



EMMAUS CATHOLIC MAC

Professional Appearance Policy

Version:	2.0
Date created/updated:	2 nd August 2024
Ratified by:	Full Board
Date ratified:	23 rd August 2024
Date issued:	September 2024
Policy Review Date:	August 2027
Post Holder Responsible for Review:	Chief Executive Officer



Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Professional Appearance Policy has been approved and adopted by Emmaus Catholic Multi Academy Company on 23rd August 2024 and will be reviewed again in August 2027.

Signed by Director of Emmaus MAC: *J Griffin*

Signed by CEO for Central Team: *S Horan*

Schools to which this policy relates:

This policy relates to all Emmaus schools.



1. Statement of Intent

This policy establishes the position of all Emmaus Catholic Multi-Academy Company staff regarding the standards of professional dress and appearance for all staff, including those with temporary contracts, agency workers and volunteers, (staff).

We recognise that a range of dress and appearance is appropriate and that standards will vary depending on the working environment and the range of services provided to the user groups in our school.

We encourage everyone to maintain an appropriate standard of dress and personal appearance at work. The purpose of this policy 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 our Staff from all cultures and religions;
- Make any adjustments that may be needed because of disability;
- Take account of health and safety requirements;
- Help staff and managers decide what clothing it is appropriate to wear to work.

This policy does not form part of an employee's contract of employment and we may amend it at any time. The following principles underpin this policy:

- Staff are expected to take a sensible and safe approach to dress and appearance, cleanliness and personal hygiene.
- Staff are expected to be responsible for promoting a professional and positive image of Emmaus Catholic MAC.

2. Roles and Responsibilities

2.1 **The Chief Executive Officer (CEO)** has overall responsibility for the implementation of this policy within Emmaus Catholic MAC and will review this policy periodically in liaison with the Chief Finance and Operations Officer (CFOO) and Committee of Principals.

2.2 Leaders with overall operational responsibility for ensuring compliance with this policy are the **CFOO for the Central Team and the (Executive) Principal for Emmaus schools** who will advise on health and safety procedures or protective clothing and how to raise any relevant concerns.

2.3 Senior and Middle Leaders:

- will ensure that the principles of this policy are implemented within their areas of responsibility and that expectations relating to dress and personal appearance are maintained.
- should address concerns about a member of staff's dress of appearance with the relevant individual and ensure that a common-sense approach is taken to any issues that arise.
- Should seek additional advice from the CEO/CFOO/(Executive) Principal, as appropriate.

2.4 Staff:

- Are individually responsible for following the dress and appearance standards outlined in this Policy.
- Should understand how the Professional Appearance Policy relates to their working environment, their health and safety, their specific role and duties, and their contact with others, including pupils, during their employment.

3. Appearance

3.1 Whilst working for us, Emmaus Catholic MAC staff are representatives of the MAC in front of our pupils/students, their parents, external companies and the Emmaus community.

3.2 It is important that Emmaus Catholic MAC staff appear clean and smart at all times when at work, particularly as they may be in contact with students, parents, business contacts or the general public on a regular basis.

3.3 Different departments may have specific clothing requirements, for example, because their work is pupil/student or general public facing, or raises particular health and safety concerns. It is important that staff dress in a manner appropriate to their working environment and the type of work that they do.

3.4 Emmaus Catholic MAC employees should always dress in a smart and professional manner commensurate with the role in which they are employed.

3.5 No aspect of an employee's dress or appearance should be politically motivated, sexually provocative, discriminatory, insensitive or offensive. Employees should dress appropriately for a school setting and take care to consider what the child can see.

3.6 If visible, tattoos must not cause offence to others; if tattoos are likely to cause offense, they must be covered up whilst on duty.

3.7 Jewellery and piercings should not be worn excessively nor amount to an unacceptable risk either to the employee or to the student (see Appendix A).

3.8 Hair should be kept tidy and out of an employee's face and nails should be kept at a length where they are unlikely to amount to a risk or cause harm to pupils (see Appendix A).

3.9 Staff should not wear casual, gym or beach wear to work. This includes:

- Tracksuits, shorts, round/crew neck t-shirts/casual t-shirts and sweatshirts (with the notable exception of those engaged in PE lessons and PE departments)
- Combat trousers
- Any denim
- Leggings without additional over-garments

- 3.10 Clothing should not be dirty, frayed, ripped or torn or carry wording or pictures that might cause offense or damage to our reputation.
- 3.11 It is inappropriate to wear very short clothing, cut-off shorts, crop tops, see-through material or clothing that exposes areas of the body normally covered at work.
- 3.12 Male teaching staff are not expected to wear ties unless attending formal events such as business meetings, parents' evenings, Awards evenings, presentations or the like and, where unsure, should clarify with the CEO for the Central Team and (Executive) Principal in schools. Where ties are not being worn, shirts should be smart casual business style. Alternatively, polo or turtleneck jumpers might be worn. In summer/warmer months, smart business style polo shirts are appropriate.
- 3.13 Footwear must be safe and clean and take account of health and safety considerations. Trainers (except for the teaching of PE), flip-flops and Ugg boots are not acceptable. Where sandals are worn, these should be fitted at the heel/ankle and should not be flip-flop in style. Smart pump style footwear (not trainers) is appropriate.
- 3.14 Where safety clothing and equipment is provided, including protective footwear, it should be worn or used as appropriate and directed.
- 3.15 All staff will be provided with an Emmaus/school identity badge and lanyard which must be worn and visible at all times when on an Emmaus site or outside Emmaus premises/sites on Emmaus/school business. It is the responsibility of the member of staff to inform their manager if their ID badge is lost or stolen or if details on the badge need altering e.g. for a name change.
- 3.16 Guidelines on what is considered to be unacceptable appearance whilst on Emmaus MAC sites can be found at Appendix A. This list is non-exhaustive and can be amended by the MAC at any time.

