



Visible ID Policy & Procedures

REF NO. INF-LSS-007

Approved by Senior Leadership Team (SLT)

Strategy/Policy Responsibility: Senior Leadership Team (SLT)	
Date approved	January 2019
Review date	July 2021
Next review date	July 2022

Visible ID Policy

Introduction

The College operates a visible ID policy for all people on the College sites, including learners, staff, volunteers, visitors, contractors and governors. Everyone on College sites are expected to follow this policy and procedure. The wearing of lanyards, by staff, learners and visitors promotes a professional and positive image of the College.

Wallington Centre operates an access control system and from September 2021, the Sutton Centre will also operate from the same system. Learners and staff will use their ID badges to gain access to the College sites and authorised areas.

This policy is a key measure to support the College's Safeguarding and Prevent strategies.

It is the policy of Sutton College that staff, learners and visitors wear College lanyards and identification (ID) cards at all times whilst on College sites. 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 whilst on College sites will be enforced at all times.

Exemptions to the policy and procedures

If the wearing of a lanyard is impractical or unsafe for staff and learners, their ID badge should be clipped onto an appropriate place, for example a belt or a lapel. If, due to the nature of the lesson, a learner is not wearing their ID badge, they must have it on them and produce it for inspection, if requested to do so.

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. A second photograph will be taken with the face covering which will be printed onto the ID badge. 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 undertake any such checks if they are necessary.

Responsibilities

All staff, learners and visitors are responsible for wearing their lanyard, ID badge, at all times whilst on College sites.

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.

MSS are responsible for taking staff photographs and Learner Support Services are responsible for taking learner photographs.

The MSS department is responsible for the production of staff and volunteer ID badges and the issuing of staff, volunteers and governor lanyards.

The Learner Services team are responsible for the distribution of visitor lanyards and ensuring the correct sign-in procedures are observed. This team is also responsible for the issuing of contractor lanyards following authorisation from a member of the Facilities team, in compliance with the Contractors Code of Contact policy. Learner Support Services staff are responsible for ensuring each learner has an ID badge and lanyard.

All staff are responsible for ensuring that learners have their lanyard and ID visible or ready for inspection if they are unable to wear it for practical reasons.

Definitions

1. 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. 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 MSS team to arrange for a new photograph to be taken.

2. Learner

The term 'Learner' refers to any enrolled College learner, who attends the College on a regular basis for educational purposes. Learners attending short course (less than 3 weeks) will be issued with a temporary learner ID badge, which will be dated with an expiry date of the course.

ID Visible Badge Procedures

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

Staff	Yellow branded Sutton College
Learners	Burgundy
Governors	Black
Visitors	Burgundy with a visitor badge
Contractors	Burgundy with orange badge

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.

1. 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.
2. Learners will have their photograph taken by a member of the LSS team during their enrolment or on the first day of their course.
3. Learners that enrol for courses that are three weeks or shorter in length will be issued with a temporary learner ID.
4. Staff who forget their ID will be required to sign in as a visitor for the day and will be issued with a visitor lanyard.
5. Staff and learners who lose their ID will be charged a £5 replacement cost. There will be no charge for reissuing an ID card when a photograph requires updating, or if a card is damaged.
6. Authorised contractors’ lanyards and badges will be issued at the reception desk, upon receiving authorisation from a member of the Facilities team who will ensure compliance with the ‘Contractors Code of Practice’ policy.
7. 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.

8. All visitors must be collected from, **and escorted back to**, the College reception.

Equality Impact Assessment Screening

Name of policy or service	Visible ID Policy
Author of impact assessment (name and job title)	Dipa Ganguli, Principal
Date impact assessment completed	01 January 2019
Is this a new or reviewed policy or service?	New policy/service <input checked="" type="checkbox"/> Date of policy/service January 2019 Reviewed policy/service <input type="checkbox"/> Date of review

Briefly describe the aims and purpose of the policy	To clarify the College's position on the wearing of visible ID for all those on College sites. This policy is a key measure to support the College's Safeguarding and Prevent strategies.
Who is intended to benefit from this policy and in what way?	It is intended to help safeguard all those on College premises. The wearing of lanyards, by staff and learners promotes a professional and positive image of the College.
What could contribute or detract from achieving the aims and purpose of the policy?	Non-compliance. To mitigate this, sanctions will be imposed in cases of non-compliance (with the exception of the exemptions detailed in the policy). Staff who after repeated reminders fail to wear their lanyards may be subject to College disciplinary procedures.

		Comments / Evidence
Has consultation on this policy indicated any possible concerns or issues in relation to equality, diversity and inclusion?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Consideration of the Acts and documents, detailed above, to ensure compliance.

	Learners who after repeated reminders fail to wear their lanyards will be referred to the Learner code of conduct and dealt with accordingly.
What evidence or data has been collected and used to determine the impact on equality groups. Have any data gaps been identified.	<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>

		Comments / Evidence
Is there an opportunity to promote equality of opportunity by this policy?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The wearing of lanyards by staff and learners promotes a professional and positive image of the College. It also helps create an atmosphere of 'community'.

Potential impact on grounds of:

Race	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
Disability	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.

Gender	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
Gender reassignment/identity	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
Age	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
Sexual orientation	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
Religion or belief	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 - the photograph displayed on their ID badge will be with the face covering and the taking/storing of photographs will be handled sensitively.
Marriage and civil partnerships	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	

Pregnancy and maternity	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
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If any potential negative impacts of this policy or service have been identified then a full equality impact assessment form should be completed.