



GUIDANCE DOCUMENT

College preference around face coverings.

July 2017

The College management team has been reviewing the College's preference in relation to facial coverings and it has been decided for education reasons we request that facial coverings are not worn in the classroom as this impedes the progress of teaching, learning and assessment.

The College preference is that facial coverings are not worn on the college site. However, we accept that for some students this may be difficult to begin with.

Students who feel they need to wear a facial covering will still need to have their identity checked as all students do. They will therefore have their photograph taken without a facial covering on enrolment. However, this will be done privately and by a female staff member if that is the preference of the student.

Students who wear a facial covering will need to have their identity checked, as all students do as they enter the college campus. They should therefore only enter by the main reception where the facilities exist to check identity privately.

Any student whose preference it is to wear a facial covering on campus will be asked to understand this is a voluntary agreement in line with our values of high quality education and the wellbeing of all students.

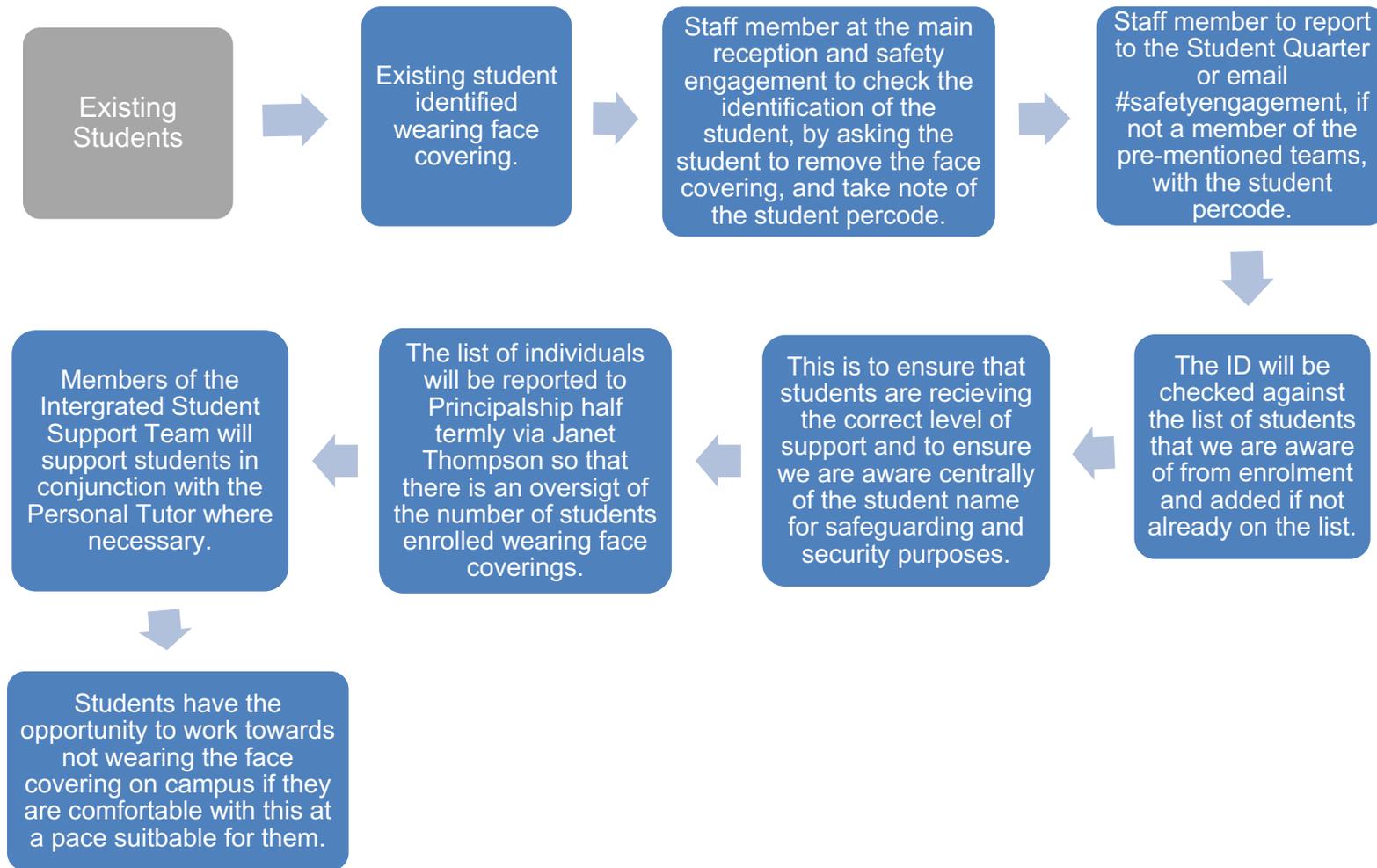
The safeguarding and safety of all our students and staff on site remains paramount and as such all students will have their identity checked should the need arise and all students and staff are required to wear their badges on campus.

