



# Staff Code of Conduct

Date of Approval:	September 2024
Approved by:	Chair of the Trust Board on behalf of the HR and Pay Committee
Review Date:	February 2026

**Policy Information:**

Date of last review	August 2024	Review period	Bi-annual
Date approved	September 2024	Approved by	HR and Pay Committee
Policy owner	Chief Executive Officer	Date of next review	February 2026

**Updates made since the last review:**

Review date	Changes made	By whom
April 2022	Updated in line with KCSIE 2021 Requirements	Director of Quality Assurance and Development
August 2024	General updates. Dress code is incorporated into the Policy. Updates around safeguarding based on experience, including information about low-level concerns	CEO

**1. General Principles**

All employees in the Trust are expected to behave professionally and with integrity.

All employees are expected to comply with the law as it applies to their work in the Trust, particularly in matters such as health and safety, safeguarding of children, and data protection. They are also expected to carry out their duties in accordance with the relevant policies, procedures, rules and guidance adopted by the Trust.

The Trust consults staff and recognised trade unions about the adoption or variation of its policies and procedures and associated guidance.

Whilst not directly employed, the Trust expects that all agency workers, volunteers, and students on placement will adhere to the principles of this Policy whilst conducting their duties. Any stakeholder not following the code of conduct may be requested to leave site immediately.

**2. Application and Intent**

Employees will be expected to act in accordance with the code of conduct. Any breach of the code of conduct may result in disciplinary action. Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

**3. Legislation and guidance**

In line with the statutory safeguarding guidance Keeping Children Safe in Education, we should have a staff code of conduct, which should cover acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

#### **4. General Expectations**

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards and be guided by any other accepted industry or role standards nationally published.

#### **5. Personal Interest**

Employees should act professionally. They should not abuse their position in the Trust to confer an advantage or disadvantage on any person or obtain an advantage for themselves, whether financial or otherwise. They should not allow their personal interests to interfere with their work at the Trust.

Employees should not use their position in the Trust to advocate any one religion, culture or political ideology to students. It is the direct responsibility of all employees to uphold British Values as defined in law from time to time. To avoid any doubt or unwarranted suspicion employees should tell the Trust about a personal interest which might compromise or be seen as compromising their position in the Trust. If in doubt about what should be declared, they should seek advice.

Examples of personal interests about which they should tell the Trust include:

- Situations in which the employee's job (for example, as head teacher or business manager) could unduly influence decisions on contracts into which the Trust has entered or is proposing to enter, or where an employee has a personal or financial interest in any of the contracts, either directly or indirectly (for example, through a partner or relative).
- Where an employee holds a position with an external company or organisation, whether paid or unpaid, which may lead to a conflict of interest. (Examples include directorships of companies, serving on bodies such as charities, voluntary groups, governing bodies of other educational establishments.)
- If an employee has a close personal relationship with a person who has influence over the employee's employment with the Trust or whose employment the employee could influence or control.
- If an employee has a close personal or familial relationship with the parents or family of a pupil of a school in the Trust.

#### **6. Sponsorship**

The Trust is responsible for approving all sponsorship and should ensure that it gives guidance to employees on their involvement with the sponsorship, actual or proposed. Sponsors should refer the proposals to the head teacher for determination by the Trust.

#### **7. Confidentiality**

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than that it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

## **8. Safeguarding**

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with our child protection and safeguarding policy and procedures, and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our child protection and safeguarding policy and procedures are available on the school and Trust websites. New staff will also be given copies on arrival.

### **8.1 Low-level concerns about members of staff**

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a "nagging doubt". For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in one-to-one activities whether they can't easily be seen
- Using inappropriate language or making inappropriate comments about staff, pupils or parents

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the specific reporting procedures set out in the Child Protection and Safeguarding Policy for each school. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Each school has specific procedures for reporting and responding to low-level concerns and these are detailed in each school's Child Protection and Safeguarding Policy. Each school policy is available on their school website and is integral to the annual safeguarding training provided for all staff. Our procedures for dealing

with allegations will be applied with common sense and good judgement. Advice is available from the Trust Central Team (DSL / HR) for school leaders.

