Student, Staff and Visitor Identification Policy

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

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

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

- Students – navy blue lanyard
- Staff – purple lanyard
- Visitors – yellow lanyard

1. Students

Where it does not present a health and safety risk in a learning environment, students are required to wear their ID badge and lanyards which are provided by the College, in order for them to 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. Students will be required to wear student ID badge and 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.

   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 College Reception desk.

c. In cases where the wearing of ID badges and lanyards presents a hazard to student safety, a clip on the ID badge should be worn as an alternative.

2. Visitors

All visitors are required to sign in and sign out at the College Reception. Visitors will be issued with a visitor badge (and yellow lanyard) which they are required to wear on their person when visiting the College. Any visitor not wearing an appropriate ID badge will be accompanied to visit Reception to sign in and to be provided with appropriate visitor ID badge accordingly. Individuals will be allowed to continue with their business and immediately leave the College campus upon completion of their business, returning their visitor ID badge and lanyard to Reception upon exiting the College premises.

All visitors will be accompanied at all times by a member of College staff whilst on site.

3. Contractors

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.

4. Staff

All staff are required to wear a staff ID badge and lanyard at all times whilst at work. Where a staff member requires a new or replacement badge, they can obtain these from the College Registry. The HR Team will arrange with the Registry Team for new memers of staff members to be provided with an ID badge and lanyard.

Only in extreme circumstances, where the health, safety or wellbeing of College staff, students and visitors is at risk, will the Police be contacted to assist.

Linked Policies:

- Admissions Policy
- Safeguarding Young People and Vulnerable Adults Policy

Quality Assurance – Version Control			
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