

Cambridgeshire Registration Service - Dress Code – September 2015

"Personal presentation is important – you never get a second chance to make a first impression"

Cambridgeshire County Council

A person's dress and appearance are matters of personal choice and self-expression. However adults should dress in ways which are appropriate to their role, and this may need to be different to how they dress when not at work.

Adults who work with children and young people should ensure they take care to ensure they are dressed appropriately for the tasks and the work they undertake.

Those who dress in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations.

This means that adults should wear clothing which:

- is appropriate to their role.
- is not likely to be viewed as offensive, revealing, or sexually provocative.
- does not distract, cause embarrassment or give rise to misunderstanding.
- is absent of any political or otherwise contentious slogans.
- is not considered to be discriminatory and is culturally sensitive.

The Code of Conduct also states that all employees must:

Be clean and dress (including jewellery and body adornments) in a responsible manner that does not cause offence to your colleagues, members of the public and other stakeholders and is suitable for the work you are to undertake, notwithstanding personal freedoms, religious expression, tastes and inclinations.

Registration Service Specific

The following is in addition to the corporate guidance stated above, to guide staff in respect of appropriate dress for the service.

When working in the registration service the majority of time is spent public facing and, on regular occasions, registering or conducting ceremonies. We are the public facing representative of Cambridgeshire County Council, required to project a professional image and maintain public confidence in the service we deliver. For these reasons the dress code is "smart, neutral work wear", which applies in all roles.

"Smart, neutral work wear" is defined as follows:

- professional clothing and footwear
- clothing clean, ironed and in good repair
- blouses / tops / shirts should not reveal too much cleavage (particularly when bending / leaning in the course of carrying out any role)
- a smart jacket should be worn for all ceremonies
- practical shoes, clean, polished and in good repair
- headwear is restricted to religious coverings

In exceptional heat a jacket may be removed for a ceremonies, however care must be taken to ensure the clothing underneath the jacket is appropriate.

Smart cardigans / jumpers are acceptable when working except when registering or conducting ceremonies.

It is acceptable to wear items of outer clothing (such as a waterproof coat) / footwear for travel to work or a ceremony venue and then change / remove them immediately on arrival.

Appendix A contains some examples of items / appearance that are considered inappropriate, based on feedback received in August 2015

Appendix A

Whilst we do not want to be too prescriptive, as we fully accept the need for personal taste within reason, here are some examples of items / appearance that are considered inappropriate given the nature of the service we deliver. These have been collated based on the examples given in feedback (this is not an exhaustive list but simply to help clarify what is deemed unsuitable by giving examples) and when carrying out all tasks unless otherwise stated.

Clothing

- Crumpled / creased linen (noting that within a short period and / or sitting in a car even ironed linen soon becomes creased)
- Thin / "spaghetti" straps
- Skirts too short (hemlines should be just above the knee at most) and / or long slits up the back
- Anoraks
- Leggings / jeggings
- Shorts
- Jeans
- Casual "cut-off" trousers
- Lycra / very clingy fabric
- Long jumpers
- Denim
- Corduroy of any sort (when registering / conducting ceremonies)
- Low cut and / or strapless and / or cropped tops
- "Fun" clothing e.g. cartoon designs / characters
- Any items so long as to create a trip hazard

Footwear

- Flip flops
- Walking boots / Ugg boots
- Trainers
- Flat laced "pumps" e.g. Vans / Converse etc.

Appearance

- Wet hair
- Bare shoulders