Cardiff and Vale College
Coleg Caerdydd a'r Fro

Student Dress Code Procedures

Cardiff and Vale College takes equality and diversity seriously. We have a diverse student body and we are committed to ensuring we have a college where everyone is treated equally and with respect. Cardiff and Vale College values the diversity of its staff and learners and aims to create an environment where the cultural, religious and non-religious or similar philosophical beliefs of all are respected. It is key that Health and Safety legislation and professional standards are maintained at all times. We will ensure the safety and security of our staff, visitors and learners while supporting and valuing the cultural and religious beliefs of our community.

These procedures are underpinned by the principles of the 2010 Equality Act. The College is mindful of its duty to:

- Eliminate discrimination, harassment, discrimination and other unlawful conduct.
- Advance equality of opportunity by removing or minimising disadvantages, taking steps to meet needs, and encouraging participation in public life where participation is disproportionately low.
- Foster good relations by tackling prejudice and promoting understanding.

These procedures apply to all students on all learning programmes regardless of mode or location of study.

Identification of Staff and Students

Identification of Staff, Students and Visitors

- For security reasons, staff, students and visitors to the college need to be readily identifiable. This means that security, reception and other staff and learners should be able to identify a person on campus, usually by comparing their face to the photograph on their college ID.

- Examination regulations also require students to be identifiable during college examinations.

- All staff and learners will have an ID badge which must be displayed at all times while in college.

- Visitors must display the visitors ID.

- Staff have the right to ask individuals to identify themselves by comparison with their photograph on their ID card. Anyone who refuses may be asked to leave the college.

- The college is mindful of the need to consider a person's religious beliefs. We appreciate that all staff, learners and visitors have individual needs with regard to religious wear and this individuality will be recognised. The wearing of the niqab (veil) and other religious coverings of the face are acceptable around college.

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Guidance for Enrolment and Taking College ID Photographs

- The College follows the Home Office regulations for passport photographs. These must be:

  a. Taken with your eyes open and clearly visible (with no sunglasses and no hair across your eyes)
  b. Free from reflection or glare on your glasses
  c. Of you facing forwards
  d. With a neutral expression with your mouth closed
  e. Of you on your own
  f. Taken of the full head, with nothing covering it (including hats, caps), unless it is for religious beliefs or medical reasons
  g. Taken with nothing covering your face

- The following provision has been made for students wearing specific items of religious dress:

  a. People who wear the niqab are required to remove this on enrolment when a photograph is taken for the College ID badge.
  b. This will be done in a private room with a female member of staff.
  c. No female will be required to show this to any male member of the College.
  d. Should the college wish to check anyone's identity, this will be done by a female member of staff in a private room.

Guidance on College Use of Electronic Photographs

- A photograph is stored electronically and is used as part of the electronic register system. This may result in the photograph being displayed in the classroom. We recognise that some students, for religious reasons, will not want their photograph available in this way.

- We are able to remove an image from this system once an ID card has been printed. The student will still be required to use their ID card for identification and security checking in line with the provision of the Dress-code procedure.

- Students will be asked at enrolment if they require their photograph to be removed. Those who require this will be given the Request for Electronic Image to be Removed Form (see Appendix 1); this will be processed by MIS.

- If a student loses their ID card and their photograph has been removed, a further photograph would be taken. Photographic ID – driving licence or passport would be required.

- Seating plans which include photographs are displayed in examinations. Students whose photographs have been removed will be asked to prove their identity in a private room by staff of the same sex.

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Health and Safety at Work and in the Classroom

Guidance within the Working Environment

- The College is mindful of the need to consider a person's religious beliefs. We appreciate that people have individual needs with regard to religious wear. The wearing of turbans, the yarmulke, the niqab (veil) and other religious coverings of the face and head are acceptable around college and in classrooms. ***It is important to remember that all learners are individuals and have their own belief systems***.

- The College is aware that religious beliefs could present a challenge in certain curriculum areas, most notably the hair and beauty salons and the engineering workshops.

  Within the workshop or salons discussions will be held with the individual to enable consideration of adjustments to support learning while maintaining health and safety, assessment requirements and awarding body regulations. The tutor should discuss what adjustments are possible with the student at interview and enrolment; the discussions should always take account of H&S and awarding body requirements. Health and Safety considerations are always paramount. Staff and students will always comply with individual risk assessments in all workshops and salons.

  The guidance below should be followed during these discussions.

