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VISIBLE ID (LANYARDS) POLICY

1. INTRODUCTION

- 1.1. Leicester College is committed to ensuring the highest standards of safety and security for everybody. The college operates a visible ID policy for all staff, students, apprentices and visitors which enables the college to ensure that only authorised people are allowed in our buildings.
- 1.2. All staff, students, apprentices and visitors should wear a Leicester College lanyard and identification card clearly displayed, whilst on the college campus and produce their lanyard when asked by college staff. This promotes a positive and professional image of the college and reflects the working practices of most employers in business and industry.
- 1.3. This policy is a key measure to support the safeguarding and wellbeing of our College community.

2. SCOPE AND RESPONSIBILITY

- 2.1. This procedure applies to all College staff, students, apprentices, governors and visitors.
- 2.2. It is the responsibility of College staff to ensure that all students, who are not wearing their lanyard and ID card, are appropriately challenged.

3. LANYARD COLOURS AND IDENTIFICATION CARDS

3.1. Lanyard colours are:

- **White** lanyards are issued to Freeman's Park Campus students
- **Purple** lanyards are issued to Abbey Park Campus and Outreach centre students
- **Yellow** lanyards are issued to St Margaret's campus students
- **Navy Blue** lanyards are issued to Student Union Executive members
- **Bright blue** lanyards are issued to college staff, including agency classroom staff
- **Green** lanyards are issued to visitors, volunteers, and contractors, signed out at reception or estates, when references/identification checks have been completed

- **Burgundy** lanyards are issued to governors
 - **White and burgundy** lanyards are issued to student governors
 - **Pink lanyards** for staff who are on HR-approved supervision prior to full recruitment checks being completed.
- 3.2. All students have the option to use a 'known as' first name which will appear only on their ID card. This name will not be used for any formal documentation, such as exam certificates.
- 3.3. The student's date of birth will not be shown on the card, but there is a colour stripe to identify different age groups of students:
- Red stripe – students under 16 years old
 - Blue stripe – 16-19 students
 - Green stripe – 19+ students

4. STUDENT PROCEDURE RELATING TO LANYARD AND IDENTIFICATION CARDS

- 4.1 Students will be issued a lanyard and identification card when they enrol on any programme of study or course at the college. They are required to keep this safe and wear it visibly around their neck at all times when on the college campus. The ID badge is required to use the access barriers into and out of the college.
- 4.2 Where a student wears a full face covering that is allowed under the Head and Face coverings policy, a second ID photograph will be taken with the face covering removed. This will be done in a private area by a female member of staff (or a gender requested by the student) and will be kept on their student record but will not be printed on their ID badge. Students may be required to remove their face covering for security or exam purposes but this will be carried out in a private area and by a female member of staff (or a gender requested by the student).
- 4.3 Students who have forgotten their lanyard and identification card will need to obtain a replacement lanyard and identification card in order to remain on the college campus. Students will not be able to borrow any resources from the library (including books and laptops), reset their password or use printers for printing and photocopying if they do not have their lanyard and identification card. Students will not be able to use Food Inc without their lanyard.
- 4.4 Students must be directed to Student Services, where staff will check their identity and college status, before issuing them with a replacement lanyard and identification card.
- 4.5 Students are not expected to wear their lanyards and identification cards in areas of the college that might cause a health and safety risk to themselves or others (e.g. workshops, training areas). On these occasions, students will be asked to remove their lanyards and identification cards upon entering the area and it is their responsibility to replace them before leaving the area.

- 4.6 Students in these areas will be provided with an alternative way of displaying their lanyards such as ID card pockets in high-vis jackets, or clip-on holders.
- 4.7 If a student has an identified barrier to wearing a lanyard around their neck, an alternative will be provided, and they will be expected to display their ID card this way.

