



Oak Hill Academy West London

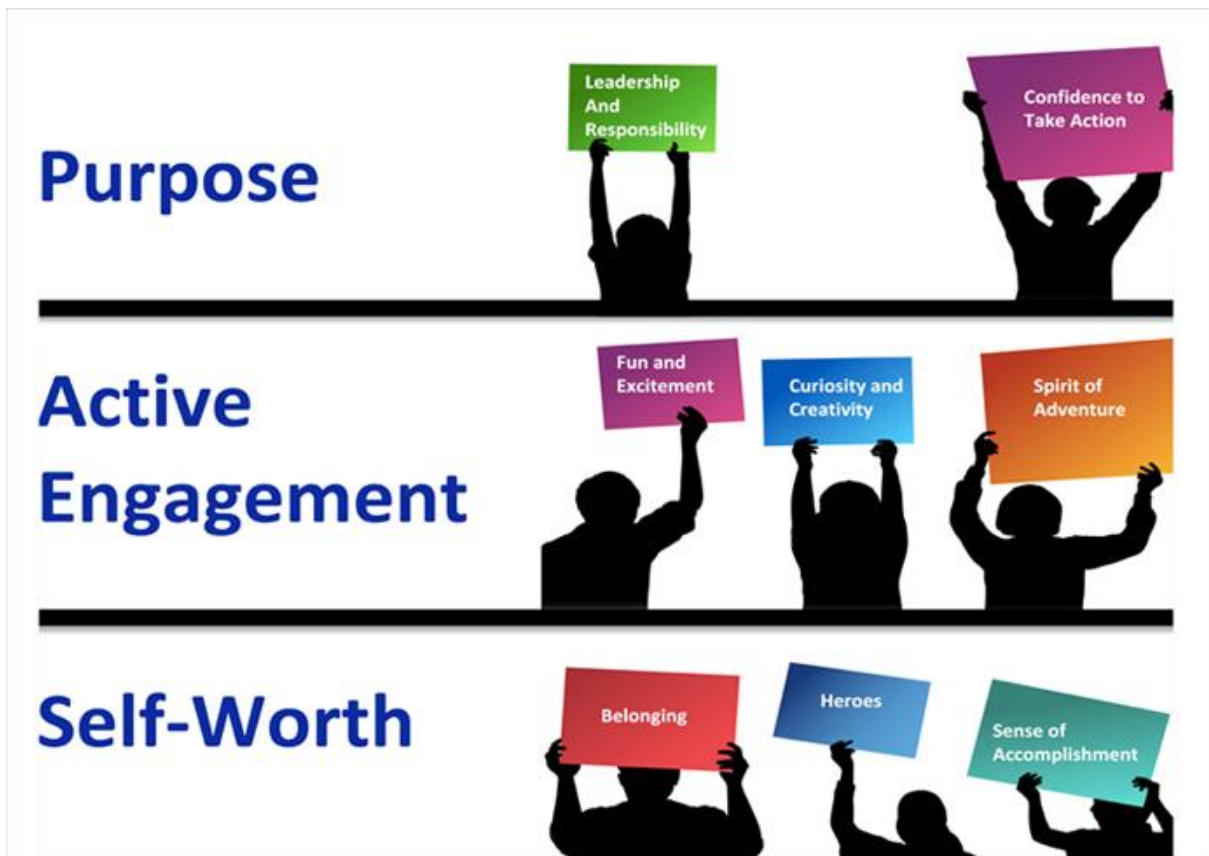
an Aspirations Academy

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Oak Hill Academy West London

Staff Dress Code Policy



Date: July 2020

Review: July 2023

Staff Dress Code – Updated July 2020

For all staff working at Oak Hill Academy West London

Rationale

It is important that the image projected by all staff at Oak Hill Academy West London reflects the high expectations present in all Aspirations Academies. We understand and value the public's perception of staff and adults working in the school as mentors and role models for pupils.

We need to be mindful that although there is a difference in circumstances, pupils and parents of the pupils will always compare what staff are wearing with what children are expected to wear. Consistent standards of professional attire help to set a purposeful and business-like atmosphere.

Purpose

The purpose of this dress code is to:

- Present a professional and positive image of our Academy
- Avoid unintentional injury to staff or students;
- Avoid giving offence to people of different cultures or beliefs;
- Present positive role models for students;
- Ensure that staff dress is such that it inspires the confidence of parents and the wider community;
- Contribute to the highest standards of health and safety suitable for the environment in which we choose to work

General principles

- All staff must abide by the dress code and dress appropriately for their particular role
- Clothing must be clean and in a good state of repair
- The Principal has the final say on whether clothing and appearance is acceptable for our school. If a staff member's clothing or appearance is not deemed appropriate, the Principal or other member of leadership will have a discrete conversation with the person concerned to address the issue, in the first instance
- On school trips, where normal professional dress would be inappropriate, staff should remember that they are still representing the school and Aspirations Academies Trust, acting as role models and ambassadors for the organisation. On such occasions the dress code relaxes, but there are some expectations that continue to apply. For example, **blue denim jeans are not appropriate** neither are T-shirts with inappropriate slogans or images; clothing that is in any way revealing; excessive jewellery or make-up would be inappropriate.

