

Motivational Preparation College for Training

# MPCT Learner Dress Code Policy







## **MPCT Learner Dress Code Policy**

Any questions regarding wearing of uniform must be directed to the Director of Risk Management (DRM) or Director of Human Resources (DHR) in DRM absence.

# 1. Scope and Purpose of Policy

- 1.1 MPCT 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.
- 1.2 It is key that Health and Safety legislation and professional standards are maintained at all times at MPCT. The purpose of this policy is to ensure the safety and security of our staff and learners while supporting and valuing the cultural and religious beliefs of our community.
- 1.3 This policy is underpinned by the principles of the 2010 Equality Act.

  The College is mindful of its duty towards this Act.
- 1.4 This policy applies to all learners on all learning courses within MPCT

# 2. Policy Statements

- 2.1 This Policy is underpinned by several key principles:
  - a. Learner who access MPCT must be free from discrimination.
  - **b.** Our learners must be supported to enable them to achieve their potential while learning at MPCT in an environment which removes or minimizes disadvantage and takes steps to meet their needs and which encourages participation.
- 2.2 The wellbeing of our learners is central, so they respect others and feel good about themselves.

2.3 While at MPCT our learners will develop the skills, they need to enable them to progress successfully throughout their lives in whatever their chosen career path.

## 3. MPCT is committed to:

- a. Developing procedures, which ensure that learners are readily identifiable to maintain the security of MPCT College community and to meet the requirements of education and inclusion for all.
- b. Will be mindful of a person's beliefs (religious or other); developing policies which take account of religious clothing and a person's right to practice their beliefs.
- c. Developing procedures, which are in line with Health and Safety legislation, particularly in relation to PPE (personal protective equipment) and the safety of all within the working environment of MPCT.
- d. Removing clothing, which contains slogans or symbols, which could be deemed offensive, extremist and/or discriminatory in any form.
- e. 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.
- f. Reviewing regularly the effectiveness of our policy and our response to the needs of our community and acting on any areas of concern and in particular any reason why the uniform may change due to local or national guidelines.

# 4. Responsibilities

## 4.1 MPCT Senior Leadership Team are responsible for:

- a. Reviewing this Policy.
- b. Monitoring the application of the procedures, supporting MPCT staff to aware within the policy and responding effectively to any areas of

concern.

# 5. MPCT Staff are responsible for:

- a. Being aware of the MPCT Dress-code Policy and the procedures for encouraging and responding to disclosures in a supportive manner and reflective of the course the learners are enrolled onto.
- b. Attending/completing CPD events on aspects of equality and diversity quality awareness.

# 5.1 Students are responsible for:

- a. Attending MPCT induction and tutorial sessions to ensure they are aware of the policy and the issues it raises.
- b. Behaving in a way that supports the Policy across MPCT and ensure they are aware of Equality and Diversity.

# 6. Health and Safety Implications

- 6.1 There are Health and Safety implications for this policy in relation to safety in the work place e.g. Wearing of correct uniform for the given activities have been reflected upon when carrying out the required Risks Assessments.
- 6.2 The policy also needed to consider the issue of security and the identification of everyone across MPCT. The wider security implication in regard to wearing uniform linked to Public Services and in particular Military type attire. These aspects have been considered as part of this policy.

## 7. Linked Policies

- MPCT Equality and Diversity Policy
- MPCT Learner Safeguarding Policy
- MPCT Health and Safety Policy
- MPCT Bullying and Harassment Policy
- MPCT Security Policy

# 8. Location and Access to the Policy

- 8.1 MPCT Uniform Policy will be available internally for staff through links on MY MPCT, MPCT TAM and MPCT HR System within Company Policies.
- 8.2 Externally made available on MPCT website and copies printed on request.
- 8.3 **MPCTs' dress code** view that dress code should promote a strong, cohesive, college identity that supports high standards and a sense of identity among learners and staff.
- 8.4 MPCT believes that the desire of individuals and groups to wear particular dress is outweighed by the following factors:

## 9. Security

- 9.1 MPCT Colleges needs to be able to identify individual students and staff in order to maintain the safety and security of its members and identify intruders easily. This requirement forms an integral part of MPCT Security Systems.
- 9.2 **MPCT** learners are encouraged to wear MPCT uniform in the public eye but in so doing, the highest of standards of dress and behaviour are required at all times, as individuals are representing MPCT while wearing of the college uniform.
- 9.3 Security in regard to wearing uniform and being recognized as MPCT is reviewed regularly and advice is taken locally and national in regard to wearing of the uniform and or logos and may be stopped or a measure put in place for reasons of security considerations that would make it impractical or unsafe either nationally or at local level where MPCT Colleges are located.
- 9.4 Security issues are discussed regularly by SLT/Managers. Action is taken when required to ensure the continued security and safety of all learners and staff. Learners briefed, and guidance given to learners/staff and

parents/carers/NOK as required.

9.5 MPCT reserve the right to change the uniform policy at any time for any safety or health and safety reasons and will where possible give warning to parents/carers/NOK to this information as soon as decisions are made.

