

STUDENT, STAFF AND VISITOR IDENTIFICATION POLICY

Students, staff and visitors are all required to identify themselves whilst on site and at all times in respect of safeguarding and security.

All staff have responsibility to ensure the effective safeguarding of students and so must ensure that where someone is not easily recognisable as a student, staff must challenge them immediately.

To support staff and students in recognising the different groups of people on campus, lanyards are the following colours:

1. Yellow lanyard = visitor
2. Purple lanyard = staff
3. Blue lanyard = student
4. Pink lanyard = temporary student

1. STUDENTS

Where it does not present a health and safety risk in a learning environment, students are required to wear their lanyards which are provided by the college, so that they can be easily recognised as a student.

Where they present a health and safety risk, for example, in the workshop or other training environment, it is expected that students to be wearing PPE, uniform or overalls which easily identifies them as Grantham College students.

Method of identification: -

- a. The student ID will serve as the official means of identification for Grantham College.
- b. Unless a student loses/misplaces their ID card, it will only need to be issued once.

All replacements will cost £1.00.
- c. The ID Card must be worn on a breakaway lanyard hanging from their neck.
- d. Students will be required to wear student ID lanyard on their person at all times while on campus and outreach sites. Individuals not wearing proper identification will be asked what business they have on campus and challenged as follows:
 - i. If individuals claim to be a student, College staff shall ask for their student ID. If none can be provided, the individuals will be escorted to the Student Information Desk.

- ii. Students will be issued with a temporary ID card and pay a £1.00 deposit. Temporary ID cards must be returned to Student Information Desk at the end of the day and remember to wear their ID when they are next at college. A record will be made on their ProMonitor profile.
- e. Students are excused from wearing IDs during classes where they present a hazard to student safety, though should wear clothing or PPE which easily identifies them as a student of the college.

ID cards should be stored in a safe and secure place during this time, to avoid loss or theft of ID.
- f. Three repeated instances of students not wearing appropriate ID card will result in the Student Disciplinary procedure being instigated.

2. VISITORS

- a. All Visitors are required to sign in/out at the Main Reception, when visiting the College. Visitors will be required to wear a visitor's ID lanyard on their person when visiting the college. Any visitor not wearing appropriate ID lanyard will be asked their business at college and will be asked to visit the Reception desk to sign in and be provided with appropriate visitor ID lanyard accordingly. Individuals will be allowed to continue with their business and immediately leave the college campus upon completion of their business, returning visitor ID lanyard to the Reception upon exiting the college premises.

3. CONTRACTORS

- a. Contractors will be required to sign in at the Reception Desk displaying their contractors' badges whilst on the college campus.

Where someone is claiming to be a visitor but is unable to evidence the nature of their business, they will be asked to leave the campus. If necessary, a member of College Security will escort them from the site. Only in extreme circumstances, where the health, safety or wellbeing of college staff, students and visitors is at risk, will the Police be asked to attend.

4. STAFF

All staff are required to wear a staff ID lanyard and photo ID at all times whilst at work. Where a staff member requires a new or replacement badge, they can access these from the college Registry. New staff members will be required to provide a staff ID number from the HR department in order to obtain their first ID badge.

Linked Policies/Procedures:

- Admissions Policy
- Safeguarding Young People and Vulnerable Adults Policy

Quality Assurance			
Review Period:	Annually	Review carried out by:	Student Experience Manager
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Equality Impact Assessment date:	September 17	Last review date:	September 17