

# Student Dress Code Policy

Document Control	
<b>Document Type:</b>	Policy
<b>Department:</b>	Student Support and Experience
<b>Relevancy:</b>	UCEN Manchester
<b>Owner:</b>	Assistant Principal Foundation Learning and Student Support
<b>Approver:</b>	Vice Principal Student Support and Experience
<b>Published Date:</b>	25.10.23
<b>Version:</b>	1
<b>Accessible to Students</b>	Yes
<b>Security Classification:</b>	Internal and External
<b>Last Review Date:</b>	Sept 2023
<b>Next Review Date:</b>	August 2025

Version	Date	Revisions
1.0	Sept 2023	

## Contents

Scope and Purpose.....	3
Definition of Dress.....	3
Principles.....	3
Security, Health, and Safety.....	3
Applying the principles .....	4
Contraventions of the Dress Code and Appropriate Sanctions .....	5
Equality and Diversity.....	5
Related Policies and Procedures .....	5
Location and Access to this Policy .....	5

## **Scope and Purpose**

This Student Dress Code Policy is intended to provide clarity and consistency across the College 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 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.

## **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, and any objects, slogans or symbols worn or carried in any way on the person.

## **Principles**

- Wherever possible, students should be able to adopt whatever sort of dress they choose, and they should feel free to express themselves in how they dress. However, this freedom exists only if students' choices do not breach the other principles below and/or cause offence to other College staff, students, visitors, or members of the public.
- '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.

## **Security, Health, and Safety**

- a. 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.

- b. **Covid-19 face coverings** College policy in relation to Covid 19 safety measures will change from time-to time 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.
- c. **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 hijab, 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. UCEN Manchester will observe sensitivity in taking photographs and visual identification where any facial coverings are worn.

Any request to remove religious dress that covers the face in order to check identification should be dealt with in a sensitive manner.

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, coats, hats, hoods, sunglasses, balaclavas, scarves, or similar items etc.) unless for medical reasons.

#### **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 members of the curriculum management team.

Advice and guidance can also be sought from the Equality Diversity and Inclusion Strategy Group.

## **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 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's student disciplinary procedure.

## **Equality and Diversity**

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

## **Related Policies and Procedures**

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

## **Location and Access to this Policy**

- Staff HUB
- Student HUB