

**A Welsh version and an Easy Read version of this document are available.**

# Learner Dress Code Policy

## Scope and Purpose of Policy

Cardiff and Vale College we recognise that we have a diverse learner 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. The purpose of this policy is to ensure the safety and security of our staff, visitors and learners while supporting and valuing the cultural and religious beliefs of our community.

This policy is underpinned by the principles of the 2010 Equality Act and ALNET Act 2018. The College is mindful of its duty to:

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

This policy applies to all learners on all learning programmes regardless of mode or location of study.

## Policy Statements

This Policy is underpinned by several key principles:

- Learners who access Cardiff and Vale College must be **free from discrimination**. It is important that we are accessible to and meet the needs of this local community.
- Our learners must be supported to **enable** them to achieve their **potential** while at College, in an environment which minimises disadvantage, takes steps to meet their needs and which encourages participation. The wellbeing of our learners is central so they feel good about themselves and respect others.
- While at College our learners will develop the **skills** they need to enable them to progress successfully throughout their lives.
- A commitment to **restorative and person-centred approaches** to ensure that we foster good relations by tackling prejudice and promoting understanding.

The College is committed to:

- Developing procedures which ensure that learners:

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- Are readily identifiable; to maintain the security of the College community and to meet the requirements of examination regulations.
- Are mindful of a person's beliefs (religious or other); developing policies which take account of religious wear and a person's right to practise their beliefs.
- Do not wear clothing which contains slogans or symbols which could be deemed offensive, extremist and/or discriminatory.
- Developing procedures which are in line with Health and Safety legislation, particularly in relation to PPE (personal protective equipment) and the safety of the working environment.
- Informing the College community of these procedures; to ensure that everyone is aware of the importance of maintaining an inclusive and secure environment.
- Promoting an understanding of religion and belief and the needs of individuals across the College community. This will be done through training for staff, through the induction and tutorial process for learners and using cross-college publicity and posters.
- Recording and monitoring any issues that arise around this policy to ensure that the correct procedure is being followed and that we respond effectively to any areas of concern or trends.
- Reviewing regularly the effectiveness of our policy and our response to the needs of our community and acting on any areas of concern.

## Responsibilities

The Governing Body will be responsible for ensuring that:

- The Policy is reviewed on a regular basis (as per the policy terms of review) and appropriate advice is given on content. The Main Board approves the policy.

Senior Management are responsible for:

- Reviewing this Policy and the attached procedures.
- Monitoring the application of the procedures, supporting staff to act within the policy and responding effectively to any areas of concern.
- Ensuring that relevant college procedures and practices e.g. admissions, tutorial, examinations etc embed the dress code procedures.
- Ensuring that the delivery of the curriculum does not contravene the requirements or spirit of this policy.

The Assistant Principal Quality, Teaching and Learning and Senior HoD of Learner Journey are responsible for:

- Providing appropriate training and development for staff and learners at all stages of the learner journey.

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- Developing information and activities that support the development of understanding of the importance of religion and beliefs.
- Ensuring that appropriate steps are taken to monitor data linked to this policy and that this data is used to inform and improve practice.

All Staff are responsible for:

- Treating all learners with dignity and respect, to ensure their own conduct does not cause offence or misunderstanding.
- Being aware of the dress code policy and the procedures for encouraging and responding to disclosures in a supportive and person-centred manner.
- Working within the requirements of the Data Protection Policy.
- Following the policy in relation to a learner's wish to keep their image private.
- Communicating effectively with staff to ensure the needs of learners with an Additional Learning Need and/or Learning Difficulty or Disability are met as per the ALNET Act 2018 and ALN Code for Wales 2021.
- Attending CPD events on aspects of equality and diversity and equality awareness.

Learners are responsible for:

- Attending induction and tutorial sessions to ensure they are aware of the policy and the issues it raises.
- Behaving in a way that supports the Policy across College.
- Providing feedback on the policy in learner focus groups and via other opportunities.

## Legislation and Guidance

Equality Act 2010  
ALNET Act 2018  
ALN Code for Wales 2021

## Equality and Diversity Statement

In accordance with College procedures, this Policy was written with consideration of the impact of individuals as per the Equality Act.

## Health and Safety Implications

There are Health and Safety implications for this policy in relation to safety in the work place e.g. the salon or the workshop. The policy also needed to consider the issue of security and the identification of everyone across College. These aspects have been considered as part of this policy.

## Welsh Language Standards

This policy provides opportunities for persons to use either the Welsh or English language. The duties which come from the Standards mean that organisations should not treat the Welsh language less favourably than the English language, together with promoting and facilitating the use of the Welsh language i.e. making it easier for people to use in their day-to-day life.

## Linked Policies

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[www.cardiffandvalecollege.ac.uk](http://www.cardiffandvalecollege.ac.uk)

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- Equality and Diversity
- Safeguarding
- Health and Safety
- Admissions
- Examinations
- Bullying and Harassment

## Linked Procedures

- Equality and Diversity
- Safeguarding
- Health and Safety
- Admissions
- Examinations
- Bullying and Harassment

## Communication and Storage

This policy is published on the company website.  
This policy is stored on the company intranet.  
This policy is shared with learners.

## Glossary

None

## Approval, Change and Review

This policy is reviewed every 3 years.

There is a Welsh version of this document available.

**Date approved:** October 2024

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**Approved by:** Main Board

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**Review date:** October 2027

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**Responsible Manager:** Senior Head of Learner Journey

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**Executive Lead:** Assistant Principal Quality,  
Teaching and Learning

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**Accessible to Learners:** Yes

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