



Character - Preparation - Achievement



Dress Code for all

Cambridge Park Academy

Employees, Volunteers & Students

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Rationale

Cambridge Park Academy 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 students. There is no desire to set a particular style of dress or appearance, but rather to set a standard that is appropriate within a learning environment that promotes effective teaching and learning. Whilst at work, all staff are representing the Academy and through their appearance they have an impact on the image the Academy projects to students, parents, visitors and members of public in the community. All staff are expected to ensure that their dress is appropriate for the type of teaching they will undertake and worn with due care for personal health and safety.

What to wear when supporting learners at the Academy

Staff should dress in a smart casual and professional manner at work. 'Smart casual' is not very clear so as a guide the following clothing is most acceptable; however, this list is neither definitive nor exhaustive by nature. Should any member of staff need any further clarification they should seek advice from the SLT.

Staff should wear:

- A dress: trousers, tailored shorts or culottes or skirt with a shirt/blouse (tailored sleeveless or cap sleeved blouses are acceptable) or T shirt (with collar); pullover or cardigan; shoes or plain trainers. If wearing a skirt or dress, tights should always be worn but exceptions during the summer months will be made.
- Full length leggings may also be worn with a long tunic style top, which is sufficiently long enough to cover the bottom and thigh area.

Staff members should always look professional and act as role models to the students.

What not to wear when supporting learners at the Academy

- open toed sandals, flip-flops. When working with children for health and safety reason it is most advisable not to wear high heeled shoes (2" heels maximum).
- Denim clothing or jeans. Jogging pants or track suits shouldn't be worn by staff unless they are taking part in sporting activities.
- Jersey/jogging/sport shorts, very short skirts, cropped tops, halter neck tops, low cut tops, vest tops or any clothing with unnecessary flesh being visible. This takes into account that many children and young adults in the school struggle to fully understand social rules and convention. Staff should be aware that underwear should not be visible.
- Clothing which affiliates with any belief or organisation i.e. football tops or any clothing with slogans written on them which may cause offence.
- Clothing that has 'fashion holes and rips', 'cold shoulder' tops or dresses or clothing which is open backed should also not be worn.
- No hats to be worn inside the Academy, unless these are being worn as part of a behaviour strategy for a student who may pull staff members hair.
- Trouser with low waistbands allowing underwear to be seen.
- Clothing with overly bold colours and patterns which may impact negatively on students' sensory needs and learning.

What clothing/accessories to avoid when supporting learners at the Academy

- Staff should avoid wearing excessive jewellery for safety purposes. If staff chooses to wear jewellery in their ears, these should be small studs only, facial piercings should be avoided

for safety purposes. Any jewellery worn on the face or ears is worn at the personal risk of the individual.

- Staff should avoid wearing strong fragrances to work taking into account that learners may be hyper or hypo sensitivity to strong odours.

Any staff member who considers their clothing to be part of their religious beliefs has the right to wear this in keeping with the traditions of that faith.

Line Managers' responsibility - Line managers should make sure that members of their team keep within the spirit and intent of the Dress Code and provide clarification for people as and when required. If however a member of the team does not comply with the Dress Code then the line manager should discuss this with the staff member individually to avoid the situation occurring again and embarrassment in the presence of colleagues.

Appearance will be addressed through Performance Management, Appraisal and supervision meetings and any issues will be discussed. It is envisaged that this action will be sufficient to remind colleagues of the most appropriate attire to wear to work, but if this is not the case the Leadership Team will consider a more formal approach.

Exceptions - The Dress Code does not apply on Inset days, except if inset training is taking place off site.

Please note that staff may be asked to remove outdoor clothing including jumpers, items of jewellery and watches for hygiene, health and safety reasons.