

# HNC Policies, Protocols and Procedures

## Equality Impact Assessment: Dress Code



### 1. Guidance

The global pandemic has irrevocably changed the world of work. It has also changed dress expectations for work. Employees working from home are not expected to dress formally on a day to day basis. Employees working away from home are expected to dress as appropriate to the nature of their work. For some, this may mean wearing a formal uniform. For others, it may mean wearing smart business dress.

HNC does not expect staff or students to wear a formal uniform or to wear smart business dress on a day to day basis.

The College does, however, believe that dress plays an important part in contributing to the culture and ethos of the College.

In choosing what to wear for College, we would ask all staff and all students to think about what is appropriate to wear in a large and diverse College community.

The College's view is that the dress chosen should support the College's ambition to promote respect for, and harmony between, the diverse groups represented in the College community. It should also reflect the high standards of personal conduct expected by the College.

This is why items of dress that may cause offence to any other members of the College's community, or that may make them feel intimidated, degraded or humiliated, for example, a T-shirt bearing an inappropriate image or inappropriate language, or particularly revealing items of clothing, are not allowed to be worn in College.

Further conditions around dress at HNC include:

- Security: wearing membership badges visibly when on Campus. This is because the College needs to be able to identify individual staff and students in order to maintain the safety and security of the Campus, and identify intruders easily.
- Teaching and Learning: wearing dress appropriate to the learning activity/learning environment. For example, removing hats, hoods, sunglasses etc. in a classroom, to be ready for learning, and to help the teacher judge engagement with the learning.
- Professionalism: Wearing dress appropriate to the occasion. For example, for staff, wearing smart business dress to a Parents' Evening, an Open Event, an Awards Evening, during an Admissions interview i.e. any public facing event or one where the event involves acting as an Ambassador for the College (on or off site).
- Health and Safety: For example, removing jewellery before playing a sport, if it is considered that it poses a risk of injury to the individual and/or to others. Or wearing a lab coat and safety goggles to conduct a Science practical.
- Legal Requirements: For example, removing a niqab for the membership badge photograph to be taken, because if the face is obscured, it is impossible later to identify the individual before a public examination, which is a legal requirement of public examinations.
- Covid-19: For example, wearing a face covering, as and when directed, because it is required by the government, to help prevent the spread of the Coronavirus and its' variants

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If a member of staff or a student is believed to be in breach of this Dress Code, including at the point of recruitment or admissions, the matter should be referred to the Director of HR (staff) or Assistant Principal Safeguarding, Specialist Support and Student Well-Being (students). If they are not available, please refer to any member of the Senior Leadership Team.

They will review the situation, and if they feel the Dress Code has been breached, they will:

- Discuss the matter with the individual concerned, explaining clearly in what way it is felt that the Dress Code has been breached.
- If the concern is related to an item of dress, the individual will be asked to remove or to change the item of dress that is deemed to be in breach of the Code. This may involve going home to change.
- In the case of existing students, if sent home to change, it should be made clear this is NOT a suspension or exclusion, and that they can return to College as soon as their dress complies with this Code.
- In the case of prospective students, it should be made clear that this will NOT be a bar to the offer of a place at the College, as long as they are willing to abide by the Dress Code, if offered a place at the College

Persistent breaches of the Dress Code will be dealt with in accordance with the relevant disciplinary procedures.

### 2. Consultation

This Dress Code has been drawn up in consultation with staff and with the College's Head Student team.

### 3. Review of Code and communication

The Senior Leadership team will periodically review the Dress Code. Once approved, the Dress Code will be published on the College VLE (Moodle) and the College website.

v.	Date	Author(s)	Comments	Approval Route/ Date	Date of Next Review
1	Dec. 2021	Angela Williams	Translating the informal 'word of mouth' dress code into a formal written dress code following: <ul style="list-style-type: none"><li>• the dislocation to working patterns and to the dress code caused by the global pandemic</li><li>• a significant staff turnover over the last two years</li></ul>	Principal and Senior Leadership team	As required

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			<ul style="list-style-type: none"><li>• a request from some staff for greater clarity about expectations in terms of dress code especially in relation to student dress code</li></ul>		
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