

## Appearance and Dress Code Policy

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### Introduction

This Policy establishes the Education Consortium (EC), Royal Britannia Education Group (RBE) and its subsidiaries the Royal Britannia Kindergarten (RBK) and Royal Britannia for Special Needs (RBS) as a singular educational institution referenced as Royal Britannia (RB) and the words kindergarten and children be replaced for a uniform reference by school and students going forward in this policy. RB's position regarding standards appearance and dress code is consistent for **all** employees including those with temporary contracts, agency workers and volunteers. It is supported by guidelines which RB sees as necessary to assist staff in adhering to the Policy as it is recognised that a considerable range of dress and appearance is appropriate and that this will vary, dependent on the working environment and range of services provided to differentiate the different user groups in the School.

Royal Britannia (RB) considers the way employees dress and their appearance to be of significant importance in portraying a professional image to all users of its services.

### Appearance and dress code Policy Statement

This Policy is underpinned by a number of principles:

- \* All members of staff will take a sensible and safe approach to dress and appearance, cleanliness and personal hygiene.
  - \* Every member of staff will be responsible for promoting a professional and positive image of RB.
- Clothing and appearance will not deliberately cause offence to people who come into contact with, or use, the RB services. Clothing should be non-offensive and contain no provocative logos, writing or remarks which are inappropriate or likely to give offence to others.
- \* Clothing for particular purposes should be worn in accordance with guidance set out in The RB Occupational Health and Safety Manual OHS such as staff exposed to the sun during work-based activities.
  - \* Protective clothing should always be available and should, in addition to any other control measure, be worn when carrying out hazardous duties under Health & Safety Regulations.
  - \* The requirements of particular faiths to wear specific types of clothing or to dress modestly will be respected so long as the item of clothing does not pose a hazard to the health and safety of employees or contravene any reasonable and legitimate requirements of the school. Where, for religious reasons, members of staff who wish to cover their forearms when not engaged in students activity, sleeves can be pushed up the arm and secured in place for hand washing and direct student care activity.
  - \* Ties are not required to be worn by male members of staff at RB. Ties act as a safety hazard when working with students. When ties are worn by employees or visitors to RB, they must be tucked away when in contact with students.

### Badges

Only the corporate related badges and lanyard should be worn. Only RB photo identity badges must be visible at all times for security reasons. No other items should be attached to the badge or lanyard. Lanyards must not be worn when undertaking a student activity.

### Chewing Gum

Chewing gum must not be consumed on RB premises, during school related events, professional forums or in the presence of clients and customers.

### Dress code

It is not acceptable to wear clothing that over-exposes parts of the body, e.g. stomach, chest, etc, or that is transparent or see-through. The wearing of leggings or tight fitted trousers and skirts are not acceptable for work. No promotion labels or offensive branding to be seen. Belts are not recommended to be worn when working with students, but if worn, ensure it is of a material that is not sharp. Be aware when handling children to avoid injury.

The wearing of Jeans, denim Jeans quality of material, **Navy** in colour not light blue, stone or white washed, Long length of trouser not leggings, is permitted for work. Jeans quality of material in skirt, jacket or any exterior clothing other than the specified trouser are not acceptable at work.

### Management, Teaching and Administration

A crisp white (not shades of beige) shirt, blouse, polo shirt long or short sleeves; must have a collar and cover the waist line. White oversized tailored shirts/blouses to the midriff are encouraged for staff observing discretion to their silhouette or religious practice.

Exception: the Nurse. A crisp white short overcoat with fasteners to the collar. The overcoat may have child friendly images.

Ancillary Teams: Navy Blue polo shirt, short or long sleeves.

The Headteacher, Managers and customer facing Administration staff are required to wear a smart business trouser suit not jeans trousers or skirts or leggings) and when meeting with customers and attending business meetings a business jacket to be worn, not denim.

#### Summer Clothing

During periods of warm weather staff clothing must remain appropriate and suitable. Employees should be aware that certain items of clothing could be seen as provocative, e.g. short, revealing or tight garments, and therefore these are not acceptable for work.

#### Winter Clothing

Cardigans/pullovers for administration, management and teaching staff are to be plain and dark with no discreet branding. During student activities these cardigans and pullovers must be fastened/zipped/buttoned up fully to avoid loose garments being a hazard to students.

Cardigans/pullovers for ancillary staff may be worn but must be Black in colour with no discreet branding. During students activities these cardigans and pullovers must be fastened/ zipped/buttoned up fully to avoid loose garments being a hazard around students.

#### Sports Clothing

It is recognised that some activities require the wearing of tracksuits or shorts. However, it is expected that staff will revert to normal clothing once the activity is completed. It is acknowledged that there are some areas of work where, due to the continuous nature of the activity, appropriate tracksuit attire and trainers non marking sole is acceptable with plain white polo shirt and no branding., e.g. PE staff.

