



Staff Dress Code

Addendum to Code of Conduct

October 2021



Creating Tomorrow College Staff Dress Code

This document acts as an addendum to the expectations of the College in relation to Dress Code as set out in the Code of Conduct.

Staff should dress appropriately to meet with College expectations. It is a requirement that staff have a neat and conventional appearance at work - promoting a positive and professional image - casual but smart.

- Staff should ensure they are dressed decently: clothing should not be offensive, revealing or sexually provocative (e.g. no intentional showing of underwear garments).
- Staff should be dressed with regard to Health and Safety considerations for themselves, pupils and other staff.
- Staff should be dressed appropriately for the duties they perform and for the area in which they work.

The College recognises the diversity of cultures, religions and disabilities and will take a sensitive approach when this affects dress requirements.

Headgear worn for religious purposes is permitted.

Some exceptions may be made for medical reasons at the discretion of the Director of College.

What is acceptable	What is not acceptable
<ul style="list-style-type: none"> ✓ Smart trousers or chinos ✓ Smart skirts (knee length/just above the knee) ✓ Smart dresses (of a reasonable length) ✓ Smart tailored shorts (knee length/just above the knee) ✓ Blouses/shirts ✓ T-shirts without collars (no slogans) ✓ Sleeveless tops ✓ Smart Tunics (worn with smart trousers/leggings) ✓ Smart jumpers/cardigans ✓ Suit jackets ✓ Tie/ smart scarf* (non-woollen) ✓ Collared T-shirts/ polo shirts ✓ Tights ✓ Smart shoes/ boots ✓ Trainers/sneakers ✓ Smart sandals* (not strappy or open. Must have full foot coverage) 	<ul style="list-style-type: none"> ✗ Any type of denim** ✗ Leggings (worn with short tops) ✗ Tops that are: low cut, strappy, strapless, backless, or cut away or vest tops. ✗ Hoodies/sports jackets** ✗ Tracksuit bottoms** ✗ Flip flops, stiletto shoes, and shoes without a back or a strap at the back such as mules. ✗ Fashion boots** (e.g. Uggs, buckled/biker, studded etc) ✗ Hats (worn within the College building) ✗ Sunglasses (worn within the College building or on head or attached/clipped to clothing) ✗ Clothes which restrict movement during physical supportive manoeuvres. ✗ Clothing which prevents a task being carried out with dignity.

*worn at individuals own risk

**items acceptable for non-uniform days in addition to those within regular acceptable clothing

Please note that sleeveless tops are acceptable as long as the principles of the dress code are adhered to.



Staff participating in work experience requiring physical activity:

In addition to what is acceptable across the working week the following may be worn on days when undertaking work as part of work experience that involves physical activity

- Trainers/sneakers
- Track suit bottoms, sports shorts, polo shirt or sports t-shirt, sports jacket, hooded sweatshirt.

Supporting staff will be expected to dress in an appropriate manner to support the delivery of work experience.

Jewellery

All jewellery is worn at the individuals own risk and care MUST be taken to ensure no jewellery can injure a student unintentionally – staff members are individually responsible for self-risk assessment to judge if jewellery items are appropriately worn.

Hair

Individuals with longer hair must make their own risk assessment in relation to when they wear their hair down and when they need to tie it up.

Individual dynamic risk assessments must be made when wearing items of clothing/jewellery that could get caught in equipment or machinery such as a laminator.

Tattoos

Where tattoos are offensive they must be covered.

Uniforms

If you are provided with a uniform, overalls or a tabard these must be worn whilst carrying out duties.

Scope

This addendum applies to all staff groups, including supply/agency staff, governors, volunteers and students on placement.

Monitoring

- The College expects staff to take personal responsibility for dressing appropriately and therefore anticipates that intervention will be required only rarely.
- Where choice of attire falls outside the dress code, the member of staff will be advised of this on an informal basis by their direct line manager.
- Where clothing is very unsuitable (particularly if it is excessively revealing) the member of staff may be required to return home to change.
- Any concerns an employee may have about the dress code should be raised, initially, with their direct line manager.



- Repeated infringements of the dress code, despite the provision of informal management advice, will be dealt with as a disciplinary matter in accordance with the College's disciplinary procedure.