

# Visible ID Policy

Responsible Senior Manager: Vice Principal (Student Services)

Effective Date: May 2020

Related Policies: Child Protection & Safeguarding Policy,  
Student Capability & Disciplinary  
Procedure

Approved By: SLT

Next Review Date: May 2023



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# 1.Introduction

HSDC (which comprises of campuses at Alton, Havant and South Downs) has a duty of care to all staff and students concerning their safety at College. In support of this the College operates a number of security measures to ensure that persons who access the College sites have a proper reason to be present.

One measure is that all persons wear their ID cards whilst on College premises at all times.

This is a key measure in supporting the College's Safeguarding and Prevent strategies. To further support our Safeguarding practices all student ID cards carry the following message on the reverse:

"Any student who has concerns about their or any other student's welfare should contact (College Safeguarding email address)"

## 2. Exemptions

This policy applies to:

- all students (full time, part time, 14-16, HE)
- all staff
- all Governors
- all visitors
- all contractors

However, the following exemptions apply:

- where a person has a disability, learning difficulty or medical condition which means it is either impractical or unsafe to wear a lanyard around their neck.
  - In such situations a reasonable adjustment should be made to accommodate their particular circumstances at the discretion of their Line Manager (for staff) or Learning Manager (for students), for example the use of a plastic holder and clip.
- Where a member of staff or student wears a Niqab or Burka
  - In such situations 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.

### 3. Responsibilities

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

	Have a responsibility to:
<b>All staff</b>	<ul style="list-style-type: none"> <li>Implement and enforce this policy</li> </ul>
<b>All staff, students, visitors, contractors and governors</b>	<ul style="list-style-type: none"> <li>Wear their visible ID around their neck at all times whilst on the College campus or escorting students off-site.</li> </ul>
<b>Learning Managers</b>	<ul style="list-style-type: none"> <li>Grant exemptions to students where applicable</li> <li>Grant exemptions to staff in their teams where applicable</li> <li>Ensure their staff teams are complying with the Visible ID Policy at all times</li> </ul>
<b>Business Support Managers</b>	<ul style="list-style-type: none"> <li>Grant exemptions to staff in their teams where applicable</li> <li>Ensure their staff teams are complying with the Visible ID Policy at all times</li> </ul>
<b>Teaching staff and Tutors</b>	<ul style="list-style-type: none"> <li>Ensure that students have a visible ID at the start of their course</li> <li>Ensure that students are aware of the College's Visible ID Policy</li> </ul>
<b>Students and Staff</b>	<ul style="list-style-type: none"> <li>Obtain a replacement ID where necessary</li> </ul>

## 4. Replacement ID Cards for Students and Staff

Each enrolled student will be given an ID card, lanyard and card holder during the enrolment period.

If a student forgets their ID card they will be issued with a 'TEMPORARY' day pass and their tutor informed.

Temporary cards are issued for one day only and are date stamped to reflect this, they will be assigned to and signed for by the student when issued. They are required to be handed back to Customer Services at the end of the day.

If any person loses their ID card they will need to pay for a replacement card.

In exceptional circumstances that cost can be waived at the discretion of a member of the College Management Group, a Learning Manager or a member of the Health and Wellbeing team.

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

- Customer Services staff will contact the Exams team or Learning Manager to confirm if the student has an examination
- The student will be issued with a temporary day pass
- The Learning Manager or other relevant staff member will collect the student from Customer Services and escort them back as soon as the examination is over.

Where a student persistently fails to wear their lanyard section 3 of the Student Capability & Disciplinary Procedures & Guidelines will be followed.

Where a member of staff persistently fails to wear their ID this should be challenged in the first instance by the Line Manager. If failure to wear ID continues and the member of staff has not been granted an exemption, the Line Manager should seek advice from Peoples Services.

## 5. Issuing and Collecting of ID badges

### 5.1 Staff

The Peoples Services department is responsible for the production of **staff** ID badges and the issuing of staff lanyards

If a member of staff leaves the College, their ID badge and lanyard should be returned to the relevant Line Manager or the Peoples Services department on their last day of work. Where a member of staff is dismissed from College the Peoples Services department will collect their ID badge and lanyard at the dismissal meeting.

### 5.2 Students

Tutors are responsible for ensuring each full-time **student** has visible ID.

Teaching staff and Course Managers are responsible for ensuring **part time students** have visible ID as and when required using the following guidelines:

- Courses lasting 7 or more weeks – Full time student visible ID Policy applies, student must have photo and ID card supplied
- Courses lasting 6 weeks or less - students required to wear temporary student ID Badge as issued by Customer Services.
- Day courses - students to sign in with Customer Services and supplied with a visitor ID badge to be worn at all times.

Should a student be withdrawn or dismissed during the academic year their ID should be collected by the member of staff who is in contact with the student during the final decision. If a student has been non contactable for a period of time the letter confirming withdrawal will also request that the ID and lanyard is returned to the College.

The colour of the student ID card (splash) will change annually to ensure current students are easily recognisable by staff.

### 5.3 Governors

The Clerk to the Corporation is responsible for ensuring all governors have visible ID.

### 5.4 Visitors and Contractors

Customer Services staff are responsible for the distribution of **visitor** ID and lanyards in keeping with our visitors procedure and ensuring the correct sign-in procedures are observed. This team is also responsible for the issuing of **contractor** ID and lanyards following authorisation from a member of the IT Services or Facilities teams, in compliance with the Control of Contractors procedure.

#### 5.4.1 Contractors

Authorised contractors' visible ID will be issued at the Customer Services desk. It is the responsibility of the staff meeting and working with the contractor to ensure they comply with the visible ID procedure at all times whilst on the College site. Should a contractor persistently fail to display visible ID then they may be asked to cease work until an ID is obtained/displayed.

#### 5.4.2 **Visitors**

Visitor ID will be issued at Customer Services. Full visitor details must be provided, in advance of the visit, to Customer Services by the member of staff they are visiting. Details required:

- Visitor's name
- Name of person visiting
- Contact telephone number of staff member and location.

Visitors must wear their visible ID for the duration of their visit.



## 6. Review

This policy will be reviewed on a three year cycle.