In line with the guidance in KCSiE, our school leaders maintain confidential records of all low-level concerns. These records are reviewed each term and discussed with the Trust DSL/ Trust Safeguarding Lead. This ensures that trends or patterns are highlighted and appropriate support provided.

## 8.2. Staff-pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see into the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils/their families. This includes social media profiles.

If staff have a pre-existing relationship with pupils/their families this should be reported as a low-level staff concern at the point of admission.

We recognise that staff and pupils may be part of the same local communities and we value the benefits that this brings to our schools. However, it is important that the school's Headteacher is aware of any personal relationships with pupils and their families, whether historical or current.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable. This is because it could be viewed as favouritism or grooming. Schools may choose to provide small gifts for all pupils to mark a festival or national event (e.g. Christmas.)

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

## 8.3 Allegations that may meet the harm threshold

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

Behaved in a way that has harmed a child, or may have harmed a child, and/or

Possibly committed a criminal offence against or related to a child, and/or

Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or

Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

We will deal with any allegation of abuse quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation. Details are included in each school's Child Protection and Safeguarding Policy.

## **9. Communication and social media**

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead but as a minimum staff must set public profiles to private and ensure that this is checked regularly, as sometimes security settings are re-set when updates occur on the platform. When referring to social media in this context, sites such as Facebook, X (formerly Twitter), Instagram and Tik-Tok (this list is not exhaustive) fall within scope. LinkedIn is considered to be a business networking platform and this would fall outside of scope.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

If staff inadvertently make contact with pupils / their families on social media then they should self-refer this immediately as a low-level staff concern in line with their school's procedures. Failure to do so may be considered under the Trust Disciplinary Policy.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff are made aware of the Trust's Acceptable Use of ICT Policy which is part of the annual declaration.

## **10. Acceptable use of technology**

Staff should refer to the Trust's Acceptable Use of IT Policy. Internet Users must not on any Trust system knowingly display, access, use, extract, store, distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit, or contravenes any other aspect of the Trust's policy on electronic communications (e-safety). This activity would be a violation of the Trust's policies, particularly those relating to conduct and discrimination, and may lead to disciplinary action.

If access to sexually explicit or other inappropriate material is required for educational purposes, the head teacher must give permission in advance. Senior staff must be clear about the purpose and intent for such access.

Employees should apply the same standards to electronic communications as the Trust expects from other kinds of communication. They must not post on social networking websites comments, photographs, images or conversations which clearly bring the Trust into disrepute. Any electronic communications must include the correct use of privacy settings, in order to prevent members of the public, colleagues, parents and pupils

seeing any personal information. They must also comply with the law, in particular laws on discrimination, data protection and protecting the health of employees. Employees must also follow any specific policy which the Trust may have set on the use of social networking websites and telephones, whether mobile or landline, whilst at work. They should be aware that defamatory comments or comments which infringe the Equality Act may be regarded as a disciplinary matter.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the school IT system.

#### **11. 'Whistleblowing'**

Employees considering making a disclosure under the Public Interest Disclosure Act should ensure that they first inform themselves of the law and of the Trust's policy on the Act and take advice. The Trust's Whistleblowing Policy can be found on the Trust website.

#### **12. Honesty and Integrity**

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities. Staff will not accept bribes. Gifts that are worth more than a nominal amount (£25+) must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

##### **12.1 Criminal Charges and Convictions**

An employee must notify the Trust if charged with or convicted of, any criminal offence, or accepts a formal police caution, and should do so as soon as possible after the charge, caution or conviction. Depending on the circumstances, failure to inform may result in disciplinary action.

The Trust acknowledges that a caution is not a criminal conviction, but employees must be aware that cautions have to be declared during Disclosure and Barring checks unless they meet the filtering rules of the Disclosure and Barring Service.

The Trust acknowledges that an employee charged with an offence is innocent until proved guilty. However special considerations will apply if the offence is one of those which is on the list of offences relevant to safeguarding (a full list is available on the Disclosure and Barring Service's website) or if an employee is imprisoned on remand pending trial.

