

# UNIFORM POLICY

Company Operations

ADO Services C.I.C

Incorporating ADO River Valley

Version 1.2 ©2023

2023-2024

Last Ratification By Management Committee	March 2023
Next Review By Management Committee	March 2026
Latest Update by ADO River Valley	March 2023

## 1 Uniform Policy Overview

ADO recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring the promotion of appropriate clothing and resources for the students.

The policy is valid for all students whether inside or outdoor at the time. This may include individual or group sessions.

## 2. General Guidance and Expectations

As we pride ourselves in educating our students outdoors, we do not currently have a set uniform in place for The River Valley. As we are a specialist setting, offering many outdoor programmes, a standard school uniform would not be practical or suitable for our students. However, we are open to consider a base uniform if the students were keen on having school recognition, and if this was raised within school council meetings, we would be happy to discuss uniform options.

River Valley, at Poets Corner venue has shelter, light and warmth for those winter days when the weather is cold or wet in our specially adapted timber classrooms. Similarly in summer, there are many areas to shade from hot and sunny weather, including woodland where the shade from trees within our basecamp areas is perfect for students to be comfortable.

The students will be learning all year around, so should be dressed for all weathers and temperatures. Designer clothing or any other clothing that is considerate special to the students will only get dirty very quickly, so should not be worn. More information can be found in our handbooks which can also be found on our website.

### 3. In Winter

- Long trousers (all genders), cargo style or dark jeans that can get muddy
- Long sleeved tops or a short sleeved polo shirt in summer. White polos will be likely to get muddy and stained so darker colours are preferable.
- Jumpers and other base layers
- Waterproof raincoat with a hood
- Waterproof Trousers (Recommended but not essential for part time. Essential for full time students)
- Outdoor footwear, wellies with thermal socks or preferably outdoor waterproof boots
- Waterproof gloves and hat in the relevant season

## 4. In Summer

- Summer hat or cap
- Base layers that can be removed or added if the temperature fluctuates
- Sunglasses if the student suffers from glare or direct sunlight Summer

Additions: In addition to the correct clothing, parent-carers must ensure that sun cream (high factor 30+ recommended) is brought to the venue by students. If the student suffers from summer allergies, for example, hay fever, then the appropriate medicine should be brought along and given to staff for safe keeping. Please note sun creams cannot be shared due to hygiene and allergy reactions if the student forgets to bring their own. If a student arrives at the setting on a day where it is considerably sunny and the UV index is expected to be 8 or over, without sun cream they will likely be refused entry, in line with our standard risk assessments.

## 5. Liabilities

If a student does not attend with the above items, or similar protective alternatives, we reserve the right to ask for the Parent-Carer to travel to the setting to provide the student with what they need in order to continue comfortably with their learning. If a Parent-Carer is unable to do this, students not suitably dressed may be asked to be collected if we feel their welfare and learning will be compromised.

## 6. Review

All ADO policies and procedures follow ITIL guidelines to ensure version control, change control and release management of any documents. As a matter of policy, documents can be updated at any time to reflect changes to ADO procedures, legal changes, OFSTED directives or any other reason to ensure the policies and procedures are accurate and correct. This involves consultation with stakeholders, management committee and approval from the directors. All policies and procedures are reviewed at the very least on an annual basis. Regular communication through newsletters, social media, text systems and through our website within the ADO Library is part of our Release Management.

## 7. References

Internal ADO References include:

### **Health & Safety Policy**

All these documents can be found in the ADO Library at:

### **[Policies and Procedures \(adorivervalley.co.uk\)](http://adorivervalley.co.uk)**

Government Guidelines can be found at:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

## 8. Contact

This document was produced by the ADO Operations Consultancy Team. This version supersedes any previous versions and will be reviewed annually.

All correspondence with regard to this policy, or any other operational policy and procedure should be directed to the ADO Business Operations and Support Executive by e-mailing [gmp@adoservices.co.uk](mailto:gmp@adoservices.co.uk) or calling 0208 855 6778, requesting to speak to Gary McHolland-Pilcher or in writing, ADO Services CIC, Head Office, 126 Upper Wickham Lane, Welling, Kent, DA16 3DP.