



Dress Code Policy

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The Sovereign Trust is a Multi Academy Trust registered in England No. 09666511. Registered Office: Manor Academy, Sale M33 5JX



Document Control

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Version	Date	Amendments	Author	Status
0.1 to 0.4	Oct 2021 to Oct 2022	Initial Draft – Reviewed by the HR Team & the Trust Board. Consultation Process – Draft shared with the working group consisting of Senior Leaders, HR, and the Trade Unions.	Lisa-Marie McGrath	Consulted & reviewed, and implemented agreed points
1.0	01/12/2022	Final Draft – Approved by the CEO and The Trust Board	Lisa-Marie McGrath	Approved
2.0	01/02/2024	N/A	Lisa-Marie Flynn	Approved
3.0	01/02/2025	N/A	Lisa-Marie Flynn	Approved

Dress Code Policy

1. ABOUT THIS POLICY

- 1.1 We encourage everyone to maintain an appropriate 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 is appropriate to wear to work.
- 1.2 Line Managers/SLT are responsible for ensuring that this dress code is observed and that a common-sense approach is taken to any issues. Therefore, 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/ SLT.
- 1.3 Failure to comply with the dress code may result in action under our Disciplinary Procedure.
- 1.4 We will review our dress code periodically to ensure that it reflects appropriate standards and meets our needs.

2. APPEARANCE

- 2.1 While working for us, you represent us. Your appearance contributes to our reputation and the development of our Trust.
- 2.2 You must appear clean and smart at all times when at work, particularly when you may be in contact with parents, other business contacts or the general public.

Different departments may have specific clothing requirements, for example, because their work is customer-facing or raises particular health and safety concerns. Therefore, it is important that you dress appropriately for your working environment and the type of work.

- 2.3 Employees in certain roles may be required to wear uniforms provided by us, which should be kept clean and neat.

- 2.4 All teaching staff, office staff and management should wear business casual attire.
- 2.5 You should not wear beach wear to work. 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, see-through material or clothing that exposes areas of the body normally covered at work.
- 2.6 Footwear must be safe and clean and take into account health and safety considerations. Flip-flops are not acceptable.
- 2.7 We provide safety clothing and equipment, including protective footwear; it should be worn or used appropriately.
- 2.8 You should not wear clothing or jewellery that could present a health and safety risk.
- 2.9 You will be supplied with an identity badge that must be worn and visible at all times while at work.

3. RELIGIOUS AND CULTURAL DRESS

- 3.1 You may wear an 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.
- 3.2 Where necessary, your Line Manager/SLT can give further information and guidance on cultural and religious dress in the workplace.
- 3.3 Priority is at all times given to health and safety requirements. Where necessary, advice will be taken from the Executive Head or Headteacher.

