



# MANOR JUNIOR SCHOOL

Motivation, Joy, Success!

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Headteacher: Mrs C. D'Netto

## Dress Code Policy

Ratified and agreed on: \_\_\_\_\_

Signed: \_\_\_\_\_

Mrs C. D'Netto  
(Headteacher)

Date: \_\_\_\_\_

Policy to be next reviewed: Summer Term 2021 \_\_\_\_\_

Spring Term 2018

# Manor Junior School

## DRESS CODE POLICY

Spring 2018

### AIM

This policy is for all school employees and volunteers working on site during school hours.

### RATIONALE

Manor Junior School recognises that whilst we would want staff to exercise choice in the clothing they wear to work, there is a need for clothing to be appropriate and safe for working with children.

There is no desire to set a particular style of dress or appearance, but rather to set a **professional standard** that is appropriate within a learning environment that promotes effective teaching and learning. While at work, all staff are representing the school and through their appearance have an impact on the image the school projects to pupils, parents and visitors. All staff are expected to ensure that their dress is appropriate for the type of teaching or administrative work they will undertake and that it is worn with due care for personal health and safety.

Please remember we are all professionals and role models for the children and as such we should dress in a manner that reflects this. For members of staff who are considered to be 'Front of House', they form the 'Face' of the school and as such should be smart in order to project a professional image.

### DRESS CODE

Everyone should be smart and dress to suit their profession/role. We have high expectations for the pupils, and we should also have high expectations for the staff. The following items do not portray a professional image and may cause distraction or unnecessary danger to staff or children.

The following should not be worn at work:

- cropped tops, halter neck, low cut tops, vest tops or any clothing with unnecessary flesh visible, visible underwear or short skirts and shorts, unless they are tailored to the knee. No tracksuits, unless you are taking PE that day;
- any clothing with slogans or brand names that may cause offence or political or contentious slogans;
- jewellery that dangles or hangs or is likely to distract children and could be deemed dangerous to the wearer if pulled or grabbed by a child. However, if you do wear this type of jewellery, please be aware that you do so at your own risk and the school will not be liable for any injury which may occur whilst carrying out your duties;
- body piercings (apart from earrings) need to be discreet so that a professional appearance is maintained;
- clothing that has 'fashion holes and rips';
- facial coverings which interfere with communication, i.e. Niqab;
- footwear needs to be comfortable and suitable for what is being taught. If staff choose to wear flip flops or high heels, please be aware they do so at their own risk and the school will not be liable for any injury caused due to inappropriate footwear;
- any item of clothing viewed as offensive, revealing, see-through or sexually provocative which may cause embarrassment or give rise to misunderstanding.

## **OTHER ISSUES**

Long hair should be kept neat and tidy and where possible, tied back to avoid children pulling and tugging. This would also prevent head-lice cross contamination when a child is in close proximity.

Staff should not chew gum on the premises. Children are not allowed gum, and staff should lead by example.

Clothing should be clean and in a good state of repair.

Visible tattoos are discouraged and must be discreet. Whilst there is no specific policy against tattoos, you are asked to cover all tattoos (where possible) whilst on the school premises.

Appropriate clothing should be worn for the occasion:

- Changing into sports clothing before PE;
- Aprons for messy art activities;
- Caretakers should wear appropriate clothing at all times, as issued by the school.

## **LINE MANAGER'S RESPONSIBILITY**

Please make sure your team keep within the spirit and intent of the policy and provide clarification for people as and when required. If however, a member of your team does not comply with the Dress Code policy, then please discuss this with them individually to avoid the situation occurring again.

## **EXCEPTIONS**

This Policy does not apply on INSET Days.

**N.B.** This Dress Code Policy should be read in conjunction with 'Creating a fairer Britain' from the Equality and Human Rights Commission. Please see the internet link below for further information.

<http://www.equalityhumanrights.com/your-rights/in-employment/equality-at-work/how-you-are-managed/dress-codes>

## **REVIEW**

This policy will be reviewed every three years and as changes in legislature demands.