

# Staff Dress Code



## Implementation of the Dress Code

4ward sports expectations are that appearance should be always professional both when in school and also when acting as a representative of the school at external venues.

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

4ward sports 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 and safety and security considerations. Risk Assessments will take place as appropriate.

## Scope

This dress code applies to after school club staff and 4ward sports coaching staff. For the purposes of this code the term staff includes those that work in the after school club and coaches for those that coach sport.

## **Responsibilities Staff**

Staff are individually responsible for their general presentation, appearance and personal hygiene and should consider how this may be perceived by others. This means that all staff should wear clothing which:

- • Is appropriate to their role;
- • Is not likely to be viewed as offensive, revealing or sexually provocative;
- • 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 and complies with any health and safety requirements.

Staff are responsible for following this dress code and should understand how it relates to their working environment and health and safety.

## **Managers**

Managers are responsible for ensuring that the dress code is always adhered to in respect of the staff they manage. Managers should make new staff aware of the dress code and its requirements during the recruitment process and should re-iterate this as part of induction.

## **Dress Code**

### **Acceptable Clothing – After school club**

Examples of acceptable clothing include a combination of;

Uniform will be provided. For any reason this is not possible please pay attention to the below.

- • Appropriate length skirts (i.e. a minimum of knee length) or trousers
- • Blouses/shirts (long or short sleeve)
- • NO uniform = Smart plain T-shirts/polo shirts ( Must include 4ward sports Pin badge )
- • Jumpers, jackets, dresses,

## **Acceptable Clothing – Sport coach**

4ward sport logo t-shirts and jumpers/hoodies only

Sport shorts/sport tracksuit bottoms only

Sports hat/cap only

## **Non-acceptable Clothing**

- • Mini-skirts
- • Lycra cycling shorts, leggings or footless tights
- • Leisure shorts unless for PE or sports
- • See through clothing
- • Clothing with tears, holes and rips or that is not clean
- • Low cut T-Shirts or blouses
- • Vest tops
- • Crop tops
- • Offensive badges, emblems or logos on clothes
- • Flip flops
- • Underwear should not be visible

## **Exceptions**

It is recognised that there may be specific occasions where the usual dress code would not be appropriate e.g. outdoor/adventure activities and in these circumstances guidance will be provided.

The dress code may be relaxed on training days.

## **Footwear**

Footwear must be safe, sensible, in good repair and be smart and clean. Staff should have regard to health and safety considerations as in an emergency situation; they may be required to move swiftly. School will accept no responsibility for injuries incurred as a result of staff wearing inappropriate footwear.

Certain roles may require staff to wear protective footwear. These staff must wear the appropriate footwear and if they are uncertain they should seek guidance from their Manager.

## **Tattoos**

Visible tattoos must not be offensive to others. Where they are deemed to be offensive or inappropriate, they must be appropriately covered.

## **Jewellery and Piercing**

Jewellery 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 a school environment.

During PE lessons, jewellery should be removed, covered or taped up where necessary. Facial piercings are not permitted.

## **Hair**

Hair and beards should not compromise health and safety. Long hair should be tied back when handling food. Beards should be neatly trimmed, unless this reflects the individual's religion in which case it must be tidy.

## **Religious Dress**

Religious dress is permitted subject to health and safety and communication considerations. The Hijaab if worn, must allow the wearers face to be visible in order to facilitate communication with the students and other staff

## **Public Sector Equality Duty (PSED)**

The Equality Act 2010 aims to ensure that people have equality of opportunity in accessing and experiencing public services. 4ward sports will have regard to the following:

- • Eliminating discrimination;
- • Advancing equality of opportunity and
- • Fostering good relations across all characteristics.

4ward sports will not discriminate against staff on grounds of disability, gender, race, religion or belief, sex and sexual orientation, gender reassignment or pregnancy.

This dress code has been developed, with staff members in mind. We wish to protect our staff characteristics when applying and interpreting this dress code.

## **Review**

This dress code will be reviewed on an annual basis and sooner if necessary due to changing legislation.

## **Model School Dress Code**

This agreement relates to the school dress code outlined above. All staff including those from supply agencies, consultants and contractors are required to familiarise themselves with the contents of this dress code and to sign the agreement below.

You should sign two copies of this agreement. Please keep one copy for your records with this dress code and return the second copy to 4ward sports.

I confirm that I have been provided with a copy of the school's dress code  
I have read understood and accept the school dress code and will abide by it.

Name: .....

Signed: ..... Date: .....