Code of Best Practice - My Agreement

Welcome to Hairdressing, Beauty, & Media Make-Up

These guidelines are designed to help you achieve your vocational qualification and prepare for an exciting career in the Hairdressing, Beauty & Media Make-Up Industry.

Please read carefully and electronically sign to indicate that you have agreed to the Hair & Beauty Code of Best Practice.

Essential Hair & Beauty Code of Best Practice includes:

- Uniform & Kit Requirements
- Attendance & Punctuality
- Keeping Personal details on portal up to date

  Including - **Parental/Guardian Permissions, Access and Consent**
- Attitude & Application

Full College Code of Conduct and policies are available through 'The Guide to College Life' on LEARN.

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Welcome

Our priority is to promote a welcoming, safe environment where everyone can enjoy their time at college and achieve.

As we are working in a realistic environment there are industry standard rules advised by City & Guilds and the college.

By adhering to the code of best practice, you will ensure that you learn the highest professional standards that comply with Health and Safety legislation.

We would like all our students to successfully gain their qualifications and to help, support and guide you to reach your full potential. All students will be set targets to achieve. Incentives and rewards are given to those students who have good attendance, achieve and succeed.

We wish you a successful year in your chosen area of study.

The Hairdressing, Beauty Therapy and Media Makeup team.

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Uniform & Kit

Hairdressing Level 1 and Beauty Therapy Level 1	CWA Short-sleeved T-shirt Black and black trousers
Hairdressing Levels 2 and 3	Tunic Dark Grey/Black **or** CWA Short-sleeved T-shirt Black and black trousers **or** Dress Dark Grey/Black
Barbering	Polo short-sleeved Black and black trousers
Beauty Therapy Levels 2 and 3	Tunic Dark Grey/Black and grey trousers **or** Dress Dark Grey/Black
Media Make Up Levels 2 and 3	CWA short-sleeved T shirt black and black trousers.

- Clean flat, black fully enclosed non-slip shoes or completely black trainers.
- ID cards/lanyards should be on your person at all times.
- No long-sleeved T-shirts underneath uniforms unless it is for medical reasons.
- No coats or hats to be worn in any classroom.
- During the colder months Gear black fleece or fitted black cardigan may be worn.
- Trousers not to be worn touching the floor. (No leggings or jeans)
- Personal hygiene is vital in the working environment due to being in such close contact with clients.

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Uniform & kit continued…

- Wearing your uniform is compulsory and must be worn in full at all times whilst attending timetabled hours or whilst representing the college at any event.
- Hairdressing students' hair to be clean and presented to reflect the industry. In Beauty Therapy and Media Make-up students will have their hair tied back in a presentable way.

Jewellery

Hairdressing

- Minimal jewellery (wedding, engagement ring and wristwatch allowed).
- Maintained nails (no more than 1cm from fingertip).

Beauty Therapy and Media Make-Up

- No jewellery other than wedding/engagement ring and fob watch
- One small lobe ear piercing only.
- No facial piercings or visible body piercings to include studs, rings, skin divers retainers.
- Short, clean natural nails no coloured varnishes or acrylics.

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ATTENDANCE & PUNCTUALITY

The colleges expected attendance is 95% across ALL areas including Maths & English. This is required to achieve your course and to progress onto the next level.

➢ REPORT ABSENCE or lateness as soon as possible:

If for any reason you cannot attend college, please ensure that you let us know. You can log your absence on the student portal by clicking the red icon under your photo and personal details. This will send your course director and other teaching staff an email to confirm why and when you will be off.

If you are unable to access the student portal or if you would rather speak with someone, please call our absence line on 01553 815999.

- Ideally before 8.30 am or as soon as possible on the day of absence.
- State full name, student ID number
- State why you are absent
- Please contact the absence line every day that you are absent or inform us of your intended return date.

➢ REPORT HOLIDAYS & APPOINTMENTS

Students must not take holiday during term time and should ensure that any non-urgent medical or other appointments are made for a non-timetabled college day where possible.

- Please provide evidence for medical appointments (Hospital letters/Appointment cards).

