

# THE BRITISH SCHOOL OF BAHRAIN



## Staff Dress Code Policy

DOCUMENT CONTROL	
<b>Policy Reference</b>	BSB - Staff Dress Code - 026
<b>Date Adopted</b>	August 2019
<b>Review Date</b>	May 2022
<b>Next Scheduled Revision (yearly)</b>	May 2023

## **Table of Contents**

1. General Expectation and Rationale
2. Staff Dress Code
3. Female Staff
4. Male Staff

## **BSB Policy – Staff Dress Code Policy**

### **1.0 General Expectation and Rationale**

It is important to emphasise that all staff should wear 'business-like' attire in keeping with Ministry of Education and BQA regulations and also the School's own policy.

Given this, please be reminded that all BSB staff are expected to dress in a manner appropriate to an educational environment and arrive to start on or before 7.30 AM. Staff dress and appearance should be neat and should also be modest, taking into account local Islamic sensibilities and culture. Any tattoos and other body markings should not be visible. Makeup and jewellery should be discreet and unobtrusive. Hairstyles and colours should not be extreme. Ear piercings are acceptable but other facial piercings are not. Tattoos or body art should be covered. The Staff Dress Code below spells out our expectations.

### **2.0 Staff Dress Code**

2.1 All staff (teaching and non-teaching) are required to dress smartly and to set a very high standard of personal appearance whilst at School so that an appropriate business-like and professional working environment is maintained. We are judged by how we look, and it is essential that we convey the correct message to both students and parents.

2.2 Dress code for staff is a matter of some sensitivity and relies on personal judgement.

#### **2.3 Please remember:**

- 2.3.1 That we need to appear professional and business-like at all times
- 2.3.2 That we meet parents from a diverse range of backgrounds who should not be offended or uncomfortable in our presence
- 2.3.3 That we are role models for the students
- 2.3.4 The School dress code is required for all parents' evenings and school events.
- 2.3.5 The School feels strongly that this is a reasonable and appropriate set of expectations for a professional body.

### **3.0 Female Staff**

- 3.1 Smart knee-length skirt and a smart top
- 3.2 Smart trousers and top (no leggings, jeans, denim, cords, campus-style or combat trousers or shorts)
- 3.3 Smart dress (no see-through fabrics, tight-fitting clothing)
- 3.4 Clean formal shoes (no casual sandals, beach shoes, flip flops or training shoes). Smart open shoes are acceptable.

3.5 PE staff should wear good quality sportswear, which includes a collared sports shirt and training shoes, during a normal teaching day.

3.6 Smart tops should be tailored, modest, **cover shoulders** and even though sleeveless, not be strappy and not expose bare midriffs or cleavage taking into account local Islamic culture.

3.7 A good rule to remember:

**“If you can see up it, down it or through it, then it is inappropriate”.**

#### **4.0 Male Staff**

4.1 Smart formal trousers (no jeans or cords, or denim campus style or combat trousers or shorts)

4.2 Smart formal collared shirt and tie (top button on the shirt MUST be done up at all times)

4.3 Clean formal leather shoes (no sandals, beach shoes, flip flops or training shoes)

4.4 Clean shaven every day or a well maintained trimmed moustache or beard

4.5 PE/Drama staff should wear good quality sportswear, which includes a collared sports BSB shirt and training shoes, during a normal teaching day. BSB issued attire is essential.

4.6 PE Staff must not wear shorts if teaching a formal academic lesson.

If you have any questions, please speak with your Head of Department.

#### **Glossary of Term**

BSB British School of Bahrain

BQA Bahrain Quality Assurance