

# Visible ID Policy and Procedures

<b>SLT Member responsible for policy</b>	Vice Principal – Safeguarding & Pastoral Care
<b>Date of policy</b>	August 2021
<b>Date of approval</b>	September 2021
<b>Date of next review</b>	August 2023
<b>Date Equality &amp; Diversity Impact Assessment completed</b>	August 2021

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## 1. Introduction

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The College operates a visible ID policy for all people on the College site, including students, staff, visitors, contractors and governors. Everyone on the College campus is expected to follow this policy and procedure. The wearing of lanyards, or Hereward uniforms, 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 policy is a key measure to support the College's Safeguarding and Prevent strategies.

## 2. Policy

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It is the policy of Hereward College that staff, students, contractors, visitors and governors wear College lanyards and identification (ID) cards at all times whilst on the College campus. Staff escorting students on off-site activities should also wear their lanyards/badges whilst on College business.

Staff ID cards can be used to provide access to buildings and facilities and also serve to verify that a person is an authorised member of the College community. The failure of a member of staff to comply with the Visible ID Policy and Procedures could be subject to disciplinary action or removal from the premises.

The wearing and displaying of lanyards, ID badges or Hereward branded uniforms whilst on the College site will be enforced at all times.

## 3. Exemptions to the policy and procedures

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Exceptions to the wearing of lanyards/badges apply to staff who are wearing a Hereward branded uniform, or whilst undertaking practical tasks where entanglement or other such risks have been identified. Staff who wear a uniform that is not branded with the Hereward College logo should wear a staff lanyard. 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.

Those persons whose disability means it is either impractical or unsafe to wear a lanyard are also exempt. A reasonable adjustment should be made to accommodate their particular circumstances at the discretion of their line manager or the ILS Manager - Pathway.

Exceptions to this Policy may also be made for School Links students who should follow their own school's procedure for the wearing of lanyards. Young people aged 14-16 who are not enrolled at Hereward but who attend the College on a regular basis for educational purposes are not exempted and are expected to comply with this policy and procedure.

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 and will be kept securely on their student or personnel file, but will not be printed onto the ID badge which will record only their name. 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. Responsibilities

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**All staff, students, visitors, contractors and governors** are responsible for wearing their lanyard, ID badge, or Hereward branded uniform, at all times whilst on the College campus or escorting students off-site.

**ILS Manager - Pathway** is responsible for granting exemptions to students whose disability means it is either impractical or unsafe to wear a lanyard.

**Line managers** are responsible for ensuring their direct reports 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 means it is either impractical or unsafe to wear a lanyard.

**LRC staff** are responsible for taking staff and student photographs.

**The MIS Officer** is responsible for the production of staff ID badges and the issuing of staff and governor lanyards.

**Reception and Student Services teams** 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 Technical, Estates and Facilities team, in compliance with the Control of Contractors policy. Student Services staff are responsible for ensuring each student has an ID badge and lanyard and these will be issued by Progress Coaches.

**Technical Services staff** are responsible for activating ID badges to access buildings and facilities.

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

## 5. Definitions

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### 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 Hereward 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 LRC 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 'Control of Contractors' policy, and whose usual place of work is not the Hereward campus.

### Student

The term 'student' refers to any enrolled College or Hereward Intern learner, including young people aged 14-16 who are not enrolled at Hereward but who attend the College on a regular basis for educational purposes and supported interns.

## 6. Related Policies

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Young People and Adults at Risk Safeguarding Policy

Prevent Strategy

Health & Safety Policy

Control of Contractors Policy

Moving and Handling Policy

Staff Disciplinary Policy

Student Code of Conduct

Volunteer Policy

Data Protection Policy

## 7. Procedures

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

<b>Staff</b>		<b>Blue (Orange for NMC staff)</b>
<b>Students</b>		
	<b>Foundation:</b>	<b>Pink</b>
	<b>Explorer:</b>	<b>Teal</b>
	<b>Discovery:</b>	<b>Grey</b>
	<b>Aspire:</b>	<b>Burgundy</b>
	<b>Interns</b>	<b>Grey</b>
<b>Governors</b>		<b>Green</b>
<b>Visitors</b>		<b>Red</b>
<b>Contractors</b>		<b>Yellow</b>