4. Personal Protective Equipment (PPE)

- 4.1 PPE will be made available and should be worn in addition to other risk control methods, when undertaking hazardous duties under the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work Act 1974.
- 4.2 Clothing for particular purposes should be worn in accordance with guidance outlined in the guidelines from the Health and Safety Executive (HSE) and Emmaus Catholic MAC Health and Safety Policy.

5. Exceptions

- 5.1 Employee positions that have specified dress uniforms, including medical and catering, are expected to follow all applicable guidelines.

5.2 Wearing of sportswear for relevant activities. In a secondary PE department, sportswear will be the main specified dress uniform. In a primary school setting, on a PE day, members of staff may attend school in their PE kit and remain in the sportswear for the entire school day. In all settings, if other professional dress is required/appropriate during the school day or for after school events, the (Executive) Principal will advise staff members accordingly.

5.3 The wishes of particular faiths to wear specific types of clothing and/or accessories will be respected so long as the item of clothing does not pose a hazard to the health and safety of pupils and staff.

5.4 Some school activities, such as field trips, necessitate clothing requirements other than those deemed appropriate for a normal workday.

5.5 Designated days or events which staff may dress in a more casual fashion than would normally be expected, however, clothing worn on such days must still meet expected standards.

5.6 Charity fundraising events, e.g. Jeans for Genes

6. Religious and Cultural Dress

6.1 Staff may wear appropriate religious and cultural dress unless it creates a health and safety risk to you or any other person or otherwise breaches this policy.

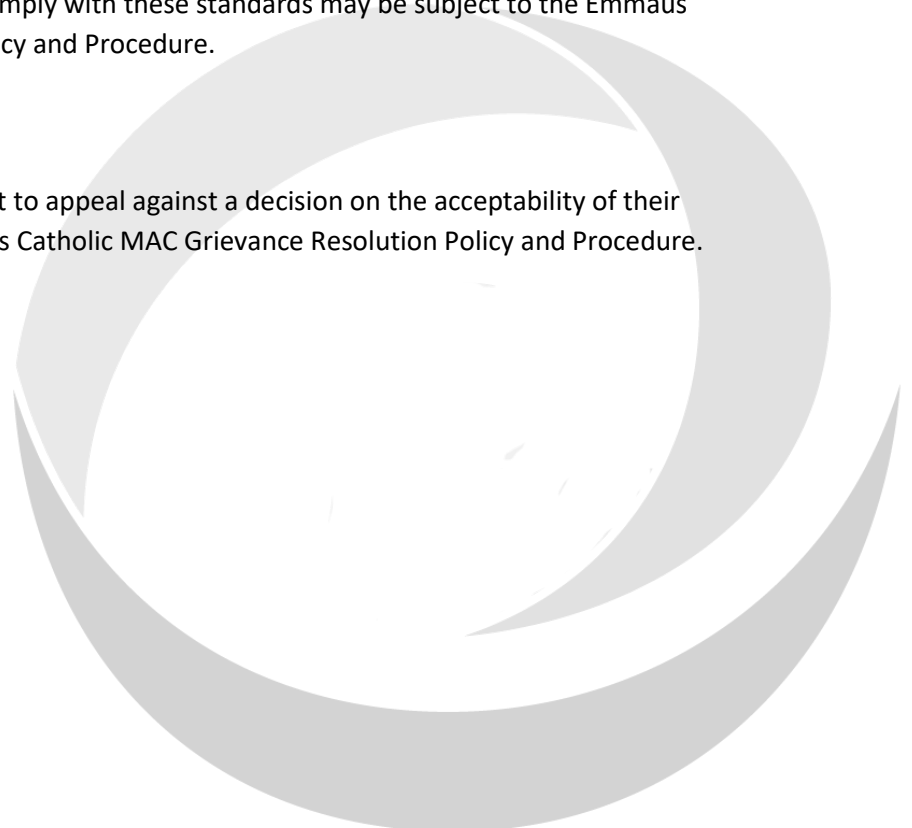
6.2 Where necessary, the relevant senior leadership team can give further information and guidance on cultural and religious dress in the workplace.

7. Enforcement

7.1 Staff members who do not comply with these standards may be subject to the Emmaus Catholic MAC Disciplinary Policy and Procedure.

8. Appeals

8.1 Staff members retain the right to appeal against a decision on the acceptability of their appearance using the Emmaus Catholic MAC Grievance Resolution Policy and Procedure.



Appendix A: Inappropriate Items

Staff should refrain from wearing:

- Inappropriate or extreme hairstyles, including unnatural colour.
- Inappropriate footwear, i.e. beach flip-flops, flip-flop style sandals, Ugg boots, trainers (other than for PE).
- Items of clothing that reveal or expose underwear (including bra straps), private areas of the body, midriffs, shoulders (including spaghetti straps) and items that are inappropriately transparent, tight, low-cut or immodestly short.
- Items of clothing or accessories which exhibit obscene, vulgar, profane or derogatory language.
- Jewellery or other ornamentation to or through the tongue, lip, brow or other exposed body part that may be deemed a health and safety issue.
- Tattoos that are likely to cause offense.
- Badges and insignia of a politically sensitive nature that could cause offence.
- Denim of any kind should not be worn by staff unless it is an inset day/school event and agreed by the MAC/school. Any denim worn on these days should not expose flesh above the knee.
- Shorts of any kind unless for the purpose of sporting activities.