- Year Team leaders who are leading / in charge of the year group trips must wear appropriate formal clothing on all trips, thus identifying yourself as the professional responsible for the trip and the safety of the Oak Hill children.
- The formal dress code (Smart Business dress), will be expected on INSET days when we working collaboratively with other schools.
- On internal Oak Hill INSET days the SLT will inform you of the dress code
- Whenever teaching children during term time staff should adhere to the policy but if they are off timetable to tidy classrooms or stock take for example, then you can wear something more appropriate to the task being undertaken. Check with your Year Team Leader if you are uncertain.

Expectations

Staff should dress smartly at all times during the working day in term time; business clothing is the best guide; **casual clothing must be avoided**. Staff **must wear their identity lanyards at all times** if children are in school. If staff are working in a situation where wearing of the lanyard would constitute a risk to health and safety it is for them to make a professional judgement as to the safest place to have the identity badge. Please seek advice from your line manager.

Smart Work Clothing

- Guide for male colleagues: A suit or smart trousers and a collared shirt with tie. The tie should be worn correctly. In some situations a tie may present a safety risk and so should be removed for such activities. Jackets may be removed when teaching as long as the same consideration is applied to our pupils
- Guide for female colleagues: Smart skirt/trousers/dress and blouse or other smart top as appropriate. A jacket/smart cardigan may also be worn. Again, these can be removed when teaching in the same way as for male colleagues above. Skirts and dresses must be of an appropriate knee length, so as to be respectful when sitting on chairs and leaning / kneeling down to work with younger children at smaller desks etc. If in doubt common sense prevails.
- No hoodies are permitted to be worn by adults, even for PE. The Oak Hill black top should be worn.

Footwear

- Footwear that is appropriate and safe for walking around the school is vital. Shoes that are open or have excessively high heels may make some situations awkward or dangerous. All staff members are responsible for ensuring that their footwear does not prevent them from carrying out their teaching, duties or activities in a safe and effective way. This might include, for example, offering support to a colleague or dealing with an incident on the other side of the school field whilst on duty.

Other items

- Hair should be neat and tidy
- Visible tattoos must be covered over and not visible to children
- Beards should be neatly trimmed
- Jewellery and make-up should be discreet; no body piercings, other than earrings in each ear, to be visible
- Nose studs only no nose rings
- Hijabs covering head and shoulders may be worn and should be suitable for the work environment. The face should not be covered as this may interfere with the clear communication required by adults in a school environment

Exceptions

- The exception to the descriptions above is where a staff team have an agreed “uniform” for the role they undertake on the campus, e.g. Premier PE staff, catering staff, cleaners etc. These “uniforms” have been agreed to allow safe and effective working where the clothing described above might not be appropriate.

- OHAWL PE shirts should be worn for PE sessions with smart PE bottoms and trainers
- During holiday periods the staff dress code for those on full time contracts is more relaxed and casual dress is acceptable. However, staff should always be aware that there may be visitors or pupils on site at any point and that when we are on the Campus we are representing the Trust at all times.

Reviews

This policy will be reviewed annually and staff will be consulted to give their feedback in order to create a harmonious suitable dress code policy which reflects our high expectations and professional standards we set for ourselves and for each other as staff.

Staff dress code

Supporting guidance on appropriate dress

Restrictions

The following may be helpful in clarifying what is and what is not appropriate on the Oak Hill Academy for classroom based activities during the working day.

It is not acceptable for Oak Hill staff to wear the following:

- denim or blue jean-styled trousers
- hoodies
- leather trousers or jackets
- combat or cargo trousers
- leisure or sportswear (except for PE sessions)
- trainers (except for PE)
- tight figure hugging leggings or shorts that do not sit near the knee
- clothing that is overly revealing, excessively tight or made of sheer fabric exposing underwear (this can be avoided by wearing appropriate clothing under the fabric)
- women's tops that are strappy (i.e. have spaghetti type straps) or be strapless
- skirts that sit too high above the knee – knee length is the guide and the rule
- clothes that are excessively worn or faded
- clothes with rips or tears
- hats (inside the building)
- casual T-shirts
- excessively bulky or heavy boots inappropriate for school

Equality and Diversity

Oak Hill Academy values and recognises the diversity of cultures, religions and disabilities of its employees and will take a sensitive approach when this affects dress requirements.

We are aware that it has been established that employers do not have to impose exactly the same dress code on men and women. "If the dress code applies "conventional standards of dress and appearance" then it will be seen as applying an even handed approach between men and women and a claim of sex discrimination would be unlikely to succeed"*

*Source: <https://www.equalityhumanrights.com/sites/default/files/employercode.pdf>

Other useful articles

<http://www.acas.org.uk/index.aspx?articleid=4953>