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. Once issued with the badge a member of the technical services team will activate it so that buildings and facilities can be accessed.
3. Students will have their photograph taken by a member of the LRC team during their interview and issued with a lanyard and ID badge upon induction to the College.
4. Students who lose their lanyard will be charged £1.00 for a replacement. Lost Student ID Cards are £3.00 to replace.
5. Staff who forget their ID will be required to sign in as a visitor for the day and will be issued with a red lanyard.
6. Staff who lose their ID will be charged a £5 replacement cost. There will be no charge for re-issuing an ID card when a photograph requires updating, or if a card is damaged.

7. Authorised contractors' lanyards and badges will be issued at the reception desk, or the estates office upon receiving authorisation from a member of the Technical, Estates and Facilities team who will ensure compliance with the 'Control of Contractors' policy.
8. Visitor lanyards and badges will be issued at the reception desk. 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.
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. 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

## Initial Equality Impact Assessment Screening

<b>Name of policy or service</b>	Visible ID Policy and Procedures
<b>Author of impact assessment (name and job title)</b>	Vice Principal – Safeguarding & Pastoral Care
<b>Date impact assessment completed</b>	August 2021
<b>Is this a new or reviewed policy or service?</b>	<p>New policy/service <input type="checkbox"/></p> <p>Date of policy/service</p> <p>Reviewed policy/service <input checked="" type="checkbox"/></p> <p>Date of review August 2021</p>

<b>Briefly describe the aims and purpose of the policy</b>	To clarify the College's position on the wearing of visible ID for all those on the College campus. This policy is a key measure to support the College's Safeguarding and Prevent strategies.
<b>Who is intended to benefit from this policy and in what way?</b>	It is intended to help safeguard all those on the College premises. The wearing of lanyards, or Hereward uniforms, 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.
<b>What could contribute or detract from achieving the aims and purpose of the policy?</b>	Non-compliance. To mitigate these sanctions will be imposed in cases of non-compliance (with the exception of the exemptions detailed in the policy).
<b>What evidence or data has been collected and used to determine the impact on equality groups. Have any data gaps been identified.</b>	<p>Research into good practice from other colleges was conducted. In addition, consideration was given to the Equality Act (2010), the Safeguarding Vulnerable Groups Act (2006), the Care Act (2014), the Mental Capacity Act (2005) and the Data Protection Act (1998) to ensure no negative impact by the implementation of the policy. Current College policies were also scrutinised to ensure consistency.</p> <p>No data gaps were identified.</p>

		<b>Comments / Evidence</b>
<b>Has consultation on this policy indicated any possible concerns or issues in relation to equality, diversity and inclusion?</b>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	Consideration of the Acts and documents, detailed above, to ensure compliance.
<b>Is there an opportunity to promote equality of opportunity by this policy?</b>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	The wearing of lanyards, or Hereward uniforms, 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. It also helps create an atmosphere of 'community'.

**Potential impact on grounds of:**

<b>Race</b>	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
<b>Disability</b>	Positive <input checked="" type="checkbox"/> Negative <input type="checkbox"/> No impact <input type="checkbox"/>	Exemptions are in place for whom those the wearing of visible ID would be dangerous or impractical owing to their disability. Reasonable adjustments will be made, as appropriate.
<b>Gender</b>	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
<b>Gender reassignment/identity</b>	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
<b>Age</b>	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
<b>Sexual orientation</b>	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
<b>Religion or belief</b>	Positive <input checked="" type="checkbox"/> Negative <input type="checkbox"/> No impact <input type="checkbox"/>	Consideration has been given to those who wear a Niqab or Burka - their photograph will not be displayed on their ID badge and the taking/storing of photographs will be handled sensitively.
<b>Marriage and civil partnerships</b>	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
<b>Pregnancy and maternity</b>	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	

**If any potential negative impacts of this policy or service have been identified then a full equality impact assessment form should be completed.**