

College Lanyard and ID Card Policy and Procedure

1. Scope and Purpose

- 1.1. This procedure applies to all College Group staff, students and visitors.
- 1.2. It is the responsibility of all Group staff members to ensure that all students who are not wearing their lanyard and ID card, are appropriately challenged.
- 1.3. This notice applies to Loughborough College Group and its colleges. References to the Group or College refer to all parts of the group.

2. Policy Statement

- 2.1. The College Group is committed to ensuring the highest standards of safety and security for everybody.
- 2.2. All staff, students and visitors should wear a Loughborough College Group lanyard and identification card clearly displayed whilst on the College campuses and produce their lanyard when asked to do so by College staff.
- 2.3. Students will be issued a College Group lanyard, however, will only be able to access facilities and lessons at the College campus where their course of study is based.
- 2.4. Entry to any of the Loughborough College Group campuses will not be allowed without appropriate identification.

3. Impact Assessments

- 3.1. This policy/procedure has undergone an impact assessment process during review to ensure that any foreseeable risks and implications have been appropriately considered.
- 3.2. Equal Opportunities: The policy has been reviewed to uphold principles of equality and non-discrimination in accordance with equal opportunities legislation, ensuring fair treatment for all individuals.
- 3.3. Data Protection: All personal data processing activities governed by this policy have been assessed for risk and are fully compliant with current data protection laws. Privacy-by-design has been embedded as a core approach, with safeguards implemented to protect data subjects.
- 3.4. Safeguarding, Health & Safety, and Environmental Sustainability: Relevant aspects of safeguarding, health and safety, and environmental sustainability have been impact

Name:	College Lanyard and ID Card Policy and Procedure	Owner:	Student Recruitment
Document Reference:	SR-PCG-001	Last Review:	August 2025
Version:	1.0	Next Review:	August 2026

*This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.*



assessed to support a secure, inclusive, and responsible working and learning environments for all.

4. Policy

4.1. Definitions

4.1.1. Lanyard colours for the 2025/26 academic year are:

- Light Blue lanyards are issued to Further Education (FE) students
- Purple lanyards are issued to Higher Education (HE) students
- Orange lanyards are issued to apprentices (including L4+ apprentices)
- Black and White branded lanyards are issued to students whose course is part of the East Midlands Institute of Technology
- Dark Blue lanyards are issued to College staff, including agency classroom staff
- Yellow lanyards are issued to visitors, volunteers, and contractors, signed out at reception or estates, when references/identification checks have been completed
- Grey lanyards are issued to students as a “Temporary Pass” at Brooksby, Melton and Stephenson College’s
- White lanyards are issued to governors

4.1.2. Identification cards are the printed photo image of each identified individual, clipped in the holder attached to the lanyard.

4.2. Learner procedure relating to lanyard and identification cards

4.2.1. Students are issued a lanyard and identification card when they enrol on any programme of study or course with the College Group. They are required to keep this safe and wear it, when appropriate, visibly around their neck when on any of the College campuses.

4.2.2. Students who have forgotten their lanyard and identification card will need to obtain a replacement lanyard and identification card in order to remain on their College campus, these will be charged as per the process in section 5. Students will not be able to borrow any resources from the library (including books and laptops), reset their password or use printers for printing and photocopying if they do not have their lanyard and identification card.

Name:	College Lanyard and ID Card Policy and Procedure	Owner:	Student Recruitment
Document Reference:	SR-PCG-001	Last Review:	August 2025
Version:	1.0	Next Review:	August 2026

*This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document “uncontrolled” when printed.*

- 
- 4.2.3. Students must be directed to the reception, where staff will check their identity and College student status, before issuing them with a replacement lanyard and identification card.
 - 4.2.4. Students are not expected to wear their lanyards and identification cards in areas of the College that might cause a health and safety risk to themselves or others (e.g.: workshops, training areas). On these occasions, students will be asked to remove their lanyards and identification cards upon entering the area and it is their responsibility to replace them before leaving the area.
- 5. Following the recent merger, the newly formed college group will, for the 2025/26 academic year, continue to operate under the existing lanyard and ID card procedures currently in place at Brooksby, Melton, and Stephenson Colleges. This approach ensures continuity, familiarity, and operational consistency across all campuses during the transitional period.
 - 6. The group is committed to developing a unified, centralised policy and procedure that reflects best practice and supports a cohesive identity across all colleges. This centralised approach will be introduced for the 2026/27 academic year, aligning procedures and expectations for staff, students, and visitors throughout the entire college group.

