

Viking Academy Trust



Dress & Presentation Code

The VIKING ACADEMY TRUST Dress Code Policy has been written following advice stated in 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education settings: Section 8 Dress and Appearance'
The policy has been written and reviewed after consultation with staff.

Approved by the Trust: Term 5 2017

Reviewed annually: Term 4

Last review date: Term 1 2018

Signed:

Chair of Trustees

DRESS and PRESENTATION CODE

The Viking Academy Trust

Schools in the Viking Academy Trust (VAT)

Chilton Primary School

Ramsgate Arts Primary School

Upton Junior School

This 'Dress & Presentation Code' Policy is for all aforementioned schools.

This policy should be read alongside the VAT Staff Code of Conduct.

1. Rationale:

At the Viking Academy Trust, we believe all employees must ensure their dress, personal appearance and personal hygiene is appropriate to the professional nature of their role within the Trust and promotes a professional image.

2. Purpose:

To establish a practical, professional and popular 'Dress and Presentation Code' understood and supported by all staff. If high standards of dress and presentation are expected from the children, these must also be adhered to by Viking staff.

3. Guidelines:

3.1 The staff dress and presentation code will take into account aspects of equality, health, safety and expense.

3.2 Staff will wear clothing appropriate to the community context

3.3 Clothing should be practical and smart.

3.4 Our 'Dress Guidelines' (section 5) sets out to staff clothing that would not be considered appropriate for staff working in a VAT school

3.5 The Head of School will be responsible for dealing with non-compliance dress code issues; this could include the member of staff being sent home to change and could result in disciplinary action if the dress code is repeatedly violated.

4. Implementation:

4.1 The Head of School will ensure that all staff members are aware of the dress code expectations on a yearly basis and reinforce when necessary.

4.2 Dress and Presentation code will be a point of discussion at interview for all new staff members

5. Dress:

The clothes worn by staff should be appropriate to the activities an employee is engaged in and any Health & Safety requirements. Dress must be suitable for the nature of the job, hence smart, but practical clothing is essential.

Suitable protective equipment must be worn where appropriate and uniforms should be worn where provided.

Employees should wear their identity badges at all times.

Employees should not dress in a manner that is potentially offensive, revealing or sexually provocative.

If the school has a 'school logo Polo Shirt/sweatshirt' design then staff are able to purchase and wear *if and when appropriate* to the role/position they have within the school. This would be clarified at interview with details on how to purchase available in the 'VAT Staff Wellbeing Policy'

The following items of clothing, however, are not acceptable for both professional and Health and Safety reasons:

Flip-flops, beach shoes or 'cros'.

Leggings

(Casual) shorts - smart, suit like (tailored) shorts are acceptable
Denim Jeans / clothing (whatever colour)
Very short skirts - significantly above knee
Cropped tops
Cargo, combat trousers
Casual, cropped trousers - smart, suit like (tailored) cropped trousers are acceptable
Big, branded logos or novelty T-shirts / sweatshirts
Clothing which displays inappropriate logos, promote inappropriate products, or contain inappropriate language or messages
Sports clothes & trainers (only to be worn during PE sessions, see section 7)
To adhere to recent Safeguarding guidelines, low revealing tops are not appropriate. Please consider modesty and how you are perceived by children and parents.

6. Jewellery and Body Art (Tattoos) and Piercings

All jewellery worn must be safe for yourself, other adults and the children and be safe for the activities in which you are involved.

All jewellery is worn at the individuals own risk. The Trust will accept no responsibility for any items.

Due to the impressionable nature of young children, every effort should be made to cover tattoos, other body art and body piercings (except earrings) whilst in school.

7. P.E.

A suitable change of footwear *as a minimum* must be worn for health, safety and demonstration purposes and as an example to the pupils of good practice, e.g. trainers, sports shoes or shoes designed for P.E.

Outdoor shoes are not acceptable.

VAT logo sports clothing may be worn.

8. Educational Visits

Your Line Manager will advise as to the appropriate attire for health and safety reasons.

9. Equality

The Viking Academy Trust recognises the diversity of cultures and religions of its employees and will take a sensitive approach where this affects dress and uniform requirements.