5. NON-COMPLIANCE PROCESS

- 5.1. On the first occasion of the ID card being forgotten, students will be issued with a new card with a charge of **£3.50**. This will be recorded on the student record system. A student may ask for this to be added to their Learner Hub account.
- 5.2. On the second occasion, a charge of **£5.00** will be payable to receive a new card. A student may ask for this charge to be added to their Learner Hub account.
- 5.3. On the third occasion, Student Services will check the student's account and if there are any ID card charges outstanding, a third card will not be issued until these are paid. The student will be sent home if they are unable to make payment. This will result in an absent mark. The third card issue will be subject to a **£10** charge. This cannot be added to the Learner Hub account and will need to be paid at the time of issue. The curriculum area will be notified and the Behaviour and Conduct process will be initiated where appropriate.
- 5.4. Students who are identified as having a barrier to complying with the Visible ID policy may be referred to their Wellbeing Mentor to support with strategies for remembering their badges (and other essential equipment if an issue) before formal action is taken
- 5.5. Four or more occasions, students will be charged **£10** each time and escalated through the Behaviour and Conduct procedure, with the ultimate sanction of withdrawal from the College.

6. EXAMINATIONS

- 6.1 Invigilators must establish the identity of all candidates sitting examinations.
- 6.2 All students' identification is thoroughly established at enrolment and when issuing ID badges/lanyards. Therefore, this form of ID can safely be used for checking exam candidates are identified pre-exam.
- 6.3 Students will be asked for their lanyard and identification cards when entering an examination room, to confirm their identity, and will be asked for an alternative form of photographic identification, if they do not have the above, in order for them to sit their exam. There should be no reason for a candidate to be without their ID badge and lanyard.
- 6.4 Invigilators will carry out adequate checks on the identity of all candidates.

- 6.5 Senior members of centre staff, such as a Programme Area Manager, who have been authorised by their Head of Centre may be present at the start of the examination to assist with the identification of candidates where needed.
- 6.6 When identifying candidates, the attendance register will be completed.
- 6.7 The college does not generally accept private/external candidates or transferred candidates who are not known to the centre, however if this were to happen, a visitor pass would be issued and the candidate would be asked to bring full ID with photographic documentary evidence to prove that they is the same person who entered/registered for the examination/assessment, e.g. a passport or photographic driving licence.
- 6.8 Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender (Invigilators of the opposite gender will contact the exams office for support) and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. The college informs candidates in advance of this procedure before their first examination.
- 6.9 Every opportunity will be made to ensure the identity of the student is made, if any of the methods mentioned is not possible, the invigilators will use EBS OnTrack to confirm identity as an additional step, if required.

7. STAFF PROCEDURE RELATING TO LANYARD AND IDENTIFICATION CARDS

- 7.1 Staff must wear their lanyard and identification card clearly displayed at all times when on the college campus and are expected to set the highest standards.
- 7.2 Displaying a College lanyard is a safeguarding requirement and a professional expectation. Failure to comply will be followed up and addressed through the appropriate management process.
- 7.3 It is the responsibility of all staff to appropriately challenge students who are not wearing their lanyard and identification visibly.
- 7.4 Staff who lose their lanyard must obtain a replacement from HR.

8. VISITOR PROCEDURE RELATING TO LANYARD AND IDENTIFICATION CARDS

- 8.1 Staff must notify Student Services if a visitor is expected through the Visitor Pre-Booking form on StaffNet. Staff are responsible for meeting their visitors and ensuring that they are accompanied at all times whilst on campus.
- 8.2 Visitors are required to wear their lanyard at all times whilst in the college, and the receiving staff member should ensure they are aware of their safety and safeguarding obligations.

9. COMMERCIAL SERVICES

9.1. Visitors to the Taste Restaurant and Hair and Beauty service are not expected to sign in as a visitor, however, should have a pre-arranged booking or appointment that can be checked by any member of staff.

10. LINKED POLICIES AND PROCEDURES

- Student Recruitment Procedure
- Safeguarding and Prevent Policy
- Student/Apprentice Behaviour and Conduct Policy
- Student Handbook
- All exam Policies/Procedures
- Head and Face Coverings policy

11. COMMUNICATION AND REVIEW

11.1. This policy will be published on the College website and staffnet and will be reviewed every three years.