



**The King's (The Cathedral) School**

**Staff Dress Code Policy**

Responsibility:	HR Manager
Ratified By:	Governing Body
Date Reviewed:	May 2025
Next Review Date:	May 2027

## **Staff Dress Code Policy**

### **1. About this Policy**

We encourage everyone to maintain an appropriate standard of dress and personal appearance at work. The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace, so that we:

- promote a positive and professional image;
- respect the needs of men and women from all cultures and religions;
- make any adjustments that may be needed because of disability;
- take account of health and safety requirements; and
- help staff and managers decide what clothing it is appropriate to wear to work.

Managers are responsible for ensuring that this dress code is observed and that a common-sense approach is taken to any issues that may arise. Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear to work) should be made to your line manager in the first instance.

Failure to comply with the dress code may result in action under our Disciplinary Procedure.

We will review our dress code periodically to ensure that it reflects appropriate standards and continues to meet our needs.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

### **2. Appearance**

While working for us you represent us with pupils, parents and other members of the public. Your appearance contributes to the reputation of The King's (The Cathedral) School.

It is important that you appear clean and smart at all times when at work, particularly when you may be in contact with pupils, parents and members of the general public.

Different departments may have specific clothing requirements, for example, because their work is with parents and pupils, or raises particular health and safety concerns. It is important that you dress in a manner appropriate to your working environment and the type of work you do.

Employees at The King's School, in certain roles, may be required to wear uniforms provided by us which should be kept clean and neat.

All employees working with pupils and parents should wear smart business attire appropriate for The King's School. Male employees will be required to wear a tie.

Employees working with pupils and parents may be asked to cover up visible tattoos or to remove or cover up visible body piercings.

You should not wear casual, gym or beach wear to work unless your role requires it of you, or unless you have been given permission to do so. This includes track suits, sweat-shirts, t-shirts or shorts, combat trousers, jogging bottoms, denim, or leggings. Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to our reputation. It is inappropriate to wear cut-off shorts, crop tops, spaghetti straps, see-through material or clothing that exposes areas of the body normally covered at work.

Footwear must be safe and clean and take account of health and safety considerations. Trainers (other than those worn by sports staff for sporting activities) stilettos, platforms and flip-flops are not acceptable types of footwear. Where we provide safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed.

You should not wear clothing or jewellery that could present a health and safety risk.

You will be supplied with an identity badge/lanyard that must be worn and visible at all times when you are at work.

### **3. Religious and Cultural Dress**

You may wear appropriate religious and cultural dress (including clerical collars, head scarves, skullcaps and turbans) unless it creates a health and safety risk to you or any other person or otherwise breaches this policy.

Where necessary your line manager can give further information and guidance on cultural and religious dress in the workplace.

Priority is at all times given to health and safety requirements. Where necessary, advice will be taken from the Senior Leader responsible for Health and Safety and/or The Headteacher.