gender
- marriage and civil partnerships
- pregnancy and maternity
- race
- religion
- sexual orientation.

### **As a manager you must comply with equality legislation by considering the following:**

- maternity
- religious beliefs - some customs and practices may require staff to dress or adopt an appearance in a certain way
- reasonable adjustments required under the Disability Discrimination Act 2005, see: Disability Discrimination Act 2005.

### **Maternity**

Staff may dress in maternity wear at any time during their pregnancy to meet their personal needs.

### **Religious and cultural needs**

Staff can wear clothes relating to their religious or cultural needs, providing they meet the general requirements for the standard of dress expected. As a manager you must make sure you consider these needs wherever practical.

### **Legislation**

This policy supports legislation and guidelines contained in the:

- Equality Act 2010
- Data Protection Act 1998
- Human Rights Act 1998
- Health and Safety at Work Act 1974.

### **Expectations**

Both male and female staff must wear smart clothing at work. The following list is not exhaustive, but will help to explain the definition of smart. Items that are **not** considered smart are:

- denim jeans

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- tee-shirts
- frayed or torn clothing
- sportswear or beachwear, including football and rugby shirts
- Lycra, although leggings can be worn with dresses or long smart tops
- shorts, including three quarter length shorts (three quarter length tailored trousers are allowed)
- flip flops, beach sandals or Crocs
- miniskirts or dresses ending at thigh-length
- revealing clothing, such as bare midriff or low cut tops
- baseball caps or hats
- underwear worn as outerwear
- vest tops, halter neck tops or strapless tops
- hooded tops
- all clothing with inappropriate logos or those that are likely to cause offence, unsuitable is defined as rude, offensive, lewd, crude, discriminatory, political, violent or intimidating.

### **Identity cards**

You must wear your College identity card and use a College lanyard when on College premises.

### **Headwear**

You may wear headwear which is worn as a religious observance (for example, hijabs or turbans) or for a reason related to a disability (for example head coverings), provided it does not compromise:

- your health and safety
- the use of any personal protective equipment (PPE) provided.

Headwear must be neat and presentable and the material chosen must be navy blue or black, not patterned and must not have a lace or beaded trim. Sikh staff may wear either a white or royal blue detsar. Staff must wear headwear in such a way that ensures their face remains visible.

### **Face coverings**

You may not wear clothing that covers your face. If you wear facial coverings for religious reasons, you must remove them when others are around you. This makes sure you, as a member of staff, are identifiable. A risk assessment will highlight if you are required to wear safety headwear.

### **Footwear**

Your footwear must be smart and clean and appropriate for the role you are performing. Trainers are not appropriate unless you are undertaking physical education or a similar role in your work, irrespective of the colour of the footwear.

### **Hair**

Your hair must be neat and styles that may detract from a professional image are not acceptable. Hair colour must be appropriate to the work environment and conspicuously 'unnatural' colours (for example pink) are not allowed.

### **Facial Hair**

Full beards and moustaches are allowed; an unshaven or stubble appearance must be professionally smart.

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### **Jewellery**

Certain items of jewellery such as necklaces, rings and bracelets may increase the risk of

- injury
- assault
- harm.

When a risk assessment identifies that an injury is likely to happen you must remove the item or minimise the risk. You can wear rings but if they have sharp edges or projections such as set stones, you must make them safe or remove them.

### **Body piercings**

You must not wear items of jewellery through the:

- nose
- eyebrows
- lips
- tongue
- any other visible part of the body other than the earlobe or inner ear.

### **Tattoos**

You must have a general appearance that is in keeping with the professional image of the College. Tattoos are allowed but must be of a nature, which does not discredit the organisation. Tattoos are seen to be inappropriate if they could cause offence and/or invite provocation from members of the public or colleagues. Inappropriate tattoos must not be visible and you must not have any new tattoos on your neck, face or hands during your employment. You will be expected to cover any visible tattoos wherever possible and practical.

### **Makeup and cosmetics**

You may wear cosmetics in moderation, of a colour and type appropriate for the work environment. If you suffer from a skin condition that requires a deeper cover of make up you must discuss this with your line manager or supervisor.

### **Additionally**

- clothing against policy may be necessary at times due to a medical condition and this will be permitted through negotiation.
- new arrangements will be made clear to all staff and students on non-school uniform days