

# Visible Identification Policy

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Policy Owner	Deputy Principal Inclusion and Student Experience
Approval Level (committee)	PPD Steering Committee Quality & Stakeholders
Applies To (job roles relevant to)	All staff, volunteers, governors, contractors, students and visitors.
Next Review Due	August 2027

## Policy Purpose:

To ensure students, their parents and carers, and staff are informed and aware of the Trust's position on the wearing of identification cards, and how it forms part of keeping staff and students safe whilst at college.

## Links to other policies:

- Visible Identification Distribution and Management Procedure
- Data Retention Policy
- Data Protection Policy
- Child Protection (Safeguarding) Policy
- Privacy Notices

## Document History

Version	Purpose/Change	Author / Changes made by	Date
1.1	Original document	Thom Young	01.06.23
1.2	Agreed payment for lost ID card for both staff and students  Noted links to other policies	Lorraine Walker	15.08.23
1.2	Approved at Trust Exec		15.08.23
1.3	Approved PPD Steering	No changes	18/09/24
1.4	Revised policy and procedure documents in relation to inclusion of process to follow if consent not provided by visitors or contractors for their photograph to be taken	Andy Grant, Executive Principal	01/04/26

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## **1.0 Introduction**

The Lighthouse Learning Trust has a duty of care to all staff and students concerning their safety in education. In support of this the Trust operates a number of security measures to ensure that persons who access the Trust sites have reason to be present. One way is to ensure that all persons wear their lanyard and ID cards whilst on Trust premises at all times. This is a key measure in supporting the Trust's Safeguarding, Child Protection and Prevent strategies.

For the use of The Lighthouse Learning Trust lanyards and ID badges to be effective, they must be worn at all times and worn appropriately so that they and the lanyard and ID badge are clearly visible. Ensuring that anyone onsite is wearing a lanyard and ID badge means it becomes easy to identify anyone on the premises who is not supposed to be onsite. If the culture of wearing lanyards becomes lax it may mean members of the Trust community do not challenge anyone not wearing a lanyard and ID badge and the safety precaution becomes ineffective. Therefore, all persons are required to wear their lanyard and ID badge around their neck with the ID badge clearly visible.

## **2.0 Scope**

The Lighthouse Learning Trust are committed to providing a secure and learner-focused environment. As part of this commitment, the Trust issues an ID card to every individual within its community. This policy ensures that every individual is always identifiable whilst on a Trust site and should be followed in conjunction with the Child Protection Policy and Procedure. This policy and accompanying procedure therefore apply to all members of the Trust community; staff, volunteers, governors, contractors, students, and visitors.

## **3.0 Lanyards**

The use of lanyards is an easy and quick way to identify if someone is a member of the Trust community from a distance. The Trust uses coloured lanyards to identify different groups dependent on their range of responsibilities who will have been through a variety of levels of checks to gain access to the site, due to the nature of their relationship with the Trust.

These groups are:

- Students – student lanyard colours will change each academic year to ensure that anyone who was able to access a Trust site the previous year cannot automatically gain access the following year. The colour of the student lanyard will also be divided into three different shades each year to denote the three age groups that have different levels of safeguarding responsibilities around them.

These are:

- Adult 18+ - Dark
- 16 -18 - Medium
- Pre 16 – Light

There are two other additional types of student lanyard.

- Temporary Identification – if a student forgets their ID they will be required to wear a temporary ID, which they must return at the end of the day
- Student Reps – to help denote who the student reps are, they will wear a different colour lanyard

- Staff
- Safeguarding Team – to help to make it easy to identify members of the safeguarding team they can be identified by rainbow coloured lanyards.
- Visitors to the college
- Subcontractors – people who are working on site but not a member of staff I.e. builders, electricians, waste collectors etc

#### 4.0 Responsibilities

All staff are required to implement this policy and the following guidelines are illustrative, although not exhaustive, of expected actions:

All Staff	<ul style="list-style-type: none"> <li>• Ensure guests and visitors report to reception and are accompanied at all times.</li> <li>• Challenge anyone on site who is not wearing a current Lighthouse Learning Trust lanyard and ID all staff, students, visitors, contractors and governors</li> <li>• Wear their visible ID, around their neck, at all times whilst on the Trust campuses or escorting students off-site, unless performing a task where it would be unsafe to do so. They should resume wearing a lanyard and ID once they have finished performing that task.</li> </ul>
Line Managers	<ul style="list-style-type: none"> <li>• Ensure their staff teams are complying with the Visible ID Policy at all times.</li> </ul>
Teaching Staff	<ul style="list-style-type: none"> <li>• Ensure that students have a visible ID at the start of their course</li> <li>• Ensure that students are aware of the Trust's Visible ID Policy</li> <li>• Students enter their lessons wearing their lanyard and ID and leave their lessons wearing their lanyard and ID.</li> </ul>
Progress Tutors	<ul style="list-style-type: none"> <li>• Ensure that students have a visible ID at the start of their course</li> <li>• Ensure that students are aware of the Trust's Visible ID Policy</li> <li>• Students enter their tutorial sessions wearing their lanyard and ID and leave their tutorial sessions wearing their lanyard and ID.</li> <li>• Speak to students who do not return temporary lanyards.</li> <li>• Initiate disciplinary processes for students who repeatedly request temporary ID badges (more than 3 per term)</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Follow the Trust Policy on wearing Visible ID</li> <li>• Obtain a temporary ID or replacement ID where necessary and return temporary IDs at the end of the day.</li> </ul>

## **5.0 Students**

As part of the Trust's Code of Conduct and expectations, students must wear their ID badge and lanyard 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 workshop.

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 around the neck unless a special exemption has been agreed beforehand due to medical or learning needs.

ID badges are the property of the Lighthouse Learning Trust 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 obtain a temporary badge for that day only. The student's details will be checked and a Cause for Concern will be recorded on the student's record on ProMonitor.

Students who lose their ID card will have to pay a £5 fee for a replacement card. The cost for students in receipt of a college bursary will be covered by their bursary allocation so that they are not financially disadvantaged by the charge.

Persistent failure to properly wear an ID badge/lanyard will result in disciplinary action in accordance with the Trust's Behaviour Policy. Disciplinary action will be taken if a student forgets their ID more than three times.

## **6.0 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 workshop.

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 HR. All individuals who forget their identification must report to the campus or site reception and obtain a temporary identification badge for that day before entering the building.

If a member of staff requires a replacement badge, this will be at a cost of £5 and will be deducted from the next months' pay.

## **7.0 Visitors**

Anyone expecting a visitor must inform reception of their name in advance. Upon arrival to a Trust site, all visitors and contractors will need to report to reception where they will be signed in.

It is the policy of the Trust that visitors are required to provide their name and, where requested, identification. A photograph will be taken for all visitors to support

safeguarding and site security. This information is used to issue a temporary visitor ID card. 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 Trust ID badge and Lanyard.

Visitors must be collected from reception and accompanied at all times whilst on site by the member of staff overseeing that guest during their time onsite. Visitors must be escorted back to reception at the end of their visit and the Visitor ID returned.

In the event that a visitor conveys that they do not wish to provide their name or have their photograph taken as part of the sign in process, this will prevent their access to areas in which students are taught, study or socialise during teaching hours. Alternative arrangements will be arranged to facilitate the visit in accordance with the Visible Identification and Distribution Management procedures

### **8.0 Subcontractors**

Contractors will be provided with an ID badge and contractor lanyard. It is the responsibility of the individual contracting the subcontractor to ensure they conduct themselves appropriately. Please refer to Child Protection (Safeguarding) policy and procedure for further guidance.

In the event that a contractor conveys that they do not wish to provide their name or have their photograph taken as part of the sign in process, this will prevent their access to areas in which students are taught, study or socialise during teaching hours. Alternative arrangements will be arranged to facilitate the visit in accordance with the Visible Identification and Distribution Management procedures

### **9.0 Face Coverings for Religious Reasons**

For those staff or students who wear a Niqab or Burka, the ID photograph for employment or enrolment should be taken in a private area by female staff. The photograph will be kept on the system but not printed onto the ID badge, which will just record their name. The individual should be made aware that they may be required to remove their face covering if necessary for the purpose of security and identity checks. A private area and female staff will be made available.

### **10.0 Health and Safety**

Staff must ensure that all students undertaking practical vocational classes adhere to appropriate health and safety guidance in relation to wearing their ID badges. Once students have completed the activity or left the area where it is unsafe for them to wear their lanyard and ID, they should put their lanyard and ID back on.

### **11.0 Exemptions**

Students who have a sensory or medical condition that means it is not possible for them to wear a lanyard around their neck, then they may ask to be exempt from having to wear their lanyard around their neck. See the Visible Identification Distribution and Management Procedure for more information.

Visitors to the college outside of core college hours (after 4:30pm) to attend events and activities, for example Open Evening will be asked to complete a variation of the sign process suited to the safeguarding needs of the individual event. This will be determined by the event leader with advice from the Designated Safeguarding Lead.