### **13. Other Employment**

Employees should ensure that any additional employment does not conflict with the capacity to fulfil the employee's contract of employment with the Trust. The contracts of employment for support staff require them to inform the Trust if they work for another employer and the number of hours which they are required to work for that employee. If the contract of employment with the Trust is the primary employment contract, then the Trust may refuse permission for other employment where a conflict of interest exists, or the number of hours worked has implications for the health and safety of clients or pupils. Employees undertaking other employment must not use Trust time or equipment for that purpose without the permission of the Trust.

Employees in any doubt should ask the Trust for advice.

### **14. Intellectual Property and Copyrights**

All intellectual property rights (that is copyright, design rights and the right to patent inventions) relating to anything created or invented by employees in the course of their duties belong automatically to the Trust. Unless otherwise agreed, employees cannot exploit the rights to any such thing without written permission from the Trust.

Employees may use and print one copy of items which are the Trust's intellectual property for their personal and non-commercial use only, provided that all copyright and proprietary notices remain intact. Multiple copies may be printed for classroom use as required. They should not share these items with people or organisations outside the Trust without the permission of the Trust, except if it is in the best interest of a school or the Trust to do so, for the purposes of sharing good practice. Items which are the property of the Trust should be returned on termination of employment.

### **15. Publications and Dealing with the Press**

Employees must not make comments to the press or other media, including social networking, on behalf of the Trust unless specifically authorised to do so by the Trust.

Where requests for comments are received, they must be passed on to the Trust. Employees should not publish any material which brings the Trust into disrepute.

Employees may make disclosures of public interest to other appropriate organisations or the press. (whistleblowing) provided that those disclosures meet the legal requirements of the Public Interest Disclosure Act and should take advice from their union or Public Concern at Work before doing so.

If employees wish to publish an article unconnected with the Trust, then the article should not link them to the Trust.

### **16. Equipment and Materials**

Employees must not use the equipment and premises of the Trust or of other places where they work during their contract of employment, for unauthorised purposes.

Union facility time agreements permit the use of telephone with reasonable privacy if available, with payment of outgoing calls, also use of printing and word processing equipment, where available, for union



work within the Trust provided that this does not interfere with the work of the Trust and subject to payment for the materials used.

### **17. Political, Philosophical or Religious Neutrality**

The Trust will not concern itself with the political, philosophical or religious beliefs of individuals.

Employees may not display party political posters, including party political election material, in the Trust, unless it is part of the curriculum or used as a teaching aid (for example, in a lesson on citizenship).

### **18. Equal Opportunities**

The Trust is committed to the promotion and implementation of equal opportunities both internally and externally. The Trust aims to ensure that everyone who comes into contact with it is treated equally, and with courtesy and respect, and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations. The Trust will recognise the differences which exist and will seek to understand the needs of people within the groups which are afforded protection or assistance through this policy. The employer expects all its employees to uphold its Equalities Information (Equal Opportunity Policy) which is available on the Trust website, and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

### **19. Recruitment and Selection**

If involved in making appointments employees must:

- Ensure that such appointments are made on the basis of a fair recruitment and selection procedure.
- Ensure that their personal preferences do not influence judgements made.
- Declare their interest where related to an applicant or having a close personal relationship outside Trust with an applicant. If a Head Teacher has a personal relationship outside Trust this interest should be declared to the Trust.
- Adhere to the statutory guidance in 'Keeping Children Safe in Education'

### **20. Alcohol, illegal substances and medication**

The Trust accepts that alcohol is legally and freely available and acknowledges that some illegal substances are also readily obtainable. It is expected that employees will not use illegal substances. Employees must ensure that the use of alcohol outside of the Trust does not adversely affect their work performance, and that, in accordance with their obligations under health and safety legislation, they take reasonable care of the health and safety of themselves and other workers whilst at work. The Trust will not accept employees arriving at work under the influence of alcohol or illicit drugs and whose ability is impaired in any way by reason of the consumption of alcohol or illicit drugs or who consume alcohol in contravention of the Trust's policy on the consumption of alcohol or take illicit drugs on the Trust premises. Employees should also have regard to the expectation that they will not bring the Trust into disrepute.