<u>The Salons</u>

Awarding body and assessment regulations require that students practise treatments on a variety of individuals. This is likely to require the removal of headwear etc as there can be no assessments in Hair and Beauty with hair and face coverings.

In some areas such as Hair, there is also the requirement to cut male and female hair. This could cause difficulties for people with some religious beliefs.

Take into account the guidance below:

- Can screens/curtains be used to ensure someone is not seen by a member of the opposite sex? Can health and safety be maintained here when practical activities are being undertaken? Would the tutor/assessor have access to all learners?
- Can a notice be put on the door to stop entry by male members of staff?
- Can learners bring in male members of their family to ensure male clients are served?
- If there are several groups, could one all-female group be managed?

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The Workshops

All workshop activities require as a minimum the wearing of protective footwear in the form of hard toe-cap shoes/ boots and protective overalls or work clothes. Specific equipment such as hard hats, respiratory equipment, gloves, harnesses, ear plugs/defenders may be required to be used for specific activities/areas.

Sikhs who wear a turban are exempt from the requirement to wear hard hats on construction sites by virtue of *The Employment Act 1989*.

The Kitchen

The College has a policy that requires all persons working in kitchens and/or around food preparation to wear appropriate head coverings. The College policy on PPE in kitchens requires staff and students involved in cooking activities to wear heat resistance tops and trousers and slip resistant shoes. Hair should be covered by a hat or a hair net depending on the individual's requirements.

Staff and learners only involved in food serving activities will wear catering uniforms and flat slip resistance easy clean shoes. Hair should be covered by a hat or a hair net depending on the individual's requirements.

Appropriate protective gloves must be used when carrying out cleaning activities in the kitchen areas.

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Promoting Inclusivity

- The College recognises that training will be needed to support its staff in the practical application of these procedures both within the classroom and across college. We will do:
  - General awareness raising training in the procedures for all staff
  - Detailed training for admissions and security staff
  - Equality awareness training in relation to religion and belief for all staff
  - Training for lecturing staff on strategies that support the ethos of this procedure within the classroom.

- The College will ensure that students are made aware of the Dress-code Policy and attached procedures. We will also involve students in sessions on equality awareness to help us meet the general duty. In order to do this we will:

  - Make students aware of the procedures during admissions via flyers and our enrolment staff
  - Make students aware of our expectations in terms of behaviour during induction
  - Ensure all students have access to a full programme of Tutorial materials on aspects of equality and diversity using the respect calendar of activities
  - Offer students the opportunity to be involved in diversity events both in and out of college by publicising external events and by organising a Diversity Festival

- We will develop publicity materials across college that emphasise inclusivity – posters, information leaflets on cultures, religions and beliefs, disabilities and learning difficulties. This information will be displayed in the Success Centres and in Students Services; it will also be available on Moodle and the learner portal.

- We will develop links with community and special interest groups to support our students and staff and to ensure that the Procedures are appropriate. The focus of this will be the Equality and Diversity Committee.

Guidance for Dealing with Offensive Dress

It is important that if you see someone in dress that is offensive, it is reported straight away. If we do not know about it then we cannot work to repair the harm caused or challenge the behaviour.

<u>Students</u>
You can report it in a number of ways, you should:

- Tell your lecturer or course tutor OR
- Tell Student Services

Staff

This is a behaviour concern within the Learner Relationship Management Policy (or a serious concern depending on the nature of the incident). You should:

- Consider whether any immediate remedial action can be followed e.g. can the student turn the item of clothing inside out to hide the offensive slogan?
- Follow the Learner Relationship Management Policy procedures.
- Follow a line of investigation using the restorative question set.
- If it is a serious concern, you should inform the duty manager immediately.

Date approved:	**01/02/2013**	**Responsible Manager:**	**Dean of Quality**
Approved by:	**QSB**	**Executive Lead:**	Deputy Principal
Review date:	**30/09/2022**	**Accessible to Students:**	Yes

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Appendix 1
Request for Electronic Image to be Removed Form

Please complete this form if you would like to request the removal of your electronic photograph from the College's EBS system.

Student Name:		**SIN:**	
Course:			
Personal Tutor:			

I would like my photograph removed from the College EBS system.

Please explain why you want your photograph removed:

I agree that I will need to use my College ID card (or other formal ID) for security and identification purpose while I am at College. I recognise that should the College wish to check my identity this will be done using the guidelines agreed in the Dress Code Policy.	

Signed:	**Date:**	

Please return this form to Student Services at any campus. Student Services will return to MIS.