



## South Gloucestershire & Stroud Academy Trust (SGSAT)

### Professional Dress Code. Berkeley Green UTC

If you would like this document in an alternate format

Please contact the Human Resources Department

<b>Prepared by:</b>	Rob Morgan
<b>Job Title/Role:</b>	Pastoral and Behaviour Lead
<b>Ref. No.:</b>	<b>Date of this version:</b> 13 March 2019 <b>Review date:</b> 01/04/2020 (Subject to any legislative changes) <b>Upload to UTC website?</b> Yes
<b>Approved by:</b>	SGS Berkeley Green UTC Local Governing Body
<b>Date of Approval:</b>	20 March 2019

Main aim and purpose of the policy:	To create an ethos of respect and an atmosphere that is conducive to learning.				
Is this policy (or its constituent parts) relevant to a general equality duty? (please tick)	This policy development will assist in the elimination of unlawful discrimination and/or harassment of identified groups?	Implementation of this policy will promote equal opportunities for identified groups?	Implementation of this policy will promote positive attitudes and participation between groups?	Implementation of this policy will promote good relations between groups?	
<b>Age</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
<b>Disability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
<b>Gender Reassignment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
<b>Race or Ethnicity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
<b>Religion or Belief</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
<b>Marriage</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
<b>Pregnancy/ Maternity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
<b>Sex</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
<b>Sexual Orientation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
<b>Carers/ Care givers</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
<b>Persons in care</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Specify any groups for which there is evidence or reason to believe that some groups or individuals could be affected differently:					
How much evidence is there:	None	A little	Some	A lot	
<b>Is there any concern that the policy may operate in a discriminatory way?</b>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	None	A little	Some	A lot	
	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessed relevance to equality (tick one row only)	High	Med	Low	None	Brief reason for this assessment
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Race or Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Marriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Carers/ Care givers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
What is the next step? (tick one only)	What priority level is this policy?			Has the Policy been sent for Full EQIA, or do you believe the policy should have a Full EQIA?	
	High <input type="checkbox"/>	Medium ✓	Low <input type="checkbox"/>	Yes <input type="checkbox"/>	No ✓
<b>I am satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required</b>					
Completed by: <b>Robert Morgan</b>		Position: <i>Pastoral and Behaviour Lead</i>		Date: <i>14/03/19</i>	

# SGS Berkeley Green UTC - Professional Dress Policy

## 1. Introduction

SGS Berkeley Green UTC is committed to preparing students for the world of work by developing the knowledge, skills and understanding required by industry and by modelling and instilling the behaviour required for successful employment. An integral part of this is demonstrated by the way we dress, act and express ourselves. Our employer and academic partners will be on site every week, so for students every day is a potential interview.

The aim of the professional dress code is to:

- promote an environment of professionalism and aspiration;
- support positive behavior;
- ensure a practical, smart and business-like appearance;
- instill a sense of pride and corporate identity.

All members of the SGS Berkeley Green UTC are expected to conform to our Professional Dress Code, which applies equally to staff and students.

## 2. Everyday Business Dress.

All staff and students are required to dress in a professional, business-like manner as follows:

- formal smart trousers or a dress/skirt of knee length
- shirt/blouse;
- where appropriate a tie must be worn with a shirt, staff may authorise the removal of the tie depending on the type of activity being carried out;
- jacket
- plain jumpers or round necked sweatshirts can be worn under a jacket. Slogan's or branding are not allowable under any circumstances. Black PE sweatshirts with the SGS logo may be worn, but the logo should be covered by a jacket
- smart shoes, able to be polished and be of a height suitable for the planned activities of the day (open-toed footwear, flip-flops or Ugg-style boots are not considered appropriate or safe);
- hair should be neat, tidy and of a natural colour;
- headgear worn for religious purposes is permitted;
- facial coverings for religious reasons are expected to be removed whilst at the UTC to ensure individuals are identifiable;
- earrings may be worn, taking into account health and safety, however no other jewellery worn through body piercing should be visible, with the exception of religious requirements.
- personal adornment including excess jewellery of all descriptions should be kept to a minimum to reflect the professional ethos of the UTC;
- any visible tattoos should be of an appropriate nature for the UTC environment;
- the UTC Lanyard must be worn at all times except if removal is authorised for health and safety reasons.

The following items are **not** permitted at the UTC under any circumstances;

- jeans or torn trousers;
- casual sports clothing (unless appropriate for a sport lesson);
- hoodies or T-shirts;
- trainers (except in sports activities), or flip-flops
- strapless tops, tight or revealing clothes, including mini-skirts, excessively low-cut tops or garments revealing the midriff.

Students are expected to attend the UTC in business dress every day, including visits and trips, unless a specified dress code has been given.

In cases, where in the opinion of the Principal a student's appearance is unacceptable, the student may be required to return home to change or, if this is not possible, may be separated from the usual UTC activities for the day, for example in isolation. In these circumstances, the parent will be contacted and informed of the situation prior to the student leaving site.

### **3. Physical Education Clothing**

Students must wear the UTC designated PE kit or appropriate plain (blue, black or grey) attire whilst awaiting delivery of kit items for these activities, provided it is not worn with their everyday wear or their PPE.

Students require:

- trainers
- shorts
- plain polo shirt (no football or team shirts)
- socks

Tracksuits may be worn providing they are activity appropriate.

### **4. Engineering and Product Design**

Students require:

- appropriate footwear for the workshops. This should be a black/brown or grey work shoe/boot with a re-enforced toecap. There is no stipulation on kite mark or British Standard for these.

Students will be provided with:

- Lab coats/safety jackets/safety goggles and other safety wear and these must be worn as directed.

### **5. Science**

Students will be provided with:

- Lab coats/safety jackets/safety goggles and other safety wear and these must be worn as directed.