Employees who are prescribed a type of medication which they have not taken before should make themselves aware of possible side-effects. In accordance with their duty to take reasonable care of their

own and their colleagues' health and safety they should advise the Trust if the medication starts to affect their ability to do their job or travel safely to work, or if there is a likelihood that this will happen. The Trust should undertake risk assessments and take occupational health or another specialist advice as appropriate.

## **21. Health and Safety**

Employees have a duty to take reasonable care of themselves and to cooperate with management under the Health and Safety at Work Act 1974. These responsibilities are identified in the Trust Health and Safety policy.

Employees are required to act at all times in accordance with this policy and generally to act in such a way to take reasonable care of their own safety and that of others.

Any action which potentially puts at risk the health and/or safety of themselves or others will be viewed seriously and may be investigated under the disciplinary procedure. Employees and other individuals may also face criminal prosecution for breaches of health and safety legislation.

## **22. Conduct outside of work**

Staff will not act in a way that would bring the Trust, school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the Trust or school on social media. The scope of this part of the Code can be wide-ranging and staff are urged to be conscious of the impact of their actions, at all times whether inside work or outside, and any potential reputational damage for the Trust or the profession.

## **23. Monitoring arrangements**

This policy will be reviewed bi-annually but can be revised as needed. It will be approved by HR & Pay Committee under its delegated Terms of Reference from the Board of Trustees.

The CEO will ensure this Code of Conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

## **24. Attendance**

Employees' contracts of employment contain the main terms and conditions of their employment with the Trust.

Employees must follow the Trust requirements for reporting absence due to sickness and for helping the Trust ensure that it has a record of all persons on the premises and of any approved overtime working.

It is expected that employees are available for work during the hours specified in their contract and take an unpaid lunch break.

## **25. Smoking**

The Trust is a non-smoking educational organisation. The term smoking includes vapes and other forms of e-cigarette.

No-one is permitted to smoke in any of the classrooms or educational space or any other building or land owned or occupied by the Trust, at any time. Smoking in contravention of the above may result in disciplinary action.

## **26. Dress Code**

The Trust operates a dress code which must be adhered to at all times, as outlined in the appendix to this Policy.

## **27. Identity Badges**

There is a requirement that all employees issued with identity cards/badges with carry them at all times at their place of work and when entering Trust properties. Staff must have them available for presentation or inspection when required. The Trust expect employees to wear identity badges in order to assist pupils and visitors.

## **28. Disciplinary, capability and grievance procedures**

The Trust has formal procedures for staff discipline, capability, and grievances. The head teacher will ensure that these are made available to all employees.

## **29. Following Instructions**

Employees are expected to follow all reasonable and proper instructions by a person with the authority in the Trust to issue such instructions unless:

- There is a danger to a person's health and safety.
- They are in conflict with British Values as defined in law from time to time.
- There is good reason to believe that the instructions are improper, for example by conflicting with the safeguarding of children, the financial regulations or other aspects of the law.
- It does not comply with Trust policy and practice.

The head teacher, and managers within the Trust must be able to justify their instructions and decisions in line with their delegations, authority, and Trust policy and procedures, and be open and respond promptly to questions.

### **30 Links with other policies**

This policy links with our policies on:

Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we may deem as misconduct and gross misconduct

Staff grievance procedures

Child protection and safeguarding

Acceptable Use of ICT

Health and Safety

Recruitment and Selection

Whistleblowing

## **Appendix – Dress Code**

### **STAFF & VOLUNTEER DRESS CODE**

#### **1. RATIONALE**

We aim to foster a feeling of professionalism and pride within our schools. The Trust considers the way staff dress and their appearance is significant in portraying a professional image to all users of its services, whether pupils, parents, members of the Trust and boards, visitors, colleagues or other agencies. This code applies wherever or whenever anyone is working as a school representative including when representing the school off site.

We recognise 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 with special needs. All staff are expected to ensure that their dress is appropriate for the type of teaching and work they will undertake and worn with due care for personal health and safety.

#### **2. SCOPE**

The code applies to all staff groups, including those staff who are seconded, supply agency staff, contractors, volunteers and students when working on school premises. While this code also applies to volunteers such as Members, Trustees and LAC members, it will be notified to them by an alternative means.

