

Appendix 6 **VOLUNTEER DRESS CODE**

The dress code for FOPP staff and volunteers is intended to ensure that all staff and volunteers present a professional appearance and do not place themselves at risk in any way.

The dress code for different areas may vary, but all volunteers should be dressed in a way that would not cause offence. It is recognised that there may be cultural variations in what is acceptable and this will be taken into account in the code.

The following is a list of what not to wear:

- Short/cropped tops that reveal naked midriff unless this is part of a national dress, for instance with a sari
- Vest/Low cut tops or shirts unbuttoned which reveal cleavage or bare chest
- Short skirts
- Halter-neck tops
- Shorts
- Clothing should not be too revealing/ see-through/ tight
- Hoodies or tops with offensive logos
- Denim jackets/ jeans
- Thin see through linen trousers
- Leggings
- Baseball caps

You must wear sensible shoes/footwear and it would be considered inappropriate to wear the following types of footwear in the prison environment:

- Any form of open toed footwear including sandals and flip flops
- Shoes with a stiletto or kitten heel
- Training shoes (unless volunteering in the gym)
- Shoes with no heel support i.e. clogs
- Sling backs

Make-up and jewellery

- Use make-up and perfume in moderation
- Long hair should be tied back
- Brooches, neck scarves etc are possible items of risk and must not be worn
- Any body piercing jewellery beyond ear-rings and/or nose stud should not be visible- please do not wear valuable jewellery
- Tattoos may have to be covered dependent on location and content

For tea bar staff preparing food

- In order to comply with food hygiene legislation, staff working in the refreshment bars need to wear the disposable rubber gloves provided in the event of any hand injury. Blue plasters are available in the first aid box.