



BCL Consultancy Limited

*Experts In Supporting Education*

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# Dress & Personal Appearance Policy

Attendance & Welfare Division

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## Overview

As a professional organisation, it is important that BCL Consultancy Limited (BCL) portrays an image which instils confidence, credibility and respect to our clients and stakeholders. No member of the public should be made to feel uncomfortable or threatened by the dress or appearance of an employee or volunteer of BCL. This also extends to presenting a professional image to colleagues and other organisations.

This policy outlines the general principles of the dress and personal appearance standards for BCL and the importance and use of identity cards. Any breach of this policy may result in disciplinary action being considered.

The examples stated in this policy are not exhaustive, and BCL recognises that there may be variances and will make a reasonable effort to accommodate variations in dress for religious and cultural reasons.

## Identification

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- Identity cards must be worn at all times when on school premises and must be worn around the neck using lanyards provided, or other suitable means e.g. ID card holder.
- All staff are responsible for the personal care of their identity card.
- Identity cards must not be used, other than in connection with BCL duty.
- A request for an Identity card must be made through the line manager for a new employee, or an existing employee who needs to change their name or their photograph on their card. A notification must be made to your line manager if your identity card has been lost. Line Managers must authorise the issue of a replacement card.

## Lanyard

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- Individuals must always wear their lanyards correctly.
- Individuals must hide or remove their lanyards when out in public and are off duty and/or not working e.g. break times etc.
- Line managers have the authority and discretion to direct that a lanyard be removed if they feel it does not comply with this policy or for safety during operational duty.
- The theme and content of lanyards can vary. Staff must be aware that lanyards must not be politically themed, however lanyards issued by any part of BCL and Unions are allowed.
- Lanyards representing local/national charities are allowed providing they are inoffensive and represent a relevant cause i.e. Mind, Andy's Man Club, Poppy Appeal etc.

## Personal Appearance

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<b>Hair</b>	<ul style="list-style-type: none"><li>• The general appearance requirements for all staff are set out in the Policy Statement and apply to hair in the same way as they apply to other aspects of appearance and presentation. In particular, hair must be smart, clean and tidy at all times whilst staff are at work so as to present a professional image. We welcome and accept all styles and recognise the unique differences of hair. Workplace adjustments maybe required to suit hair, such as afro styles, dreadlocks, and protective styles. These styles will also stay in fitting with the policy in that if hair is longer than collar length, irrelevant of style, this will be required to be tied up in a bun or similar style.</li><li>• Hair dyes of any colour may be used; however, this is restricted to a single colour. Hair must not be cut into shapes, motifs, or patterns as all of these detract from the professional image that BCL wishes to portray.</li><li>• All staff should be mindful that identification cards will need to be renewed or updated if a change in hair style or colour alters their appearance significantly.</li></ul>
<b>Facial Hair</b>	<ul style="list-style-type: none"><li>• Beards, moustaches, sideburns or any combination must be neatly maintained at all times unless a religious belief or requirement dictates otherwise.</li><li>• Discussions with Line managers will take place to ascertain any issues in relation to health and safety, and a comprehensive risk assessment may be required.</li></ul>
<b>Jewellery</b>	<ul style="list-style-type: none"><li>• The wearing of jewellery in an operational setting is discouraged, this is due to the potential risks of personal injury of wearing all types of jewellery.</li><li>• A wedding, engagement and partnership band(s) may be worn. One set of simple ear studs may be worn.</li><li>• The wearing of jewellery in accordance with religious belief must be discussed with line managers for the purposes of health and safety risks.<ul style="list-style-type: none"><li>• Any claim to BCL for the loss or damage to jewellery or wrist watches will not be accepted.</li></ul></li></ul>
<b>Facial Piercings</b>	<ul style="list-style-type: none"><li>• Facial studs, including tongue studs and pins must not be worn unless required for operational needs.</li></ul>
<b>Sun Glasses</b>	<ul style="list-style-type: none"><li>• Sunglasses are permitted to be worn when necessary but must:<ul style="list-style-type: none"><li>○ Be of plain design and not mirrored.</li><li>○ Removed when dealing with a school parent or pupil.</li></ul></li></ul>

