



DRESS CODE AND UNIFORM POLICY

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INTRODUCTION

The aim of this policy is to ensure that all coaches (both directly and indirectly employed) whilst on duty within the LFA are dressed in such a way that maximises staff and child safety, and projects a professional image.

All employees, work experience and contractors are expected to adhere to this policy.

The professional image presented by coaches is an important component in the way we are perceived by colleagues, children, schools and the public.

Uniforms make a coach recognisable, which in turn promotes trust and confidence.

A professional image is one that is smart and simplified with limited personal adaption. A professional appearance and manner is important to maintain customer confidence.

The LFA respects the right for coaches to adhere to religious and cultural observances. However, consideration must be given to clear identification of coaches and clear communication with customers.

Coaches who wish to make modifications to their uniforms or work attire to reflect their beliefs must agree them in writing with the Head Coach (Martin Egan).

Uniforms must not be visible outside the normal coaching environment (e.g pubs) unless on specific LFA business or with prior written authorisation. Visible uniform is acceptable when travelling to and from work.

PROCEDURE

Clothing and appearance should project a professional image and must not cause embarrassment or offence to children, parents, colleagues, other staff or visitors to the LFA.

Uniform or non-uniform clothing must be clean and neatly pressed.

Coach Identification:

Coaches are encouraged to wear a name badge/lanyard which simply states their name and designation. These are received from schools when signing-in.

Coaches must ensure that photo ID is available for presentation whenever requested by schools or parents, to optimise child safety.

No smoking policy

All coaches should uphold the LFA's "No Smoking Policy". Coaches must not smoke when in uniform even if their uniform is covered.

Tattoos

It is recognised that in today's society many individuals now have tattoos. Where a staff member has a tattoo in an area that remains exposed when wearing their uniform this must not be offensive. Where a tattoo is considered inappropriate or likely to cause upset to children, parents, school staff, the individual will be requested to cover the tattoo.

Footwear

Footwear must be appropriate to the role employed. Footwear colour should be discreet and a sensible professional colour when worn with a uniform. Footwear must enclose the whole foot.

Backless and/or open toe shoes or sandals, mules and flip-flops must not be worn as these constitute a hazard (Manual Handling Operations Regulations, 1992).

Jewellery

Coaches may wear a plain ring with no stones and one small pair of plain stud earrings.

Facial piercings are not permitted unless by prior permission due to religious/cultural reasons.

No necklaces, bracelets or anklets are to be worn.

Hair

Hair should be clean, well groomed. Long hair must be tied back. A long fringe should be fastened back and prevented from swinging across the face.

Coaches should ensure they are clean shaven and facial hair must be kept short, neatly trimmed or tidily secured.

Maternity clothing

Suitable work clothing will be provided for pregnant coaches as required.

Tax relief

Coaches can claim tax relief in respect of laundry costs by writing to the local Inland Revenue Office, with their National Insurance number and details of cost. More information is available from HMRC website

Termination of Employment

Uniforms remain the property of the LFA and must be handed in by coaches who leave or retire. Any ID badges must also be returned before leaving employment.