

Student Dress Code Policy

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1. Scope and Purpose

This Student Dress Code Policy is intended to provide clarity and consistency across the College and UCEN Manchester and about the appropriateness of students' appearance.

The Dress Code is based on a set of principles rather than on a list of 'Do's and 'Don'ts' that are often too narrow or rigid. These principles (listed below), whilst mandatory in themselves, should be applied with sensitivity, good judgement, and discretion as appropriate.

The code applies to all students on College/UCEN Manchester premises and on external premises used for part of the student's Study Programme (such as work placements, residential venues, or on trips and visits) – where a student is representing the College/UCEN Manchester.

1.1 Definition of Dress

The word 'dress' is used here in a broad sense to cover any aspect of the following: clothing, accessories, jewellery, body decorations including piercings and tattoos; hairstyles and headdresses, footwear, performance costumes and any objects, slogans or symbols worn or carried in any way on the person.

2. Principles

- The College supports individual expression, and students can adopt whatever style of dress they choose. However, this freedom exists only if students' choices do not breach other expectations on behaviour for example in the Deal/Ascend and the Student Positive Behaviour Policy.
- Clothing should not cause offence to College/UCEN Manchester staff, students, visitors, or members of the public through, for example, inappropriate language or imagery and should provide appropriate coverage suitable for a college learning environment and industry expectations.
- 'The Deal' states that all students must show their personal commitment to work readiness. This includes wearing lanyards and ID badges in all classrooms, workshops (unless required to remove them for safety purposes) and in all public or shared areas of the College and UCEN Manchester.
- In a number of areas, industry standard uniforms and costumes are required to be worn, for health and safety and personal protection reasons, or equally to be representative of the workplace for example, in performing arts, catering, sport, construction, hair and beauty industries and engineering, amongst others. These specific dress codes will be confirmed during enrolment and induction.

3. Security, Health, and Safety

Dress needs to be appropriate for the activity and environment to ensure safety. For example, hair may need to be covered or tied back in a kitchen or science laboratory; those taking part in sporting activities will be asked to remove jewellery or accessories if these pose a risk; and where prescribed uniform/protective clothing/equipment (such as hard hats or steel-capped footwear) is essential and must be worn in certain workshops or learning environments.

Pandemic face coverings College/UCEN Manchester policy in relation to Pandemic safety measures could be introduced subject to national and local regulations and/or guidance. Guidance will be shared as when appropriate to adhere with National Public Health expectations. This will be communicated via the Student Hub and communication channels.

For religious, cultural, or personal reasons, students are encouraged and supported to wear cultural and religious dress. However, there may be times for safeguarding, health and safety or security purposes when students are asked to remove items, such as a niqab and burka. This will be done respectfully and in a dignified and sensitive way.

All students are expected to wear their lanyard and ID cards on campus – in line with the College Identification Policy. The Manchester College and UCEN Manchester will observe sensitivity in taking photographs and visual identification where any facial coverings are worn. Photographs displayed on an ID card will be without a facial covering.

Any request to remove religious dress that covers the face in order to check identification should be dealt with in a sensitive manner and where possible in a location away from the main area by a member of staff of the same sex. .

In circumstances where an appropriate staff member is not immediately available, the student will be given the option of having their identity checked by another member of staff.

To engage in learning or other College activities:

- Students will be asked to remove hats, hoods, sunglasses, face masks, balaclavas, bandanas, scarves, motorcycle helmets or similar items etc. when they enter the College/UCEN Manchester and whilst on campus unless for medical reasons. In addition, unless directed otherwise by the teacher, coats should be removed to engage in learning activities.
- A request for removal of religious face-coverings will be for classroom learning, when participating in college/UCEN Manchester activities, for safety purposes or when assessment requires it. This will be discussed with the student at the time of enrolment.

4. Applying the principles

It is recognised that the contexts in which students learn, and study can differ widely. Therefore, each case will need to be considered in the light of the circumstances and judged with sensitivity and care, but without compromising the general principles. Advice can be sought if needed and where the issues or student responses are not straightforward from a member of the curriculum management team.

5. Contraventions of the Dress Code and Appropriate Sanctions

If a student either knowingly or unintentionally, breaches the Student Dress Code Policy, the matter should be referred to the relevant manager to review the situation and, where appropriate, take the following actions:

- Discuss the matter with the student concerned, explaining clearly how they have breached the Dress Code Policy, what is now expected of them and why.
- If the infringement is serious enough or repeated, the student should be asked to remove or change the item/s of dress and/or may be sent home from College/UCEN Manchester immediately. The student will return to learning as soon as they complied with the Dress Code Policy.
- Repeated and/or serious infringements of the Policy will result in disciplinary action being taken at the appropriate level using the College/UCEN Manchester's student disciplinary procedure.

6. Equality and Diversity

Students can expect an inclusive and supportive learning environment whatever their background.

7. Related Policies and Procedures

- Student Safeguarding Policy
- Student Positive Behaviour Policy and Disciplinary Procedures
- Visual ID Policy
- The Deal
- Equality, Diversity, and Inclusion Policy

8. Location and Access to this Policy

- Staff HUB
- Student HUB

9. Equality Impact Assessment (EIA)

Are there concerns that this policy could have an adverse impact on any of these protected is action required?		If Yes, is action required?
Age	No	
Disability	No	
Gender reassignment	No	
Marriage or civil partnership	No	
Pregnancy and maternity	No	
Race	No	
Religion	No	
Sex	No	
Sexual orientation	No	
EIA Summary		
Person responsible for EIA	Marie Stock	
EIA Outcome & statement		
This policy outlines the dress code guidance for students. All above have been taken into consideration when writing the policy to ensure all protected characteristics are not disadvantaged.		