<p><b>Makeup</b></p>	<ul style="list-style-type: none"> <li>• All staff may wear makeup in moderation and this must be of a natural shade so as not to appear excessive or obtrusive. Bright makeup colours are not accepted. Discreet eyeshadow and lipstick, which is appropriate to the individual's natural skin tone and/or in connection with the individual's faith/religion may be worn along with fake tan that is natural, fitting to the individual's skin tone and not excessive in colour.</li> <li>• Makeup may also be worn to conceal a facial disfigurement or significant blemish.</li> <li>• Staff must keep their fingernails neatly trimmed and clean. For Health and Safety reasons, no jewellery or attachments may be worn on the nails. Nail polish of any colour can be worn but must portray a professional image.</li> <li>• All staff may wear false eyelashes which are of natural length and thickness.</li> </ul>
<p><b>Ear Stretchers</b></p>	<ul style="list-style-type: none"> <li>• Ear stretchers are not permitted by BCL and must be always taken out whilst at work. Individuals who are in a front facing role and dealing with members of the public, must take suitable steps to ensure that the holes are covered up to prevent injury to themselves.</li> </ul>
<p><b>Items of Cultural or Religious Belief</b></p>	<ul style="list-style-type: none"> <li>• Items of religious or cultural significance may be worn provided they do not present a risk to the individual, their colleagues, or members of the public.</li> <li>• Colouring of specific items must be discussed with an individual's line manager and, ideally, follow standard uniform colourings however BCL do recognise that allowances may need to be made. Individuals can seek further guidance from Staff Support Networks, Unions or The Federation and the DEI team.</li> <li>• It may suit an individual to wear a non-issued piece of clothing to best meet their needs. This must be done only after authorisation from their line manager. They may also contact the Staff Support Networks, Federation and/or union or the DEI Team. Items which may present a safety risk must be discussed with their line manager in the first instance and authorisation sought before wearing.</li> </ul>
<p><b>Tattoos</b></p>	<ul style="list-style-type: none"> <li>• Tattoos will not be accepted if they have the potential to cause offence due to containing explicit, offensive, obscene, discriminatory, or political words, slogans or symbols inconsistent with the Code of Ethics and the Standards of Professional Behaviour.</li> <li>• Before individuals consider a new tattoo, initial advice must be gained via their line manager. The line manager will be responsible for any final decisions on the appropriateness of current or planned tattoos.</li> </ul>

	<ul style="list-style-type: none"> <li>• New applicants must declare if they have any visible tattoos providing images and a description of the meaning behind them.</li> <li>• <b>Tattoos on the face are not acceptable unless eyebrow tattoos or as part of a medical issue.</b></li> <li>• Tattoos visible above the collar line or on the hands are permitted as long as they fall within the scope of this policy. Where this is not clear, or an appeal is requested, this can be escalated through to the Dress and Personal Appearance Panel.</li> <li>• Tattoos may be displayed by staff when wearing short sleeve order. Visible tattoos are deemed unacceptable if they have the potential to cause offence due to containing explicit, offensive, obscene, discriminatory, or political words, slogans or symbols inconsistent with the Code of Ethics and Standards of Professional Behaviour.</li> <li>• The staff member's line manager will decide upon the suitability of any tattoo being visible.</li> <li>• <b>When in school's all tattoos will need to be covered.</b></li> <li>• Staff must also consider whether it is appropriate to cover their tattoos on a case by case basis when conducting home visits.</li> <li>• Any current/serving member of staff that has a new tattoo after this new policy is adopted, which could reasonably be interpreted as discriminatory or offensive and/or indicate attitudes or views which are inconsistent with BCL's ethos; will be referred to your line manager for an assessment to be undertaken in relation to any breach of the Standards of Professional Behaviour.</li> </ul>
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## Work Attire

<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Staff are expected to maintain a good standard of dress and appearance. Our guidelines for dress code are explained in this section.</li> <li>• It is of paramount importance to remember, that all individuals are representing BCL and must adhere to the guidance detailed within this policy.</li> <li>• Where non uniform dress is required, individuals must dress according to the role requirements, following guidance from their line manager.</li> <li>• Where safety clothing or equipment is issued, it must be worn and used as intended.</li> <li>• Unless specifically stated in the preceding pages non uniformed officers and staff must refer to the guidelines as set out in the wider policy for general appearance such as hair.</li> </ul>
<p><b>Principles</b></p>	<ul style="list-style-type: none"> <li>• <b>The personal appearance part of this policy above applies to all staff.</b></li> <li>• All staff are expected to wear smart professional clothing. i.e. shirt, blouse, dress, religious wear.</li> </ul>

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- It is expected that clothing will not be low cut and will not be short enough where the middle area of the stomach is exposed.
  - Strapless tops are not permitted to be worn.
  - Items of clothing must not display slogans or offensive wording. Motifs or logos must be avoided where possible, however small discreet logos or motifs are permissible.
  - Trousers and Jeans must be smart. Shorts are generally discouraged but can be agreed with an individual's line manager.
  - Sports clothing such as jogging pants and hoodies are not permitted.
  - Smart skirts and dresses must be worn, and skirts must be no shorter than 2 inches above the knee. Strapless dresses are not permitted.
  - Shoes must reflect the nature of business. Footwear such as flip flops and sliders are not acceptable in the workplace as these can present with a health and safety issue.
  - Ties can be worn with formal wear. Ties are not mandatory and when worn must be reflective of business attire.

This section does not apply to individuals deployed in such items of clothing for specific operational purposes.