## 10. Teaching and learning

- 10.1 if a learner is not wearing the correct uniform this may hamper their participation in activities and especially ones where practical activities have taken account of wearing of particular MPCT Uniform.
- 10.2 Wearing of MPCT uniform also encourages the need to protect learners from external pressures to wear clothing they would not otherwise choose to adopt and having to adopt patterns of dress associated with extreme and antisocial elements in the wider community, including styles and colours associated with gangs; and may form a possible link to future bullying.
- 10.3 By wearing uniform, it is desired to create harmony and a self of belonging and learners to be proud and have respect in themselves and others and shows goo cohesiveness for all.
- **11. Professionalism** staff, and where appropriate learners, would be expected to dress appropriately to their role in order to promote a positive and professional image at events such as Information Mornings, Parents' Evenings, Liaison events, etc.;
- 12. Health and safety. All activities that take place within MPCT are risk assessed, which include any visits and the risks checked include security both locally and nationally. Risk assessing also includes taking into consideration the learners' attire when carrying out planned activities and expected appearance, this includes for example the wearing of long hair to be tied back or in a bun, or those taking part in activities and in particular sporting activities will be asked to remove jewellery if it is considered that it poses a risk.

- 13. In addition, items of dress that may reasonably be expected to cause offence to any member of the college community, such as T-shirts bearing inappropriate language or images, or particularly revealing items of clothing, will not be allowed to be worn in college.
- **14.** If a learner is in breach of MPCT Dress Code once they have completed induction the matter should be addressed by the Instructor/manager.
- 15. If no improvement or continued breach of the Dress Code, then this should be referred to a member of the Management. They will review the situation and, if they feel that the code has been breached, they will:
- 16. Discuss the matter with the person(s) concerned, explaining clearly what the issue is and in what way they have breached MPCT Dress Code; The individual may be sent home from College and asked to remove or change the items of clothing as appropriate and NOK/Guardian or School if on the School's enrolment notified.
- 17. In the case of existing students, it should be made clear that this is not a suspension or exclusion, and that they will be readmitted to MPCT immediately once they comply with the Dress Code;
- **18.** In the case of prospective learners, it should be made clear on interview that this is not a bar to their progressing to join MPCT and that the admissions process will resume once they comply with the MPCT Dress Code;
- **19.** Persistent or willful breaches of the MPCT Dress Code will be dealt with in accordance with the relevant disciplinary procedures.
- 20. Learner Dress Code: Dress code for learners will be as follows:
- 20.1 For learners on the Military & Public Services Course:
- 21. For Attending College:
- **22.** MPCT Uniform wearing the following:
  - MPCT Polo-shirt/& Sweatshirt depending on weather.
  - Combat trousers (MTP)

Boots

## 23. For PT

- Suitable trainers for the activity
- MPCT T/Shirt
- MPCT Shorts
- **24. For Schools learners**: As above but wearing Skills Academy Poloshirts/T/shirts.
- 24.1 For Sports Academy Learners:
- 25. For attending the college:
  - SA Tracksuit trousers
  - SA Polo shirt
  - SA Tracksuit top
- 26. For PT:
  - SA Shorts
  - SA T/shirt
  - Suitable trainers for the activity
- 26.1 Learners will have their Names printed on their Sweatshirts, T-shirts and Polo-shirts in the form of Surname and initial of Forename.
- 26.2 **Logos & badges** Only Logos or badges issued from MPCT may be worn with uniform.
- 26.3 MPCT Uniform can be purchased through MPCT Store\_
  <a href="http://www.mpctstore.com">http://www.mpctstore.com</a> Please ensure you order for the correct course you will be joining which will be either:

- **27.** Military & Public Services <a href="http://www.mpctstore.com/products/military-public-services">http://www.mpctstore.com/products/military-public-services</a>
- 28. Sports Academy <a href="http://www.mpctstore.com/products/sports-academy">http://www.mpctstore.com/products/sports-academy</a>
- **29.** Schools/Skills Academy <a href="http://www.mpctstore.com/products/sports-academy">http://www.mpctstore.com/products/sports-academy</a>
- 30. Minimum Uniform/Kit recommended for learners on MPCT courses:
- 30.1 Military & Public Services courses
  - Shorts Black Shadow Stripe Shorts x2
  - MPCT T-shirt x2
  - MPCT Polo shirtsx2
  - MPCT Sweatshirtx1
  - Combats

## 30.2 Sports Academy -

- LV850 Men's Tracksuit Trousers x1 or LV851 Women's Tracksuit Trousers
- LV840 Men's Tracksuit Jacket or LV840 Women's Tracksuit Jacket
- LV370- Men's Polo or LV371-Women's Polo
- LV250 Men's T-Shirt x2 or LV251 Women's T-Shirt x2
- LV860 Men's Shorts x2 or LV860 Women's Shorts

## 30.3 Schools/Skills Academy

- Skills Academy Shorts
- Skills Academy T-Shirt
- Skills Academy Polo
- Skills Academy Sweatshirt
- 30.4 For all courses: Training Bib & MPCT Learners tie for Males and Ladies

## 31. Presentation Award Ceremonies –

- All Male learners are required to wear suitable suits and MPCT Learner tie. For female Learners suitable attire fitting award ceremony
- b. ladies' suit, skirt & blouse or dress ensuring as a minimum knee length dress/skirts and wearing MPCT ladies' cravat/scarf.