#### **3. IMPLEMENTATION OF THE DRESS CODE**

The code is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff must use discretion in adhering to the principles underpinning the code.

The Trust recognises the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress requirements. However, priority will be given to health & safety and security considerations. Risk Assessments will take place as appropriate. We also recognise the individual needs of our students and pupils, in particular the ways in which they communicate with us and we communicate with them. Any item of clothing which might hinder communication or a child's ability to regulate their behaviour must be avoided. Should instances not strictly outlined by the letter of this code arise, staff should be aware of the need to receive and act upon guidance given by management.

All staff will be supplied with a school identity security badge that should be worn and visible at all times both when in school or outside the premises on school business and should only be removed for safety reasons. All our staff badges are able to be worn on quick snap release lanyards. Staff working within the community must always carry their school I.D. badge with them. It is the responsibility of the member of staff to inform their manager or an appropriate senior leader if their I.D. badge is lost/stolen or if details on the badge need altering e.g. for a name change.

## 4. RESPONSIBILITIES

### 4.1 EMPLOYEES

Employees are individually responsible for their general presentation, appearance and personal hygiene and have a responsibility to consider how their appearance may be perceived by others.

This means that staff should wear clothing which:

- is appropriate to their role
- is not likely to be viewed as offensive, revealing or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans
- is not considered to be discriminatory and is culturally sensitive
- does not place themselves or others at risk

Employees are responsible for following the standards of dress and appearance laid down in this code and must understand how this code relates to their working environment, health and safety, particular roles and duties and contact with others during the course of their employment.

As previously noted, this code applies to agency and/or temporary staff and those working in schools or across the Trust not directly employed by the Trust (i.e. Bellrock staff and others). We aim to work with employees of contracted business partners to ensure that the individual company dress codes align suitably with that of our Trust.

### 4.2 MANAGERS

Managers are responsible for ensuring the Dress Code is always adhered to in respect of the staff they manage. Managers must also ensure that all new members of staff are aware of the required standards of this code during the induction process. Failure to adhere to the school's standards of dress and appearance may constitute misconduct and result in formal disciplinary proceedings.

## 5. DRESS CODE

### 5.1 Acceptable Clothing

It is hoped that senior staff wear smart business-like wear, but as noted below this does not imply a suit, or a necessity a jacket.

Examples of acceptable clothing include a combination of:

- appropriate length skirts / dresses i.e. knee length or just above.

- jackets, blouses, tops (long or short sleeve)
- business suits are welcomed, but not obligatory and can be replaced by jackets and/or trousers.
- trousers, shirts (with collars – long or short sleeve)
- blouses (long or short sleeve)
- smart plain t-shirts without logos
- jumpers, jackets, business suits, trousers, shirts (with collars – long or short sleeve)

Where a school has decided to provide uniform, then it is expected that all staff adhere to those agreed arrangements, excepting senior leaders who may choose to be more formal dependant on the task, activity or meeting being undertaken.

The role of a teacher is to be a role-model in their classroom as a professionally qualified adult. The Trust is aware that approaches to work wear change over time and we wish to strike a supportive balance engendering a professional, smart approach.

The Trust wishes to respect the dignity of all employees, including but not limited to aspects surrounding religion, gender, medical conditions and strongly held beliefs. The Trust is also aware of the communication needs of our children, so individual guidance may be provided around any clothing which inhibits or restricts the ability of a member of staff to communicate effectively with a child or colleagues.

#### 5.4 Non-acceptable Clothing

- mini-skirts / hotpants
- Lycra cycling shorts, leggings (unless under a skirt/dress of knee length or just above)
- footless tights
- leisure shorts unless used for P.E./Games or other associated social activities
- combat / camouflage clothing
- transparent or 'see-through' blouses, dresses or shirts
- tracksuits/sportswear except for PE and associated social activity
- clothing with tears, holes and rips
- low-cut T-shirts or blouses
- vest-type tops (Spaghetti/shoestring or other strapped tops) unless covered by garments with sleeves