➢ Leaving College Early / Feeling Unwell :

- Students must speak to their Tutor or other member of staff

before leaving the college grounds early or during lessons (Evidence of appointments should be provided). This is a Fire Safety requirement and a safeguarding issue. Parent/Guardians are notified in the event of illness prior to students leaving campus.

PERSONAL & EMERGENCY CONTACT DETAILS

Please ensure that emergency and personal contact information that you provide on the student portal is valid and up to date.

- Portal personal details must be up to date and include:

  Student mobile number
  Home landline / contact number
  Student Email address
  NOK Emergency Contact details
  Parent/Guardian email address and contact number

IMPORTANT - Parental/Guardian Permission, Access and Consent

We would like your parent/guardian to have the opportunity to be kept updated on your progress throughout the course, receive the progress report and attend review meetings.

To ensure they are updated on any praise or concerns you receive during the course, permission and contact details for Parents/Guardians are required. However, we are not able to share the report or discuss your progress with them **without your consent**.

Under the General Data Protection Regulations (GDPR), this consent is required from you the student to enable us to share information about your performance and progress at college.

You have an opportunity on the Student Portal to give your permission for us to give parent/guardians access to this information and discuss progress.

Please ensure that the parent/guardian permissions and consent are correctly allocated to your requirements on your portal.

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ATTITUDE & APPLICATION

- Plan to arrive and set up 10 minutes early. Be ready to learn
- Your portfolio is part of your kit and should be with you for all sessions. No logbook, no assessment, (pen, text book, stationery equipment etc must be brought to all sessions as appropriate).
- Once set up in the salon, all bags and personal possessions must be placed in the cupboards provided. Handbags are not allowed out in the salons/classrooms at any time.
- No smoking, eating or drinking in the department, except for water from the water cooler or bottled water. Eating is only permitted in the restaurant areas.
- Students should always be respectful. Abusive language and behaviour are not permitted at any time. Failure to comply with this will lead to disciplinary procedures.
- It is important that you are professional, responsible and mature at ALL times. Failure to do so may breach health and safety regulations.
- Homework and assignments are to be handed in to the appropriate tutor within the deadline; this will make coursework easier to manage.
- For successful completion of the course, you will be required to set and meet target deadlines.
- Hair, Beauty and Media Make-up assessments must be carried out on paying clients.
- All one-year programmes will complete all practical and theory work by 18th June 2027.

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Attitude & Application continued ...

- Once you have achieved the required number of assessments in practical treatments, this does not mean you do not need to continue to practice. You are therefore obliged to carry out any treatments asked of you and assist the team by being as helpful and flexible as possible. This will help to reinforce your practical skills ready to progress to the next level or for going into industry.

- All students seeking to progress onto higher levels. i.e. (Level 2 progressing to Level 3, Level 1 progressing to Level 2 etc.) must attend all sessions until the last day of term.

- All targets set must have been achieved, and you must have maintained good attendance, both in your main vocational qualification including Maths and English [If applicable] to progress onto the next course or your 2nd year

- Any portable electrical equipment including mobile phone chargers must be PAT tested by the college before use at college.

- When using equipment or products health and safety procedures and the manufacturer's instructions must be followed.

- You will need to access the COSHH risk assessments and safe systems of work located in the safety folder that is available in your classroom where applicable and fully understand these.

- All mobile phones must be switched off whilst in the department, unless allowed by tutor agreement.

- Access to social networking sites within the department is forbidden, please use designated areas. Students are encouraged not to request friendship of staff on Facebook, Twitter or any social networking sites until they have finished the course

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- Abuse of equipment or items is not tolerated and will result in disciplinary action being taken.

- When using equipment or products health and safety procedures and the manufacturer's instructions must be followed.

- Chewing gum is not permitted in the Hair & Beauty Therapy department.

- The department or CWA do not accept any liability of students' personal belongings brought into the college.

Incidents of theft from CWA, from fellow students or members of staff will be taken seriously and will lead to exclusion and possible legal action will be taken.

Students breaking department rules could be asked to leave the salon and help with salon maintenance tasks or study theory and/or sent home; parents/guardians will be contacted. Continual breaking of the code or college rules will lead to disciplinary procedures and possible withdrawal from the course.

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