#### 32. PERSONAL APPEARANCE:

- **32.1 Males Hair.** Hairstyles should be short and neat and conservative and in harmony with a professional business-style appearance for uniformed public services routes, except where authority has been granted otherwise on religious grounds.
  - Male Sideburns are not to descend below the midpoint of the ear and are to be trimmed horizontally.
  - b. Male College learners must be clean- shaven daily unless granted only on medical or religious grounds.
- 32.2 **Females.** Hair is to be neat and worn above the collar. Combs, grips etc. if worn, are to be plain and similar in colour to the hair. A hair net (if worn) is to be of the same colour as the hair. The style and colour (if not natural) of the hair is not to be of an exaggerated nature.
- 32.3 In general, hairstyles should not be excessive or extreme, and they should not:
  - a. Have decoratively shaved patterns on the scalp
  - b. Have an unnatural hair colour, i.e. green/red/blue/pink/purple etc.
  - c. Female learners' hairstyles if long should be tied back and up in

- a. Ponytail/ Bun suitable with uniformed public services.
- 32.4 If unsure, Parents/Carers should seek guidance from the Director of Risk Management or Director of Human Resources at MPCT.
- 32.5 **Make-up** (including nail varnish, foundation, lip-stick, blusher, eye-shadow etc.) should be natural and conservative and in harmony with a professional style appearance reflective of their chosen career path and that of the uniformed services.
- 32.6 **Jewellery**. Due to the many active sessions and activities that take place on programme within MPCT jewellery is not to be worn, unless medical tags and only once cleared by MPCT staff and ensuring that any such medical tag/chain has the correct snap link chain to prevent any choking or snag incidents.
  - a. No other jewellery should be worn including rings, wristbands or bracelets.
  - b. Additional religious or cultural symbols or accoutrements may be worn where this is customary, and authority has been granted and so long as this fits with MPCT Health and Safety when taking part in activities.
- 32.7 **Tattoos**. Due to some of the age groups on some of the college courses, some learners may wish to get some tattoos.
  - a. Tattooing is to be discouraged, and unacceptable tattoos are defined as any tattoo(s), excessive in size or number, offensive or obscene, which is visible when wearing MPCT uniform (not including shirt sleeve order or sports clothing). The visible area comprises the head and neck and hands.
  - b. Learners should still be aware that any inappropriate tattoos in view may see them excluded from MPCT, especially if any are, emblems deemed to be extreme or incite hate or not fitting with equality and diversity policies and may result being dismissed

- c. It is highly recommended, and learners will be advised No visible tattoos and be mindful of their future career path that some tattoos may affect future application or roles they may wish to pursue in the future.
- **33.** MPCT uniform is to be worn only when on active MPCT activities as guided by MPCT Instructors.
- 34. Travelling to and from College in MPCT uniform will be advised by Instructors through and guided by any change in the UK national or local security threats. This may include not advising to travel in uniform and cover up emblems that may mistakenly associate the learners with the Military or Uniformed Public Services. Regular reviews take place and Instructors regularly update learners on the recommended dress code when travelling to and from college.
- 34.1 Within the current climate we must all be mindful and security conscience, of possible confrontation or extremists or far right views and rising to outright breaking the law and terrorist incidents.
- 34.2 MPCT takes security and safeguarding of our learners seriously and in case of any potential confrontation with any local communities or due to any threat MPCT will reserve the right to make changes to the uniform policy within a short notice period to protect our learners and staff.
- 34.3 This is also guided by the national UK threat level, which remains as 'Severe' from International terrorism as updated by the Home Office at the time of this review, which 'means that an attack is highly likely'
- 34.4 The threat facing UK is not against Military or Public Services but to cause as much damage to people and infrastructure as possible and targets can be anyone as seen in the Paris attacks in Nov 2015.
- **35. MPCT** Uniform is not to be worn by prospective or adopted

parliamentary candidates at political meetings, or while canvassing, appearing in public or engaged on any other activities connected with their candidature.

- 36. Wearing of Promotional Items supporting Charities.
- 36.1 Many charities provide promotional items such as the Poppy or wristbands for supporters to wear.
  - a. It is permissible to wear such items in certain orders of dress providing that it is an officially authorized charity and is cleared by MPCT Instructors. Wristbands are a popular promotional item, and these may be worn providing that:
  - b. The charity is officially authorized.
  - c. No more than one wristband is worn at any one time.
  - d. They are not to be worn on formal occasions when on parades.
- 37. Non-compliance of the dress code policy may result in disciplinary action.

If you have any queries, please contact the Director of Risk Management or Director of Human Resources at MPCT.