- crop-tops
- denim of any kind, including jackets
- badges or emblems which may cause offence
- items of clothing bearing logos, slogans or graphics, which could cause; offence or are deemed inappropriate to the setting
- indoor wearing of baseball caps/hats
- high heeled stiletto shoes or open-toed or open-backed shoes in the classroom environment, for reasons of health & safety
- trainers with coloured logos (unless for PE);
- Backless shoes, strappy sandals, beach flip flops (or similar)
- clothes which restrict movement and which can easily snag on equipment during manual handling manoeuvres e.g. loose pockets, sequins, large buttons etc
- neck ties, necklaces, scarves or metal chains if a dangerous situation occurs or is likely, according to the job role you undertake, the tasks being undertaken or the children in your care.
- underwear should not be visible.

## 5.5 EXPECTATIONS

It is recognised that there may be specific occasions where the usual dress code would not be appropriate e.g. outdoor/adventure visits involving physical exertions by staff. In these instances, guidance will be provided so that both pupil and adult dress codes are in line. Staff should be dressed as they would be for work on the vast majority of educational visits.

In accordance with current practice, the dress code may be relaxed on training days when pupils are not present. This is at the discretion of the Head Teacher.

It is recognised that some of our staff work during school closure periods when students/pupils are not in school. During these times a more casual approach to work wear is accepted although this should remain smart and compliant with health & safety protocols.

## 6. COMPENSATION FOR DAMAGE TO PERSONAL CLOTHING ETC

Staff are required to adopt a 'common sense' approach with regard to the clothing, jewellery, glasses etc that they wear to work in terms of expense. Staff must ensure that articles are appropriate to the type of work that they carry out and be mindful of any potential for damage to/loss of personal property which may arise as a result of carrying out their duties.



The school/Trust discourages staff from coming to work in overly expensive or 'designer' items and where employees choose to do so and subsequently make a claim for damage to/loss of such items, the Trust reserves the right to impose an upper limit of the amount of compensation it reimburses. Any requests for compensation would be considered on an individual, non-recurrent basis. Any indication that the Trust may consider compensation, when appropriate, should not constitute an assumption or expectation by any individual employee. Further information about damages claims appears in the Trust's Finance Policy.

## 7. FOOTWEAR

Certain jobs may require staff to wear safety standard protective footwear. These staff must wear the correct footwear for undertaking their work and if staff are uncertain, they must check with their Line Manager.

## 8. JEWELLERY AND PIERCINGS

Jewellery/piercings must be discreet and appropriate and must not be a health and safety hazard. Jewellery/piercings must be removed where they are a risk to health and safety or where their appearance may be inappropriate in school/Trust.

If any items of jewellery create the potential for an act of violence or the possibility for entanglement (e.g. large hoops in earlobes, large rings, necklaces, tongue piercing) then they must be removed whilst on duty. Rings which protrude from the finger, should not be worn when in situations that may potentially involve legal restraint or when assisting with an activity as part of a pupil's daily living (e.g. assisting with personal hygiene), as they may cause harm to a pupil.

In PE, jewellery should be removed, covered or taped up.

## 9. HAIR

Hair and beards should not compromise health and safety. Long hair should be tied back when handling food, or when undertaking physical interventions with children or during PE/Games. Beards must be neatly trimmed, unless this reflects the individual's religion in which case it must be tidy.

Head coverings worn for religious purposes is permitted. The Hijab if worn, must be adjusted in a way that the wearer's face remains visible. The Hijab should be fixed in such a way that it allows quick release.

Head coverings, such as scarves, which are loose and could be pulled by children or create a strangulation issue to the wearer are not acceptable.

## 10. FACIAL COVERS

Staff who wear facial coverings for religious reasons are expected to remove them whilst on duty. This will ensure that the member of staff is identifiable and allow for effective communication with the children and for safeguarding purposes when moving around school.

## 11. NAILS

Nail Varnish including clear nail varnish, nail decorations and false nails are not permitted in food preparation/serving areas where the wearing of such would present a risk to health.

Nails must be sufficiently short to ensure safe child contact.

## 12. TATTOOS

Staff members are advised that they could be asked to cover any visible tattoos which could be deemed inappropriate, discriminatory or offensive.