



# Visible ID Policy & Procedures

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Approved by Senior Leadership Team (SLT)

**Strategy/Policy Responsibility:** Director of Learner Services

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# Visible ID Policy

## Introduction

The College operates a visible ID policy for all people on the College site, including learners, staff, volunteers, visitors, contractors and governors. Everyone on the College site is 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.

The College operates an access control system and staff and learners will use their ID badges to gain access to the College site and authorised areas. Staff are also required to 'sign in and out' of the College with their ID badges via the electronic signing system located in the staff corridor.

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.

Learners attending College are expected to be appropriately dressed when attending College. Crash helmets, hoods, baseball caps, face coverings and any other headwear which makes identification difficult, should not be worn on College premises. The eyes, nose and mouth area should not be covered on College premises unless it is for religious purposes and the only exemption for this is the wearing of a surgical face mask for a medical reason.

## **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.

## Responsibilities

**All staff, learners and visitors** are responsible for wearing their lanyard, ID badge, at all times whilst on College sites. Identification photographs must show the full face. The identity of learners, staff and visitors can be verified at any time by any member of staff and all stakeholders are expected to adhere to this request.

**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.

**The HR department are** responsible for taking staff photographs and Learner Support Services are responsible for taking learner photographs. If a learner needs to remove a face covering to be photographed for their ID badge, the College will provide a private area for the face covering to be removed and the photograph to be taken

**The HR 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 photo ID badges and ensuring the correct sign-in procedures are observed. This team is also responsible for the issuing of contractor photo ID badges 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 MIS team to arrange for a new photograph to be taken. Staff should also use their College ID badge to log into the building on arrival and log out with their College ID badge when exiting the building.

### 2. Learner

The term 'Learner' refers to any enrolled College learner, who attends the College or an online course 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.

## Learning online

Learners are expected to engage in respectful and constructive communications with tutors and peers in online discussions, video conferencing, forums and emails. Appropriate attire should be worn when on video and cameras should stay on for the duration of the lesson.

All learners engaged in online learning will be required to produce photo ID before participating in courses. This will be done online at or before the first session. Teachers are responsible for advising learners of when this will be done.

### Acceptable ID:

- Passport
- Drivers Licence
- Biometric Resident Permit

### ID Visible Badge Procedures

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

<b>Staff</b>	Yellow branded Sutton College
<b>Learners</b>	Burgundy
<b>Governors</b>	Black
<b>Visitors</b>	Photo ID label
<b>Contractors</b>	Photo ID label

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' 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 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.

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