



VISIBLE ID POLICY & PROCEDURES

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VISIBLE ID POLICY AND PROCEDURES

1. Introduction

The College operates a visible ID policy for all staff, Governor, students, contractors, commercial and professional visitors to the College. This helps the College to ensure that only authorised persons are admitted to the buildings to maintain a safe and secure environment.

All students, staff and Governors must wear their College 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 employers in business and industry.

This policy is a key measure to support our Safeguarding and Prevent strategies.

2. Scope

The policy applies to all staff, Governors, students, contractors and professional visitors to the College. The policy details the type of identification required and the procedures for staff, Governors, student, contractors and visitor groups.

3. Staff ID and Lanyards

- The HR department are responsible for issuing all staff and Governor ID cards and college lanyards. Staff Lanyards are **Blue**, printed with white text – ‘**STAFF**’. Governor lanyards are Orange with white text- ‘**Governor**’. Staff and Governors must wear their college issued lanyards (other lanyards are not to be worn) at all times as role models for our student body. The only exception is while engaged in practical activity where entanglement or other risks have been identified.

4. Students ID and Lanyards

Student lanyards and ID card holders are issued to all enrolled students at the time of their enrolment. There are 2 different lanyard colours used to aid identification of students from different areas:

- FE and Access student lanyards are **Grey**, printed with white text – ‘**STUDENT**’
- HE student lanyards are **Purple**, printed with white text - ‘**STUDENT.**’

5. Wearing of ID and College Lanyards

All staff are required to implement this policy and the following guidelines are illustrative, although not exhaustive, of expected actions:

- The wearing and displaying of college lanyards and ID on College premises must be enforced by all staff at all times
- Staff should wear their college lanyard and ID at all times, except when engaged in practical activity where entanglement or other risks have been identified
- Students who wish to use the services of the Learning Centre, Student Services, Café 1827 or the College Finance Desk, must be wearing their lanyard in order to be served

- Students must always remove their lanyards when undertaking practical tasks where entanglement or other risks have been identified by the tutor. Lanyards must be put on again before leaving the teaching space
- Security staff and members of CLT will conduct lanyard spot checks every morning in Café 1827 and the College Atrium area
- Line Managers will conduct regular spot checks in their department to ensure staff and students are wearing lanyards.

6. Replacement ID Cards for Students

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

6.1 If a **day time** student loses or forgets their ID card, they will be issued at the Infozone or Helpzone with an **GREEN 'TEMPORARY'** day pass which must be returned at the end of the day. If a student arrives at class without their ID card they must be instructed to visit the Infozone or Helpzone at the end of the lesson. ProMonitor will be used to record the student's failure to bring their card and lanyard to College. Repeat 'offences' will lead to disciplinary action being taken.

6.2 If an **evening class** student forgets their ID card, they must sign in at reception where a visitor sticker will be issued.

6.3 If a student loses or forgets their ID card more than 3 times, they will not be allowed into the College unless:

- They pay for a new ID. The cost for replacement ID cards is £5. Payable at the Finance Desk

6.4 For students who forget their ID cards but are attending an examination:

- Infozone will contact the Exams Team/check ProMonitor to confirm the student has an examination that day
- The student will be issued with a temporary day pass
- Infozone will issue the student with a print out of their ProMonitor student details page to take to the exam as evidence of identification

7. Staff or Governors who forget their ID cards

Staff or Governors who forget or lose their ID will be required to sign in as a visitor and will be issued a **GREEN 'TEMPORARY'** day pass by HR. The temporary lanyard and card must be returned at the end of the day.

8. Contractors

Contractors' lanyards and ID passes will be issued by Estates. Contractors' lanyards are **Yellow**, printed with black text **'CONTRACTOR'**. Contractors' must wear their lanyards at all times. The only exception is while engaged in practical activity where entanglement or other risks have been identified. Lanyards must be returned to the estates office when the contractor has finished.

9. Visitors

There are two types for visitors, Professional and Commercial.

Professional visitor lanyards and ID passes will be issued at the College Reception. Professional visitors' lanyards are **RED**. Details of the visitor must be shared with the reception team prior to the visitor arriving.

Details required:

- Visitors name
- Name of the person they are visiting
- If they are arriving by car and whether they need a parking space reserving (SLT/CLT visitors only)

Visitors must be collected from and escorted back to the College Front Desk at the end of the meeting.

Commercial visitors are those who access the College commercial outlets including Hair and Beauty Salons, Ashfields Restaurant, the Alan Ayckbourn Theatre and Business Development Unit Full Cost Training. These visitors will be issued with an adhesive visitor badge either at reception or at the outlet they are visiting.

During open events, evening performances and sports fixtures, only staff and students are required to wear lanyards and badges.

10. Visible ID for those who wear coverings which obscure their face

Some staff or students may wish to wear head, body or face coverings for religious or medical reasons i.e. skull caps, Niqab (face veil), Burka (full body covering) or a hat for those who are suffering hair loss due to a medical condition and the College aims to accommodate their preferences wherever possible. However, staff and students have no absolute right for their wishes to be met and the needs of the College to implement a policy which ensures visible identification must be balanced with the beliefs of the individual.

10.1 Wearing headwear for religious or medical reasons. Staff and students who wish to do so may choose to cover their hair for religious or medical reasons (e.g. by means of a headscarf, skull cap or turban). Should this change their appearance in such a way that the photograph on their ID badge does not bear a resemblance then a new photograph should be taken and the badge must be issued.

10.2 Wearing a Niqab or Burka. York College considers that being able to see someone's face when they communicate is fundamental to effective communication. For this reason clothing that covers the face is not permitted, in any employed or voluntary role in the College. It is also necessary for a full face photo to be taken for all ID badges.

However, some students may wish to wear facial coverings. In these cases, the photograph for the ID badge should be taken in a private room by an appropriate female members of staff. For students, face coverings may be worn in general areas of the College, however within the classroom environment these must be removed. Visitors may wear facial coverings when accessing commercial outlets or visiting the College to meet with staff, but are expected to follow the guidance above if they wish to meet with students or partake in learning activities.

11. Withdrawn or excluded students

When a student withdraws or is excluded from the College they must be asked to return

their badge and lanyard before leaving the building. There will be occasions when a student withdraws and does not return to the College. In these circumstances the student will be contacted and asked to return their badge, should the badge not be returned a note will be added to ProMonitor and the student card and account will be deactivated.