

Bury College Policy and Procedures

Visible ID Policy and Procedure

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V 2	06/04/21	Updates relating to covid changes highlighted in red	SW	Draft

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 Should the photograph on an ID badge become out-of-date, for example in the case of a dramatic change to a hairstyle, then the member of staff is responsible for liaising with the HR team to arrange for a new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.

3. Exemption to the policy and procedure

Those persons whose disability means it is either impractical or unsafe to wear a lanyard are exempt. A reasonable adjustment should be made to accommodate their particular circumstances at the discretion of their line manager or following an ALS assessment.

For staff and students who wear a Niqab or Burka, an ID photograph will be taken with the face covering removed. The ID photograph will be taken in a private area by a female member of staff. The individual should be aware that they may be required to remove their face covering, if required, for the purpose of security checks and for identity confirmation before examinations. A private area and female member of staff will be made available to conduct any such checks if they are necessary.

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 zone
Apprentices	black
HE & Enterprise	purple
Adult Skills	lime green
Diners	green
Governors	white
Visitors	red
Contractors	red

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. Students and staff who forget or lose their ID will be charged a replacement cost. There will be no charge for re-issuing an ID card when a photograph requires updating or if a card is damaged.
5. 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.
6. 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.
7. 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.
8. Operational 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

Note: To prevent the spread of coronavirus and inline with government guidance, temporary badges for visitors will be a sticker during the government roadmap period.

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.

ALS team leaders are 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

At key times of the year, staff may 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.

6. Associated Documents

Safeguarding Policy

Student Behaviour Policy

Health & Safety Policy

Contractors Code of Practice

Student Contract

Data Protection Policy

7. Monitoring, Review and Evaluation



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