



The Holy Family of Nazareth Catholic Academy Trust

Dress and Appearance Policy

Date of policy: **October 2020**

Date last review adopted by HFNCAT Board: **December 2020**

Frequency of review: **Annual**

Date of next review: **October 2021**

The image that is presented to the Academy's students, parents, visitors and members of the public is very important. The Academy requires all staff to maintain an appropriate professional standard of dress and personal appearance at work and to conduct themselves in a professional manner. Details of the Academy dress code are to be found within the Academy Staff Handbook.

This policy applies to employees of the Academy and does not form part of any employee's terms and conditions of employment. It is not intended to have any contractual effect. The Academy reserves the right to amend this policy at any time.

The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace, so that we:

- promote a positive image and staff look professional;
- respect religious, racial and gender-specific clothing requirements and those of staff with disabilities where possible;
- take account of health and safety requirements; and
- help staff decide what clothing it is appropriate to wear to work.

Different departments within the Academy may have specific requirements that result in particular clothing demands, for example, because their work raises health and safety risks. It is important that all staff dress in a manner appropriate to their working environment and the type of work they do.

The Academy expects you to take a common-sense approach to the dress code. Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear to work) should be made to the Principal/Head Teacher.

Appearance

While working for the Academy you represent the Academy to students, parents and members of the public. Your appearance contributes to our reputation and the development of our standards in educational services.

Staff are required to appear clean and smart at all times when at work, staff should not wear casual clothes wear to work. This includes track suits, sweatshirts, and casual or sports t-shirts or shorts, combat trousers, jogging bottoms, denim or leggings unless the specific requirements of the role require such items of clothes to be worn and permission is granted by the Principal/Head Teacher.

Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to the Academy's reputation. It is inappropriate to wear clothing such as cut-off shorts, crop tops, see through material or clothes that expose areas of the body normally covered at work.

Footwear must be safe and clean and take account of health and safety considerations. Trainers, stilettos and plastic flip-flops are not acceptable.

Where the Academy provides safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed.

Staff should not wear clothing or jewellery that could present a health and safety risk.

Implementing and reviewing our dress code

Line Managers/Subject Leaders and the Principal/Head Teacher are responsible for ensuring that all staff observe the standards set by this dress code.

Failure to comply with the dress code may result in action under the Academy's Disciplinary Policy and Procedure.

The Academy will review the dress code periodically to ensure that it meets our demands, in particular with regard to the health and safety of our staff and all those they deal with.

