

Dress Code Policy

General

This Policy sets out the expectations of Study Right in relation to Dress Code. The Dress Code is necessary in order to:

- Convey a professional image of the centre;
- Have regard to Health and Safety considerations for staff;
- Ensure staff and pupil dress codes are in-line with Study Right policy.

Study Right considers the way staff dress and their appearance is of significant importance in portraying a professional image to all users of its services, whether pupils, parents or other agencies. This policy applies wherever or whenever anyone is working as a centre representative.

Scope

The Policy applies to all staff groups, including those staff who temporary and volunteers, when working on Study Right premises.

Implementation of the Dress Code Policy

The Dress Code Policy is designed to guide supervisors and staff of Study Right standards of dress and appearance. All staff appearance must be professional at all times both within the workplace and when representing Study Right at differing venues. The Policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff must use 'common sense' in adhering to the principles underpinning the Policy. Study Right recognises the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress requirements. However, priority will be given to health and safety and security considerations.

Responsibilities

Employees are individually responsible for their general presentation, appearance and personal hygiene and have a responsibility to consider how their appearance may be perceived by others. This means that staff should wear clothing which:-

- Is appropriate to their role;
- Is not likely to be viewed as offensive, revealing, or sexually provocative;
- Does not distract, cause embarrassment or give rise to misunderstanding;
- Is absent of any political or otherwise contentious slogans;
- Is not considered to be discriminatory and is culturally sensitive;
- Does not place themselves or others at risk.

Supervisors are responsible for ensuring the Policy and Dress Code is adhered to at all times in respect of the staff they manage. Supervisors must also ensure that all new members of staff are aware of the required standards of this Policy during the induction process. Failure to adhere to Study Rights standards of dress and appearance may constitute misconduct and result in formal disciplinary proceedings.

Dress code

Acceptable Clothing:

- Appropriate length skirts (i.e. knee length);
- Blouses (long or short sleeve);
- Smart plain T-shirts (i.e. with sleeves);
- Jumpers, jackets, dresses, culottes, business suits, jackets, trousers, polo shirts, shirts (with collars – long or short sleeve).
- Plain black jeans with no tears or rips whether it is a fashion statement or not.

Non-acceptable Clothing

- Mini-skirts;
- Lycra cycling shorts;
- Transparent or 'see-through' blouses, dresses or shirts;
- Tracksuits/Sports Wear except for PE and associated social activity;
- Clothing with tears, holes and rips;
- Low-cut T-shirts or blouses;
- Vest-type tops (Spaghetti/shoestring or other strapped tops);
- Crop-tops;
- Denim jeans
- Items of clothing bearing logos, slogans or graphics, which could cause; offence or are deemed inappropriate to the setting;
- Indoor wearing of baseball caps/hats;
- High heeled stiletto shoes, beach flip flops (or similar);
- Trainers
- Underwear should not be worn in a revealing manner.

Compensation for Damage to Personal Clothing

Staff are required to adopt a 'common sense' approach with regard to the clothing, jewellery, glasses etc. that they wear to work in terms of expense. Staff must ensure that articles are appropriate to the type of work that they carry out and also be mindful of any potential for damage to/loss of personal property which may arise as a result of carrying out their duties. Study Right discourages staff from coming to work in overly expensive or 'designer' items and where such items are damaged or lost Study Right bears no responsibility in compensating for these.

Footwear

Footwear must be safe, sensible, in good order, smart and clean and have regard to health and safety considerations. Employees need to be aware that in an emergency situation, they may be required to move swiftly. There is a strictly no trainers policy at Study Right.

Jewellery and piercings

Jewellery/piercings must be discreet and appropriate and must not be a health and safety hazard. If, in the environment, any items of jewellery creates the potential for an act of violence or the possibility for entanglement (e.g. large hoops in earlobes, large rings, necklaces, tongue piercing) must be removed whilst on duty.

Tattoos

Visible tattoos are to be discouraged and where present must not be offensive to others. Where they are deemed to be offensive or inappropriate they must be appropriately covered.

Hair

Hair and beards should not compromise health and safety. Beards must be neatly trimmed, unless this reflects the individual's religion in which case it must be tidy. Headgear worn for religious purposes is permitted.