

Staff Dress Code Policy

Willow Grove Primary School



‘Be Safe, Be Kind, Be Positive’

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Approved by:	Willow Grove Governing Body and Senior Leadership Team	Date: September 2025 Awaiting approval from Govs
Created by:	Miss L.Glover	
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1. Introduction

Willow Grove Primary School is a specialist Social Emotional Mental Health (SEMH) provider and provides outreach support to mainstream schools in the Wigan Borough.

All pupils at Willow Grove have an identified Special Educational Need (SEN), most of our pupil's primary area of need is SEMH. Many of our pupils have experienced early trauma and adversity, and many have attachment difficulties. Willow Grove is committed to providing an educational environment within which our pupils can heal, thrive, learn and play. All staff work in line with trauma-informed practices, and they have an excellent knowledge of the strategies and resources that are available to meet the needs of pupils with SEMH and additional SEN.

2. Purpose

The purpose of this dress code is to ensure all staff present a professional image while maintaining comfort and practicality at school. We aim for attire that is safe, inclusive, and appropriate for the active, dynamic nature of our work.

General Guidelines

- Staff are expected to wear clothing that is **clean, tidy, and appropriate** for a professional educational setting.
- Dress should reflect the **importance of our role** as positive role models to the children and families that we work with.
- Clothing must allow for **movement and flexibility**, recognising the need to engage in active learning, physical regulation, or de-escalation support.

Acceptable Attire

Tops:

- Smart tops, polo shirts, blouses, or plain t-shirts (no offensive slogans or overly large logos or branding).
- Smart jumpers, cardigans, or sweatshirts. Hooded tops can be worn; however, these should not be cropped or have large logos or branding on them.
- Sleeveless tops only if appropriately styled (no thin straps).

There is an option to wear a school branded t-shirt and have a school branded zip up sweatshirt, which will be provided by school if required. These will consist of black zip up and black polo or pale blue polo and navy zip up.

Bottoms:

- Smart trousers, chinos, or work-appropriate unbranded, plain joggers.
- Long shorts (knee length or longer) in warm weather.
- Skirts and dresses of a reasonable length (on the knee or below).
- Plain black leggings if worn with a tunic or longer top.

Footwear:

- Flat, full shoes with a back, boots or trainers suitable for movement.
- Footwear must be safe, clean, and practical (no flip-flops, high heels, or sliders).

Other:

- Smart casual dresses are acceptable.
- Religious attire is welcomed and respected.
- Staff supporting PE sessions may wear appropriate PE related clothing during the sessions.
- Outdoor coats/jackets suitable for break and outdoor duties.

Unacceptable Attire

- Clothing with offensive, inappropriate, or political slogans.
- Cycling shorts.
- Leggings, other than black leggings.
- See-through clothing, including see-through black leggings.
- Ripped, frayed, or excessively worn clothing.
- Jeans, unless it is a non-uniform day.
- Short skirts or shorts above mid-thigh.
- Strapless, low-cut, or backless tops.
- Flip-flops or footwear that poses a trip hazard or a H&S risk.
- Excessive or noisy jewellery (for safety and distraction reasons).
- Scarves, ties or large hoop earrings (for safety reasons).

Working With Children with SEMH Needs

- Clothes must not restrict movement or present a hazard when intervening in behaviour incidents.
- Long hair should be tied back if working in high-risk situations.
- Consideration should be given to clothing that maintains professional modesty when bending, sitting on the floor, or moving actively.
- Jewellery in piercings is worn at the wearers own risk. Discreet jewellery is recommended for safety reasons. Hoops in nose piercings should be avoided for H&S reasons.
- Long fingernails or excessively long nail extensions/artificial nails.

If you're ever unsure whether an item of clothing is appropriate, please speak with a member of the leadership team. Reasonable adjustments will always be considered for staff with medical, sensory, religious, or other needs.

We appreciate your support in maintaining a professional yet nurturing environment where pupils and staff feel safe, respected, and ready to learn at Willow Grove.

3. Links with other policies and documents

This policy links to the following documents:

- Staff Code of Conduct
- Staff Handbook

All the above policies/information can be viewed via our school website. You can also find further information regarding the provision at Willow Grove Primary School on our school website.

4. General Data Protection Regulation (GDPR) – Privacy Notice

For further information on how we use your information and data, please refer to the GDPR Policy published on our website.

Next review due by: Autumn term 2026