If a situation arises where we need to check the identity of any student wearing a facial covering this would be done in private and by a female staff member if this was the preference.

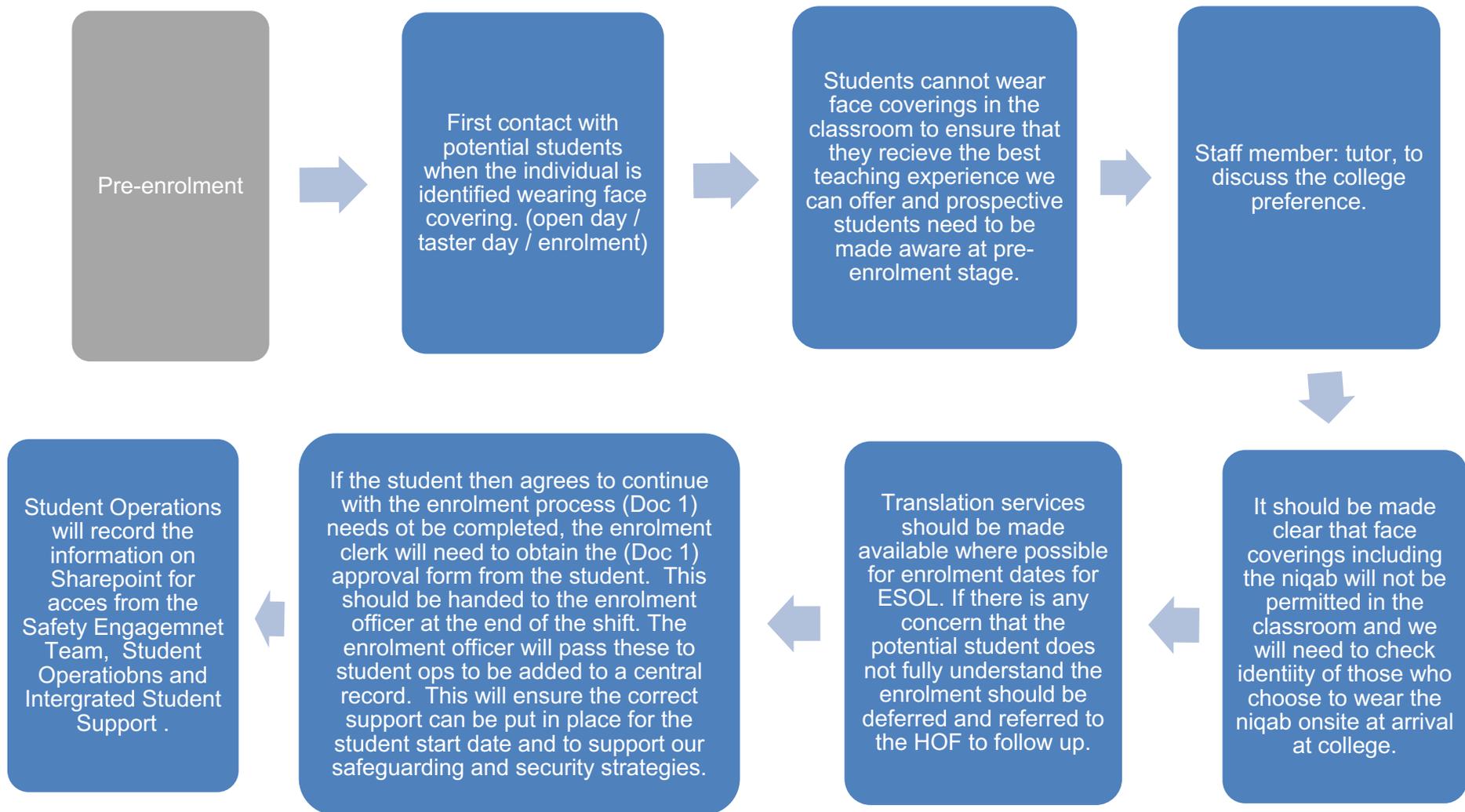
Staff from across college will work with and support any student whose preference it is to wear a facial covering to move towards not wearing this on the college campus.

At all times in a classroom situation facial coverings are not to be worn.

