



# Dress Code Policy

**Approved by: H.Schofield**

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**Next review due: 08/2024**

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## Purpose:

The purpose of this dress code policy is to establish guidelines for appropriate attire for all staff members at SHAPE. Maintaining a professional and respectful appearance contributes to a positive and productive learning environment and reflects the values of our institution.

## Policy Guidelines:

### General Appearance:

- All staff members are expected to maintain a neat, clean, and well-groomed appearance.
- Personal hygiene should be consistently maintained.
- Offensive body odour or excessive use of strong perfumes/colognes is discouraged.
- Staff members are expected to dress in a manner that is professional and appropriate for their role.
- Business casual attire is the standard, unless otherwise specified by the school administration.
- Clothing should be clean, wrinkle-free, and in good repair.

### Specific Guidelines:

- **Tops:** Collared shirts, blouses, or sweaters are recommended. T-shirts with offensive graphics or slogans are not permitted.
- **Bottoms:** Slacks, skirts, or dresses of appropriate length are encouraged. Jeans, when allowed, should be clean and free from excessive wear or tears.
- **Footwear:** Closed-toe shoes are required for safety reasons. Sandals, flip-flops, and athletic shoes are generally discouraged.
- **Outerwear:** Staff may wear outerwear appropriate to the weather conditions when outdoors but should remove it while indoors.

### Special Occasions and Events:

- On occasions such as school assemblies, parent-teacher meetings, or professional development days, staff may be required to dress more formally, as specified by the school administration.

### Inclusivity and Cultural Sensitivity:

- Staff should be sensitive to cultural and religious diversity within the school community when selecting attire and avoid clothing that may be offensive or insensitive.

**Exceptions and Accommodations:**

- Staff members with medical or religious requirements that necessitate deviations from this dress code policy should contact the HR department to request accommodations. Sam Powell at [SPowell@safehaven-ap.co.uk](mailto:SPowell@safehaven-ap.co.uk)

**Enforcement:**

- This dress code policy will be enforced by the Head of School. Violations will be addressed on a case-by-case basis and may result in verbal or written warnings, with repeat violations subject to disciplinary action, up to and including termination of employment.

**Review and Updates:**

- This dress code policy will be reviewed periodically to ensure its effectiveness and relevance. Staff input will be considered in any revisions.

By adhering to this dress code policy, staff members contribute to a professional and respectful atmosphere at SHAPE, fostering a positive educational experience for all members of our community. Your cooperation and commitment to this policy are greatly appreciated.