
Bury College Policy and Procedures

Visible ID Policy and Procedures

1. Introduction & Purpose

The College operates a visible ID policy for all people on the College campus, including students, staff, visitors, contractors and governors. Everyone on the College campus is expected to follow this policy and procedure. The wearing of lanyards by staff and students promotes a professional and positive image of the College and reflects the working practice of most employers in business and industry.

This procedure is a key measure to support the College's Safeguarding and Prevent strategies and to maintain a safe and secure campus.

2. Definitions

Staff

For the purposes of this policy and procedure the term 'staff' applies to all staff (whether on a permanent, fixed term or temporary contract), volunteers and contractors for whom the Bury College campus is a regular place of work (including cleaning, catering and security staff). Staff are also responsible for ensuring the photograph on their ID badge is a recognisable likeness. Should the photograph on an ID badge become out-of-date, for example in the case of a dramatic change to a hairstyle, then the member of staff is responsible for liaising with the HR team to arrange for a new photograph to be taken.

Contractors

The term 'contractors' applies to all those who fall under the remit of the 'Contractors Code of Practice, and whose usual place of work is not the Bury College campus.

Student

The term 'student' refers to any enrolled learner, including apprentices, and young people aged 14-16 who attend the College on a regular basis for educational purposes.

Visitor

Any person who attends the campus for any reason, who is not directly employed by the College or this is not their place of regular work or study. This includes anybody accessing the college as a client accessing any services provided.

Visible ID

To keep staff and students safe, the ID card must be worn around the neck, on a college lanyard that is visible at all times over the most outer piece of clothing, whilst on the College campus. The card must be presented to College staff on request.

3. Exceptions to the policy and procedures

Due to the importance of this policy in maintaining the safety and security of all staff and students at the college, full compliance is essential. Exceptions will only be considered in rare cases where wearing an item around the neck presents a genuine health and safety risk to the student. Any such exception must be approved by the Assistant Principal for Personal Development, who will have the final decision.

For staff and students who wear a Niqab or Burka, their ID photograph will be taken with the face covering temporarily removed. This will be done in a private area by a female member of staff. The photograph will still be displayed on the individual's ID badge, in line with college policy. Individuals should also be aware that, for the purposes of security checks or identity confirmation before examinations, they may be required to remove their face covering. In such cases, a private space and a female member of staff will be provided to carry out the check.

4. Implementation

1. Lanyards will be available in the following colours to aid speedy identification.

Staff	blue
Students	A variety of colours issued dependent upon their subject
Apprentices	black
HE & Access to HE	purple
Adult Skills	purple
Governors	white
Visitors	red
Contractors	red
Pre-16	Brown
Masterclass students pre-16	Pink

Lanyards will always be provided by the College and have a "safety break" designed into them. Wearers should not customise colours, fabric or interfere with the safety break.

2. Staff will have their photograph taken and be issued with a lanyard and ID badge on their first day of employment as part of the induction process.
3. Students will have their photograph taken by a member of staff at enrolment and issued with a lanyard and ID badge upon induction to the College.
4. Agency and student teachers must present themselves to HR on their first day to collect a staff badge and lanyard.
5. Students who forget or lose their ID will be addressed through the Pastoral and Behaviour process.

6. Authorised contractors' lanyards and badges will be issued by reception staff, upon receiving authorisation from a member of the Estates and Health and Safety Team who will ensure compliance with the Contractors' Code of Practice.
7. Visitor lanyards and badges will be issued by receptions. Full visitor details (including the name of person they are visiting) must be provided, in advance of the visit, to the reception team. The reception team will ensure that all visitors have signed in correctly and issue them with health and safety and safeguarding information.
8. Clients for example members of the public accessing Hair and Beauty, are considered as visitors and must only access the as a visitor and be escorted at all times.
9. All visitors must be collected from, and escorted back to, the College reception and accompanied by a member of staff whilst on College premises. There should be no exceptions, even for those persons who staff consider to be 'trusted' or regular visitors.
10. The Safeguarding Manager or Pastoral Managers should use their professional discretion and judgement when it is not deemed practical to accompany a visitor at all times (for example a social worker holding a private meeting with a student). Operational managers should make a dynamic risk assessment about the length of visit, access to learners, location etc. However, operational managers must ensure the following actions are always taken with visitors:
 - all visitors must sign in and out at reception, ID checked where relevant and the purpose of the visit established
 - visitors must wear their lanyards at all times
 - all visitors must be collected at reception by the relevant staff who have organised the visit at the start of the visit and agreement made about how the visitor is to be returned to reception to sign out
- 10.. The parents of students who are dropped off at the prospects building, must request to do so through Additional Learning Support. The security guards will have a list of cars and number plates and must not allow anyone to access unless they have prior approval from Additional Learning Support.

5. Responsibilities

All staff, students, visitors, contractors and governors are responsible for wearing their lanyard and ID badge at all times whilst on the College campus or escorting students offsite.

Exceptions to the wearing of lanyards/IDs apply to staff whilst undertaking practical tasks where entanglement or other such risks have been identified. If the wearing of a lanyard is impractical or unsafe for these staff, their ID badge should be clipped on to an appropriate place, for example a belt or a lapel.

Assistant Principal for Personal Development is responsible for granting exemptions to students whose disability or medical condition means it is either impractical or unsafe to wear a lanyard.

Line managers are responsible for ensuring their staff are complying with the Visible ID policy and procedure at all times. Line managers are also responsible for granting reasonable adjustments to staff whose disability or medical condition means it is either impractical or unsafe to wear a lanyard.

Reception and HR staff are responsible for taking staff and student photographs and printing badges.

Enrolment staff are responsible for taking student photographs, printing ID badges and distributing through the pastoral system

Reception staff are responsible for taking student photographs and issuing replacement ID badges.

Receptions are responsible for the distribution of visitor lanyards and ensuring the correct sign-in procedures are observed. These teams are also responsible for the issuing of contractor lanyards following authorisation from a member of the Estates and Health and Safety Team, in compliance with the Contractors Code of Practice.

The Clerk to the Corporation is responsible for ensuring all governors have ID badges and lanyards

All academic managers and staff from the Personal Development Team will be assigned to meet and greet duties to support the visible ID safety policy and security of the campus. Assigned staff must ensure they are present at their time slot. If staff are unavailable they should find a replacement or notify HR. It is essential that there is a presence at key times.

Students who do not comply with reasonable requests and reminders to wear visible ID will be suspended from College. These students will face disciplinary action through the pastoral and behaviour process.

Costs

The college retains the right to charge staff and students for replacement badges.

6. Associated Documents

- Safeguarding Policy
- Prevent Duty
- Student Pastoral and Behaviour Policy
- ALS Policy
- Health & Safety Policy
- Contractors Code of Practice
- Student Contract
- Data Protection Policy
- KCSIE 2024
- Protective Security and Preparedness 2024
- Terrorism (Protection of Premises) Bill 2024 which received Royal Assent on 3 April 2025. Note commonly referred to as Martyn's Law. Implementation will be at least 24 months