#### Footwear

It is the responsibility of all employees to wear footwear suitable for the duties undertaken. Footwear should be of a "sensible" nature and worn appropriately, particularly in areas involving direct delivery of services to students, staff, parents and other members of RB community. "Sensible" closed and firmly attached to the wearer's foot, it is to be non marking footwear includes no flip-flops, open toe sandals, trainers, Crocs or other strapless sandals which will impede safe lifting and handling, and occasions when the use of restraint is required. Footwear that might cause injury to others during normal working duties should also be avoided. For specific areas of work, footwear should be worn in accordance with OHS Regulations. Injury associated with wearing inappropriate footwear will invalidate any claim against RB.

Special flooring has been used in designated spaces around the School, footwear with stiletto heels or heels that can puncture the surface are forbidden.

#### Hair

Hair must be clean, neat and tidy and off the face and not in need of frequent adjustment example a pony tail. Certain hairstyles and bright artificial colouring can affect the way people perceive us. Whilst RB is tolerant of differences, consideration should always be given to the impact our appearance might have on others. Long hair should always be worn tied back during hazardous procedures and especially when handling food. Nannies and Nurse should have hair off the face, tied back and off the collar. Example french chignon style and not a pony tail. Hair fastenings should be discreet and plain.

Men hair grooming to be smart and maintained short and not exceed past the neck collar.

#### Facial Hair for Men

Moustaches and beards may be worn neat and tidy, including as part of a tenet of faith, but for reasons of safety they should be trimmed short or kept in a beard net. Shapes, patterns or extreme styles are not permitted as they may portray an unprofessional image. 'Stubble' will not be tolerated. Facial hair must be grown whilst off duty, or at a time when those personnel will not come into contact with the general public. Staff without beards should report for duty clean-shaven. Eyebrow hair must not be shaved or styled to portray any pattern or design.

#### Head coverings

Sun safe hats are advised to be worn in non shaded areas only. When indoors, it is advised to place hats out of reach to avoid damage, or be of risk to the safety of students in your care.

Women observing the Muslim faith and have chosen to wear their hair covered; plain, non branded white cotton fitted and secure head turban or scarf may be worn. It must not be loose fitting or requiring frequent adjustment. The head-covering must not restrict interaction with or be a hazard to self or the students in their care. Men head coverings are not permitted unless worn together with a smart attired Dishadasha, the formal Arabian dress code prescribed by the stereotype race of the employee and not as fancy dress.

#### Wearing of face veils in the workplace (i.e burqa and niqab)

RB recognises the need to balance student safety alongside religious views and practices. RB has given considerable consideration to this issue, and has decided to introduce the following guidance:

- \* to ensure effective communication and safe environment around students and women, clothing which covers the face (veil, niqab, burqa) would not be permitted for any staff in contact with students, carers or visitors or for staff in other roles where clear face to face communication is essential, for example training.
- \* Training includes both those staff attending training courses and those delivering the training, at forums or present at company and school related excursions and events.
- \* Staff who wish to wear a veil when they are not working - such as during their lunch break in the designated staff room, or walking to their car are allowed to do so. However staff should be prepared to remove their veil if asked to check their identities against their ID badge.

### **Jewellery**

It is good practice to avoid the wearing of jewellery, such as necklaces and earrings that can be hazardous, especially where these can get caught or pulled. The wearing of individual small studs or sleepers is more appropriate when working in areas where students are or can be challenging in their behaviour. Injury, damage or loss arising from wearing inappropriate jewellery will invalidate any related claim against the school.

For staff a watch, wedding ring, civil partnership ring, engagement ring and eternity ring are the only items of jewellery that may be visible. Staff should adopt a sensible approach to other jewellery, as excessive amounts may detract from the professional, corporate image RB is seeking to promote. Expensive forms of jewellery; especially watches should not be worn in the course of normal duty when working with and in the vicinity of students.

Bracelets will not be worn; Where a member of staff is required to wear a medical identification/alert tag; it is recommended that it should be a necklace rather than a bracelet. The HR Manager and Health and Safety Officer will need to be advised, a update to the staff personnel medical record is required prior.

Staff whom wish to wear an item of jewellery related to their individual known faith, are permitted to carry a miniature token, which should be worn beneath outer clothing and away from sight or grips of a child in their care. Male staff and public facing male staff are not permitted to wear earrings, necklaces or bracelets.

### **Make-Up and Cosmetics**

A presentable and professional image is required of all staff, Female staff are required to wear make-up in moderation and this should be of a natural shade so as not to appear excessive or obtrusive. This may include discreet eye shadow and lipstick, which is appropriate to the individual's natural skin tone. Exception may be made where make-up is used to conceal a physical disfigurement or blemish eg scars, birthmarks.