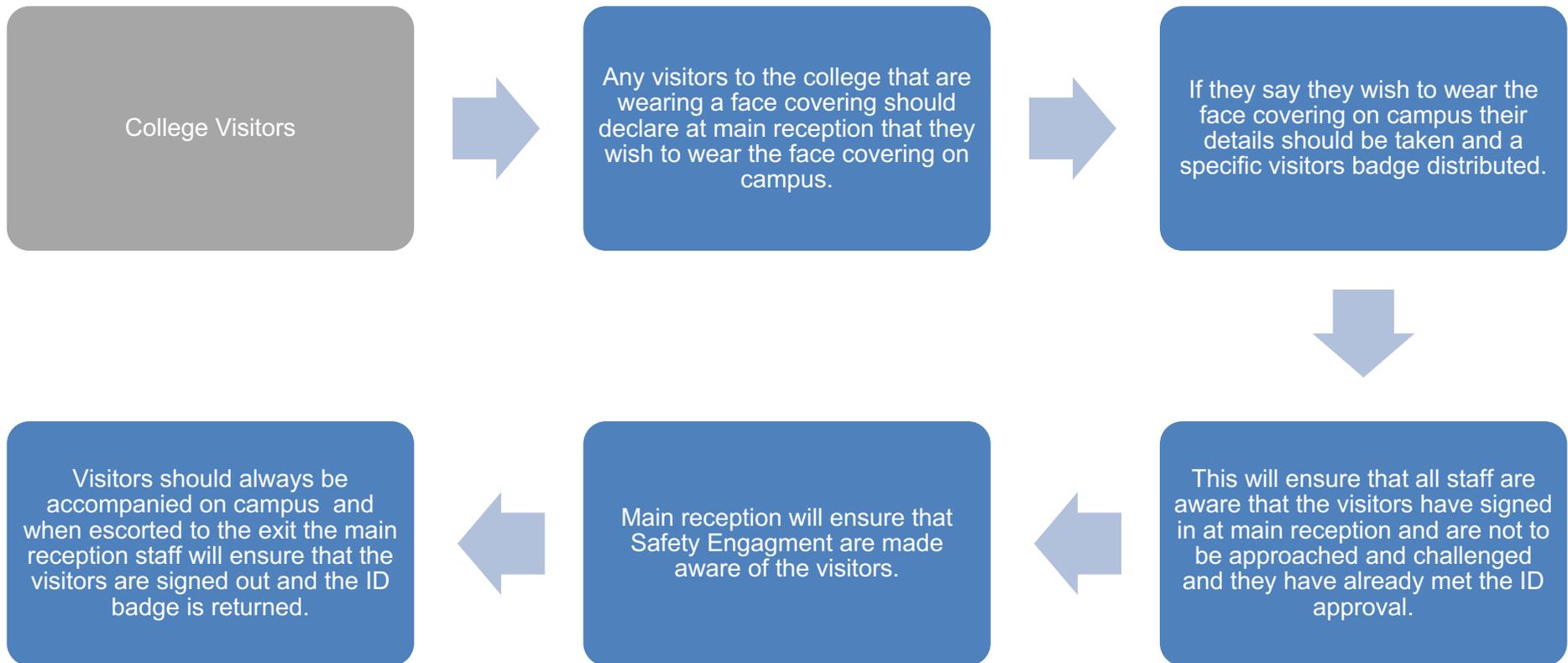
Guidance flowchart



When a student is stopped for identification on entering the campus this should be dealt with sensitively and should be a female member of staff where possible. At main reception a private space has been made available for this to take place. Staff at key points in college including Library, LRC and Student Quarter may ask to remove the face covering to confirm student ID, for safeguarding reasons. Also any staff member at any time reserves the right to ask the student to prove their identity. Integrated Student Support will support students to progress towards building confidence to remove the veil/niqab on campus where appropriate.



At every enrolment session there must be a dedicated space made available for students to have their photograph taken without a face covering.



This is to be approached sensitively. Visitors will be issued with a grey lanyard which will identify they are a visitor and do not need to have their identity checked again once on campus.

College Voluntary Agreement

I understand that face coverings should not be worn in the classroom. If I choose to wear the face covering onsite, I will be asked to remove the face covering for identity checks on arrival and around campus by members of staff. I agree to enter campus via the main college entrance.

I have engaged in discussions with a member of the college team and understand the reasons behind this from a safeguarding and educational viewpoint. With this in mind I am happy to progress with my enrolment and **I will / will not*** be wearing a face covering around campus when I start my course. I will have access to support to work towards not wearing the veil or a face covering onsite if needed. I understand the College preference regarding facial coverings

Student Signature:	Print Name:	Date:
Staff Signature:	Print Name:	Date:

**Please indicate which statement applies.*