

# Visible Identification (ID) Policy and Procedures 2022-2025

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Burton & South Derbyshire College's commitment to Equality and Diversity means that this policy has been screened in relation to the use of gender neutral language, jargon free plain English, recognition of the needs of disabled people, promotion of the positive duty in relation to race and disability and avoidance of stereotypes. This document is available in alternative formats on request

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### Introduction

Burton and South Derbyshire College (BSDC) operates a visible ID policy for all staff, volunteers, learners and visitors to the College. This enables the College to ensure that only authorised persons are admitted to the buildings to maintain a safe and secure environment. For the purposes of this policy 'learners' refers to 16-18, 19+, Apprentices, Higher Education and High Needs Learners.

All learners and staff must wear their college ID cards and lanyards around their necks at all times to confirm at a glance, that they are a registered member of the College community. This promotes a positive and professional image of the College and reflects the working practice of most employees in business and industry.

This policy supports our Safeguarding and Prevent strategies.

### Scope

This policy applies to all staff, learners and visitors to any College premises. The policy details the type of identification required and the procedures for staff, volunteers, learners and visitor groups.

This policy should be read in conjunction with other related policies: including:

- Access, Security and Visitors to the College Procedure
- Safeguarding Policy

### Visible ID

#### Staff

Staff ID cards and lanyards are issued by the College MIS Team. Staff lanyards are **Blue** and printed with the College logo and the text 'Staff'. Associate staff lanyards are Black and printed with the College logo and the text 'Associate Staff'.

Staff must wear their ID Cards and lanyards at all times and be positive role models for our learners.

The only temporary exception to this rule is when staff are engaged in practical activities where entanglement or other health and safety risks have been identified. Following the activity staff members should immediately replace their lanyard.

#### Learner

Learner ID cards and lanyards are issued to all learners at the time of their enrolment. Different coloured lanyards are used to aid identification of enrolled FE and HE learners and those who are classed as 'Pending' as they have incomplete enrolments due to missing information.

The colour of the lanyards is rotated annually and published prior to enrolment. These lanyards are printed with the College logo and the text 'Student'.

#### Contractors

All Contractors will be issued **Orange** lanyards and ID passes, printed with the text 'Contractor'. Contractors should be accompanied by a member of staff at all times whilst inside college buildings.

Where a Contractor works on a regular basis with the College they may be approved as a trusted contractor by the Director of IT and Estates. Trusted contractors are free to access the building unaccompanied.

A list of trusted contractors will be kept by the Estates Officer for monitoring and reference.

### Visitors

Visitor identification badges are printed and issued by the Customer Experience Team. Full visitor details should be provided, in advance of the visit where possible, to Customer Experience Team by the member of staff they are visiting using the electronic visitor booking form.

For the purposes of safeguarding all visitors must be met by their designated host or a delegated representative, accompanied at all times, and not left unattended, and returned by the designated host or the delegated representative to the Reception in order to sign out at the end of their visit.

There are exceptions where visitor identification badges will not be issued which include:

- 1) When a planned event is held that is open to the public e.g., Open Event. Registration however is completed upon arrival.
- 2) To service providers such as mail delivery, delivery drivers who drop off resources to the kitchens etc.
- 3) A pre-planned group event hosted by the College Marketing Team, where delegate badges will have been pre-prepared.

### Governors

Governors' lanyards and ID card are **Green**, printed with the text 'Governor'.

A list of Governors will be kept by the Customer Experience Team for reference.

If a Governor arrives at the College without their lanyard they may sign in at Main Reception as a visitor and once satisfactorily checked by the Receptionist, may access the College unescorted.

### Inspectors

Inspector's lanyards and ID passes will be issued at the College Reception. Inspectors' lanyards are White, printed with the text 'Inspector'.

### SU Council Representative

Learners who are SU Council Representatives will be issued with **Purple** lanyards and ID cards, printed with the text 'SU Council'.

A list of SU Council Representatives will be kept by Customer Experience Team for reference.

## Lanyard Wearing

It is the responsibility of all staff to implement this policy and the following guidelines are illustrative, although not exhaustive, of expected actions:

- The wearing and displaying of lanyards and ID cards/passes on college premises must be enforced by all staff at all times
- Staff should wear their lanyard and ID at all times, except for periods when engaged in practical activity where entanglement or other risks have been identified
- Teaching staff, ALS staff and Progress Coaches should not permit any learner into the classroom who is not wearing their lanyard
- Learners who wish to use the services of the LRC, Helpdesk, Learner Services, food outlets or Customer Experience, must be wearing their lanyard in order to be served
- Learners must adhere to health and safety regulations and always remove their ID cards and lanyards when undertaking practical tasks where entanglement or other risks have been identified by the tutor. ID cards and lanyards must be put on again before leaving the teaching space. Where a learner leaves the teaching space without their lanyard a member of teaching staff or their Progress Coach will be required to collect the learner from Reception and escort them back to their teaching space to collect their lanyard
- The Student Liaison Officers and Customer Experience Team will conduct visual lanyard check of all learners arriving via the College reception areas
- Deputy Directors and Course Team Leaders (CTLs) will conduct regular spot checks in their department to ensure staff and learners are wearing ID cards and lanyards

Individuals who repeatedly fail to or refuse to wear a College ID and lanyard shall be subject to immediate disciplinary action.

## Replacement ID cards for Learners

Each enrolled learner will be given an ID card, lanyard and card holder when they have fully completed their enrolment.

### 'TEMPORARY' day pass and lanyard

If a learner loses or forgets their ID card, they will be issued with a date stamped, coloured 'TEMPORARY' day pass and lanyard. This should be placed in the returns box located at the entrance to the Learner Hub in the Main Campus\* and Receptions of the Steven Burke Construction Academy\*, University Centre and Motor Vehicle Academy before they depart for the day.

First 'TEMPORARY' day pass and lanyard will be provided FREE of charge.

Second 'TEMPORARY' day pass and lanyard will incur a charge of £1.00.

Third 'TEMPORARY' day pass and lanyard will incur a charge of £2.00.

If a learner fails to return the 'TEMPORARY' day pass, and lanyard, by the commencement of the next working day they will not be permitted any further TEMPORARY' day passes and may be subject to immediate disciplinary action.

If a learner loses or forgets their ID card more than 3 times in an academic year, they will not be allowed into the College unless:

- 1) They return home to get their ID card and lanyard or
- 2) They pay for a new ID card and lanyard at a replacement cost of £5

## Exceptions

### Safeguarded Learners and those with additional needs

The only exceptions to this Policy relate to safeguarded or at-risk learners' or those with additional needs, for whom returning home to collect their ID cards and lanyards may present difficulties. In such circumstances a reasonable adjustment will be considered to accommodate their particular circumstances at the discretion of the Learner Services Team Leader or their Line Manager. This may result in the issuing of a temporary pass.

### Examinations and or assessments

For a learner who forgets their ID card for a fourth time but who is attending an examination or assessment:

- Learner Services staff will contact the relevant Progress Coach and /or curriculum area staff to confirm that the learner has an examination or assessment. A copy of their learner agreement may be required as proof of identity
- The learner will be issued with a 'TEMPORARY' day pass, which should be returned as \* above.

No other exceptions will be considered.

### Unknown and uninvited visitors

All staff should respectfully challenge any person in college not wearing a visible lanyard or delegate badge. Anyone without a lanyard who is seen unaccompanied within the College should be approached and escorted back to Reception by a member of staff and asked to sign in as a visitor or to be issued with a 'TEMPORARY' day pass and lanyard. A member of the Estates Team should be summoned should this unidentified person refuse to comply.