Male staff may not wear any form of make-up, except for medical reasons as prescribed by their doctor.

For health and safety reasons, staff should keep their fingernails short and clean, and no jewellery or attachments may be worn on the nails. Nail polish will be clear, or of a subtle shade of colour and appropriate to the natural skin tone.

The appropriate sunscreen should be worn by staff on duty who are outside and exposed to the sun. The type chosen should match skin tone and does not include vivid coloured sun blocks.

Staff involved in special event such as student related drama events may wear make-up appropriate to the specific occasion.

### **Personal Hygiene**

RB encourages high standards of personal hygiene, all staff are reminded that strong fragrances can be perceived as being unpleasant and potentially offensive to others, particularly in confined areas. Managers are encouraged to provide appropriate and sensitive feedback where needed.

Employees are required to have a clean appearance. RB recognises that problems in personal hygiene can be related to working for extended periods outdoors, illness and stress. If a member of staff is concerned about their own or a colleague's personal hygiene, they should speak to the Nurse. All discussions will be dealt with confidentially and discreetly.

### **Smoking**

RB is a non smoking institution on all its premises, surrounding parking sites, adjacent play and waiting areas. This is in compliance with International laws and the Kuwait Smoking Ban Decree (23) - 2012.

Where members of staff smoke in a public place, they must ensure that their attire, uniform is covered. That their ID badge is not visible and it is otherwise not apparent that they are an employee or temporary assistant at RB. Smokers should be aware that the smell of cigarette smoke on clothing can be abhorrent to a non-smoker and if on return to work, the member of staff is in close proximity to a colleague, student or client, may even cause them to feel nauseous. This would warrant a complaint be made against them.

### **Tattoos and Body Piercing**

Tattoos on the face or visible above the collar, sleeves or ankles are not permitted. To retain a professional image, where feasible, all tattoos must be covered.

Anyone who has a visible tattoo which could be construed as being offensive to any religion or belief, or is in any way discriminatory, violent or intimidating, will compromise their employment at RB. Likewise, an existing member of staff who becomes tattooed in this way may, after investigation, become subject to disciplinary proceedings.

Body piercings must be discreet and should be removed or covered with the uniform. No items of jewellery will be worn by any member of staff through the nose, eyebrow, lips, tongue or any other visible part of the body at company or company related events. Staff must consider the risks involved in wearing body piercing and self-assess the suitability of wearing such jewellery whilst engaged in their duty. Body piercing may become caught and detached, or struck and impaled into the wearer's body, thus causing injury. As such items are not visible, body piercings are worn at the 'wearer's risk' and are strongly discouraged at RB.

### **Uniform**

Some staff may be required to wear a uniform to ensure compliance with OHS Regulations and to ease identification (i.e. Nurse, Ancillary Team). The uniform should be worn throughout working hours and maintained in a clean and tidy condition.

Employees designated to wear uniform will wear with the appropriate garments by their company and are subject to service requirements, these should be replaced at regular intervals to ensure smart attire and good personal hygiene at all times.

Staff in uniform such as the Nurse and Ancillary team where uniforms are specifically allocated to their area of work must not be worn outside of the area of work unless in an emergency or on official duties and where possible appropriately covered such as when escorting a student or staff member to a medical unit/ to the car park a cardigan or overcoat may be worn.

### **Roles & Responsibilities**

All staff have a responsibility to ensure that they adhere to the Appearance and Dress Code Policy.

The Appearance and Dress Code Policy will be used by the Headteacher to audit staff appearance and compliance with the policy.

Senior Coordinator, Health and Safety Officer and HR manager will ensure that the principles of this policy are implemented within the subject area under their responsibility. Where line managers are concerned about an individual's appearance, they should discuss their concerns with that person in the first instance. They must take care not to ignore matters of concern expressed by the member of staff, while ensuring that a reasonable and culturally sensitive dress code is observed. Managers should remember that they have an option of seeking further advice on the matter from The headteacher or a member of the Senior Leadership Team.

In serious cases, where an employee's appearance is, in the RB view, unacceptable, he or she will be required to return home to change. Repeated disregard of the Appearance and Dress Code Policy will be considered as misconduct and could lead to disciplinary action being taken in line with RB Disciplinary Policy and Procedure. Employees have the right to lodge an appeal against a decision on the acceptability of their appearance using the company's normal grievance procedure.

### **Monitoring and Review**

Under the direction of the Headteacher, this policy will be reviewed annually, and a report made to the Board.

### **Employee Affirmation of Terms of Agreement**

I have read the Appearance and Dress Code Policy of RB and understand the compliance, terms and conditions of the policy.

Employee Name		Initials	
Signature		Date	