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Originator:	Director of Student Services
Responsibility:	Deputy Principal Finance and Corporate Services

HEAD AND FACE COVERINGS POLICY

1. INTRODUCTION

- 1.1. This policy sets out the College's approach to head and face coverings worn by students, staff and visitors and aims to respect individual rights whilst ensuring safety, security and effective communication with the College.
- 1.2. Leicester College is a vibrant community where diversity is celebrated, and students and staff can be their authentic selves. The College is also responsible for ensuring the safety and security of all students, staff and visitors and the Head Coverings Policy is designed to ensure that both these commitments are met.
- 1.3. For safety reasons, all students, staff and visitors to the College's premises must be readily identifiable. This means that Campus Wardens, reception and other staff and students should be able to identify a person on campus, usually comparing their face to the photograph on their College identity card or via CCTV.
- 1.4. Promoting and upholding the College's dress code expectations is a shared responsibility of all staff and concerns regarding non-compliance will be addressed consistently and appropriately.

2. SCOPE

- 2.1. This policy applies to:
 - All students enrolled at the College.
 - All staff, contractors, and visitors on College premises.
 - All College-controlled activities, including exams and events.

3. POLICY STATEMENT

- 3.1. The College will allow head coverings and full face coverings that are worn for religious or cultural reasons.

- 3.2. Full-face coverings (e.g., niqab) may need to be removed temporarily for identity verification or security purposes. A second photo will have been provided at enrolment for this purpose. This will be done:
 - In a private area.
 - By a staff member of the same gender or as requested by the individual.
- 3.3. Caps, hats, and hoodies **that obscure the face** are **not** permitted indoors for security and safeguarding reasons. If the head covering does not allow for easy recognition by staff or through CCTV it will not be permitted anywhere on College premises.
- 3.4. Helmets should be removed prior to entering the building.
- 3.5. Clothing or items obscuring an individual's face are not allowed to be worn on College campuses, except for cultural or religious purposes or where they are required for health and safety purposes or work-related reasons.
- 3.6. Clinical face masks can be worn where there is a medical or health and safety reason, but those wearing them can be expected to remove them for the purposes of identification if requested by any member of staff.

4. EXCEPTIONS TO THE HEAD AND FACE COVERINGS POLICY

- 4.1. Reasonable adjustments will be made for disability or health conditions, or where SEND related adjustments are necessary, for example where a hat needs to be worn to manage sensory difficulties.
- 4.2. These will be identified through learning support assessments or in agreement with the Programme Lead or Manager.
- 4.3. For staff, reasonable adjustments will be made in collaboration with their line manager.
- 4.4. A student's ProMonitor record will be updated with the relevant information and permissions.
- 4.5. A student will be provided with an 'adjustments permit' should they wish, to keep with their ID badge for ease of identification where an adjustment has been made. Any queries in relation to this should be directed to Student Services.

5. COMMUNICATION AND SAFEGUARDING

- 5.1. Face coverings should not impede communication in learning environments. Staff may request temporary removal during practical assessments or where lip-reading is essential.
- 5.2. There will be circumstances, such as in a laboratory or workshop, or on student work placements where it is necessary to impose particular dress codes.

- 5.3. Where the health and safety or security of the person wearing the head or face covering (or that of others) is compromised, it will be necessary to request that the person does not wear the item or a particular aspect of it, or that it is adjusted. This will be handled with sensitivity and the reasons for the request given.

6. APPLYING THE POLICY

- 6.1. All students, staff and visitors should comply with the policy.
- 6.2. Where students refuse to adhere to the policy without reasonable excuse or explanation this will be treated as a breach of the Student/Apprentice Behaviour and Conduct Policy and action will be taken in accordance with the agreed processes.
- 6.3. Where staff refuse to adhere to the policy, the appropriate steps within the Staff Disciplinary Policy will be taken.
- 6.4. The College will prioritise dialogue and reasonable adjustments before any disciplinary action is taken.

7. COMMUNICATION AND REVIEW

- 7.1. This policy will be published on the website and Staffnet. It will be reviewed annually or sooner if legislation or safeguarding guidance changes.