
Bury College Policy and Procedures

Visible ID Policy and Procedures

1. Introduction & Purpose

Bury College promotes a culture of vigilance where all members of the College community share responsibility for maintaining a safe and secure environment. Staff and students are expected to challenge or report individuals who are not displaying appropriate identification, are in unauthorised areas, or whose behaviour causes concern.

This policy forms part of the College's wider protective security arrangements and supports safeguarding, Prevent, emergency preparedness and the College's response to the Terrorism (Protection of Premises) Act 2025 (Martyn's Law).

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 Should the photograph on an ID badge become out-of-date, for example in the case of a dramatic change to a hairstyle, then the member of staff is responsible for liaising with the HR team to arrange for a new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 exceptional circumstances where wearing a lanyard presents a significant and evidenced risk of physical harm to the individual or others. Any such exception must be approved by the Assistant Principal for Personal Development, who will have the final decision.

The requirement to wear a visible College lanyard is a fundamental safeguarding and protective security measure and, as such, exemptions will not be granted on the basis of personal preference or where alternative arrangements would compromise the College's ability to maintain a safe and secure environment. Where concerns are raised, the

College will consider whether any reasonable adjustments can be made that maintain the same level of visible identification and campus security.

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

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

Group	Lanyard Colour
Staff	Blue
Students	Various colours (issued according to curriculum area)
Apprentices	Black
HE & Access to HE	Purple
Adult Skills	Purple
Governors	White
Visitors	Red
Contractors	Red
Pre-16 Students	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.

- 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.
- 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.
- Agency and student teachers must present themselves to HR on their first day to collect a staff badge and lanyard.
- Students who forget or lose their ID will be addressed through the Pastoral and Behaviour process.
- 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. Contractors must only access areas authorised as part of their work and must comply with College safeguarding, security and emergency procedures.

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 information relating to:

- emergency evacuation
- lockdown arrangements (where appropriate)

- reporting security concerns
- wearing ID at all times

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.

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.

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

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.

4. Unknown Persons and suspicious behaviour

Any member of staff who identifies an individual not wearing visible identification, or who appears to be on site without authorisation, must politely challenge the individual where it is safe to do so or immediately report the concern to Security, Reception or the Safeguarding Team. Staff should never assume someone is authorised to be on site because they appear familiar. The College operates a "See it, Say it, Report it" approach. Everyone has a responsibility to report concerns regarding unknown persons, suspicious behaviour, unattended items or any activity that may present a safeguarding or security risk.

Staff should remain professionally curious and report any suspicious behaviour, attempts to gain unauthorised access, hostile reconnaissance, unattended packages or security concerns immediately through College reporting procedures.

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.

All Staff must:

- wear visible ID
- challenge unknown persons where safe
- report security concerns immediately
- remain vigilant
- report suspicious behaviour

- support visitor management procedures

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. Meet and Greet duties form part of the College's layered security approach by providing visible reassurance, monitoring access points, identifying individuals not displaying ID and supporting the early identification of safeguarding or security concerns.

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 2026
- Protective Security and Preparedness 2024
- Terrorism (Protection of Premises) Act 2025 (Martyn's Law). The College will ensure that its arrangements continue to align with the statutory requirements and associated guidance as implementation progresses.
- Protective Security Strategy
- Lockdown Procedure
- Visitor Policy
- Emergency Evacuation Procedures

7. Monitoring, Review and Evaluation

Screening for effects on equality	
Name of policy being assessed.	Visible ID Policy
Policy Holder and/or person with authority to make changes to policy:	Sarah Walton
Position:	Assistant Principal Personal Development
Directorate:	Personal Development
New/Revised/Reviewed Policy:	Revised
What is the aim, objective or purpose of the policy, procedure, strategy or decision?	
The aim of the policy is to ensure all staff, students, governors, visitors and contractors are identifiable to ensure that the campus is safe.	
Who was consulted when the policy was first written?	
The leadership teams Policy Panel	
Who does the policy affect?	
All staff; students; partners; suppliers; visitors; contractors etc.	
Who implements the policy, and what steps will be taken to ensure the effective implementation of the policy?	
The policy implementation will be implemented by all staff in the college.	
What pre-existing evidence is available to facilitate the screening of the policy?	
This has been in place and there ate no issues screening the policy.	

What impact is the policy likely to have on the following characteristics?					
Protected characteristic *	Positive impact	Negative impact	Neutral impact	Unclear	Further comments
Age (or age group)	✓ ☐	☐	☐	☐	
Disability	✓ ☐	☐	☐	☐	Reasonable adjustments in place where necessary.
Gender reassignment	✓ ☐	☐	☐	☐	
Pregnancy and maternity	✓ ☐	☐	☐	☐	
Race (including ethnicity and nationality)	✓ ☐	☐	☐	☐	
Religion or belief	✓ ☐	☐	☐	☐	
Sex	✓ ☐	☐	☐	☐	
Sexual orientation	✓ ☐	☐	☐	☐	
Looked after learners	✓ ☐	☐	☐	☐	
Social-economic	✓ ☐	☐	☐	☐	
Carers	✓ ☐	☐	☐	☐	Carers go through HR for DBS
Ex-offenders	✓ ☐	☐	☐	☐	

*Protected Characteristics as identified by the Equality Act 2010.

If any answers are 'negative' can any adverse impact be justified on the basis of a legal requirement? Yes ☐ No ☐

If 'yes', please explain:

Some adverse impact may be justified on the basis of a legal requirement or applicable exemption including where positive action is undertaken or where there is a conflict with other legislation e.g. health and safety. If this is the case, please explain. A Full Equality Impact Assessment may not need to be completed if justification on this basis can be provided.

Please detail any suggested actions identified to improve positive impact or remove negative impact of this policy.

Issue identified	Suggestion action to address this issue
No Issues	

Should a Full Equality Impact Assessment be carried out?

No ☐

If 'yes', is the priority High or Low? (Based on the number of people to whom the policy applies and the level of impact it is likely to have as a result.)

No ☐

Please explain the justification of Full Equality Impact Assessment Decision

Consider all information provided on this form when making a decision about whether a Full Equality Impact Assessment should be carried out.

A full EIA may be required if any of the following apply:-

- a) An adverse impact is identified with regards one or more of the protected characteristics with no legal justification;
- b) An adverse impact is identified with regards one or more of the protected characteristics with no explanation provided about how this may be removed by changes to the policy or the way it is implemented.

Note: an adverse impact does not necessarily require action to be taken. Actions must remain in proportion with the benefits that could be achieved and resources available to complete them. If adverse impacts are identified and actions for improvements are not proportionate, the reasons for not taking the action should be detailed and open to challenge.

How will this policy be approved?

This policy will be approved by the leadership team.

There is no adverse impact from this policy

This Preliminary Impact Assessment was checked and signed off by the policy holder:

Name & Signature	Sarah Walton
Date	13/07/26

Once completed please return (a) a signed hard copy of the form and (b) an electronic version (to be published on the intranet) to