

LEARNER RELATED POLICY: VISUAL ID POLICY

This policy annually reviewed to ensure compliance with current regulations.

Approved/reviewed by	
Approved by: Deputy Principal Reviewed by: Assistant Principal: Student Experience	
Date of next review	July 2024

This policy and procedure is subject to The Equality Act 2010 which recognises the following Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual orientation and Disability

1. Document Control

1.1. Document Details

Title	Visual ID Policy
Author	Heather Marks / Abida Umarji / Abid Hussain / Sharon Posey
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1.2. Revision History

Version	Date	Author	Comments
1.0	August 2023	Heather Marks / Abida Umarji / Sharon Posey / Abid Hussain	Definitive Release - Accessible to Students
1.1	March 2024	Sharon Posey / Kirsty Beresford	Added 'Lime Colour' lanyards for Mental Health First Aiders

1.3. Distribution

Name	Email	Organisation
All Staff	Uploaded to SharePoint	Boston College

SCOPE AND PURPOSE

To ensure the safety and security of everyone within the Boston College community by wearing ID cards that are clearly visible.

Boston College is committed to providing a secure and learner- focused environment. As part of this commitment, the College issues an ID card to every individual within its community. This policy proposes that every individual is always identifiable when they are on site and sets out the guidelines for ensuring adherence to the policy.

COMMON IDENTIFICATION

Identification will be ascertained by a College badge and coloured lanyard as follows:

Lanyard colour	Category of individuals
Grey Lanyard	All Staff
Orange Lanyard	Governor
Black	Students aged 14-16
Black	Students aged 16+ including Apprentices
Red	Visitors
Purple	Higher Education & Access to HE
Sunflower Lanyard	Hidden Disabilities
Green	First Aiders
Yellow	Tenants
Gold	Long Serving Staff (25+ Years)
Green with Contractor written on the lanyard	All approved contractors
Blue	Short-term contractors – these staff must always be supervised
Lime Green	Mental Health First Aiders

COMMON IDENTIFICATION PROCESS

- Monitoring of visible ID is the responsibility of **all** staff.
- All teachers and tutors must check all students are wearing their ID at the start of each lesson and throughout the day.
- All teachers and tutors must check that students are wearing their ID when they leave a practical vocational lesson where the ID was legitimately removed for health and safety reasons.

STUDENTS

- As part of student standards and expectations, students must wear their ID badge at **all** times other than in those practical vocational lessons where there is an identified health and safety risk due to the nature of the activities. At the end of such lessons the ID badge should be worn again prior to leaving the area.
- All students will be issued with an ID badge and lanyard on enrolment or during induction.
- Students' ID badges must be visible at all times and worn on a lanyard outside of clothing.
- Clip on identification can be provided for those for whom wearing a lanyard poses a welfare risk.
- ID badges are the property of the College and must not be defaced.
- Defaced ID badges will be confiscated, and a new student ID must be purchased.
- Students must not wear an ID badge belonging to another individual. Should this happen, the IDs will be confiscated, and it may result in disciplinary action.
- Students who forget their ID badge must report to reception and purchase a new ID card. The student's details will be checked, and a Cause for Concern will be recorded on the student's record. If the student is under 18 or classified as an adult at risk, the tutor will send an email to the parent/guardian to ensure they are aware that the student has forgotten/lost their ID Card and informing them of the actions that will be taken if the card is forgotten again.
- Students who lose their ID card will have to pay a £2 fee for a replacement card at reception and £0.50p for a lanyard. If they do not have the funds to pay for the card, it will be logged, and payment must be made within 2 working days or disciplinary action will be taken (if students are under 18 or classified as an adult at risk the parent/guardian will be contacted). Non-payment will be recorded by reception staff on a Cause for Concern form.
- Students will only be allowed to enter the campus on two occasions if they have forgotten/lost their ID card. On the 3rd occasion students will not be allowed to enter the campus and will have to return home to obtain their ID. For students who are under 18 or classified as an adult at risk the parent/guardian will be informed.

- Persistent failure to properly wear an ID badge/lanyard will result in disciplinary action in accordance with the College's Disciplinary Policy.
- Disciplinary action will be taken if a student forgets their ID more than three times. The recording of a cause for concern on the student profile represents the first stage of disciplinary action.

- Students print allocation will be available via their ID card for use at the printing machines. Additional printing can be purchased at each Library reception
- Students who meet the criteria for free meals can use their ID card to access the College's catering facilities.

STAFF

- As part of professional standards and expectations ID badges must be worn at **all** times, other than in those practical vocational lessons where it is an identified health and safety risk due to the nature of the activities. At the end of such lessons the ID should be worn again prior to leaving the area.
- All staff will be issued with an ID badge and lanyard on their first day of employment.
- Persistent failure to properly wear an ID badge may result in disciplinary action.
- All lost or stolen identification must be reported immediately to Registry
- All individuals who forget their identification must report to or inform Registry and obtain a new badge for that day.
- Staff who lose their ID card will have to pay a £2 fee for a replacement at reception.

IDENTIFICATION FOR VISITORS

- Anyone expecting a visitor must arrange for their visitor/s to be pre-registered via the Sign In App **in advance**. This can be found on the Staff Hub landing page.
- All visitors and contractors must be issued with an ID badge and lanyard on entry to the College
- All visitors and contractors **must** wear the ID badge issued at all times. They may wear their own ID badge in addition, but this does not remove the requirement to wear a College ID badge.
- Visitors **must** be collected from reception and accompanied at all times whilst on site.
- Visitors **must** be escorted back to reception at the end of their visit and the ID returned.

IDENTIFICATION OF LONG-TERM VISITORS

- Visitors such as building contractors who are likely to be on a College site for more than one day should be provided with an ID badge and lanyard as per the table above.
- It is the responsibility of the contracting department to ensure that the visitors behave appropriately at all times whilst on site.

PROMOTING THE POLICY

- It is the responsibility of **all** staff to promote and adhere to this policy whilst on College premises, including in classrooms, corridors and common areas and to question anyone not wearing a visible ID badge.

HEALTH AND SAFETY IMPLICATIONS

- Staff must ensure that all students undertaking practical vocational classes adhere to appropriate health and safety guidance in relation to wearing their ID badges.
- All lanyards must be the nylon pull and release design to ensure that the lanyard does not tighten around the neck if pulled.
- As part of the policy, a full health and safety risk assessment of activities which may justify removal of a person's ID badge and lanyard will be carried out by the Health and Safety Team.
- Clip on identification can be provided for those for whom wearing a lanyard poses a welfare risk.

EQUALITY AND DIVERSITY

- A student can request a preferred name on their ID card which is different to their name for enrolment registration.

LINKED POLICIES AND PROCEDURES

The Visual Identification Policy is linked to:

- Disciplinary Policy
- Safeguarding Policy
- Single Equality Scheme.

LOCATION AND ACCESS TO THIS POLICY

- Staff Hub
- Website
- Learner Cross-College Teams Policy Channel