6.1. Charges for replacement lanyards – Loughborough College

- 6.1.1. **Student is given a replacement and notified by the Reception team that they will be charged £2.50 for this (broken replacements will be free if students can provide broken card).** Students with High Needs, an Education Health Care Plan, recorded as LAC/vulnerable, or studying with the college via an Asylum Seeker Visa will be exempt from charges will be exempt from charges.
- 6.1.2. Student will receive an email to confirm they have been issued with a replacement card.
- 6.1.3. Student (and parent if under 18) will then receive their outstanding bill on the first working day of the month, with details of how to pay. The balance is payable on the college's Wise Pay site.

6.2. Charges for replacement lanyards – Brooksby, Ignite (Melton) and Stephenson College - Temporary day ID pass and lanyard process

- 6.2.1. If a student loses or forgets their ID card, they will be issued with a date stamped, 'TEMPORARY' day pass and lanyard. The reception team will record student temporary ID passes on ProMonitor through comments and the Temporary ID will be numbered.

Name:	College Lanyard and ID Card Policy and Procedure	Owner:	Student Recruitment
Document Reference:	SR-PCG-001	Last Review:	August 2025
Version:	1.0	Next Review:	August 2026

*This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document “uncontrolled” when printed.*

- 
- 6.2.2. This must be returned to reception at the end of the day and/or a staff member if based at Hives.
 - 6.2.3. **‘Temporary’ day pass and lanyard will incur a charge of £2.50 per issue. (broken replacements will be free if students can provide broken card).**
Students with High Needs, an Education Health Care Plan, recorded as LAC/vulnerable, or studying with the college via an Asylum Seeker Visa will be exempt from charges will be exempt from charges.
 - 6.3. Student Disciplinary action
 - 6.3.1. Students who are issued with a replacement lanyard will appear on central reports. Curriculum teams will access this report and repeat offenders will be liable for disciplinary action under the Student conduct process.
 - 6.4. Examinations
 - 6.4.1. Invigilators must establish the identity of all candidates sitting examinations.
 - 6.4.2. The identification of all students is thoroughly established at enrolment and when issuing ID badges/lanyards. Therefore, this form of ID can safely be used for checking exam candidate are identified pre-exam.
 - 6.4.3. Students will be asked for their lanyard and identification cards when entering an examination room, to confirm their identity, and will be asked for an alternative form of photographic identification, if they do not have the above, in order for them to sit their exam. (Note: As a secure campus, there should be no reason for a candidate to be without their ID badge and lanyard)
 - 6.4.4. Invigilators will carry out adequate checks on the identity of all candidates.
 - 6.4.5. Senior members of centre staff, such as a Curriculum Manager, who have been authorised by their Head of Centre may be present at the start of the examination to assist with the identification of candidates where needed.
 - 6.4.6. When identifying candidates, the attendance register will be completed.
 - 6.4.7. The college does not generally accept private/external candidates or transferred candidates who are not known to the centre, however if this were to happen, a visitor pass would be issued and the candidate would be asked to bring full ID with photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. a passport or photographic driving licence.
 - 6.4.8. Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff

Name:	College Lanyard and ID Card Policy and Procedure	Owner:	Student Recruitment
Document Reference:	SR-PCG-001	Last Review:	August 2025
Version:	1.0	Next Review:	August 2026

*This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document “uncontrolled” when printed.*



of the same gender (Invigilators of the opposite gender will contact the exams office for support) and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. The College informs candidates in advance of this procedure before their first examination.

6.5. Staff procedure relating to lanyard and identification cards.

- 6.5.1. Staff must wear their lanyard and identification card clearly displayed at all times when on the College campus and are expected to set the highest standards.
- 6.5.2. Staff not displaying their lanyard, except on health and safety grounds, may be subject to disciplinary procedures.
- 6.5.3. Staff are expected to appropriately challenge learners who are not wearing their lanyard and identification visibly.
- 6.5.4. Staff who lose their lanyard must obtain a replacement from reception at Loughborough College and from the HR Office at either Brooksby or Stephenson Colleges. Visitor procedure relating to lanyard and identification cards.

6.6. Staff must notify reception if a visitor is expected, and arrange to meet them at reception in order for a lanyard to be issued.

- 6.6.1. Visitors to any other commercial services within the College must obtain a lanyard in order to be served. Visitors must not be served in commercial areas, other than Radmoor, without the appropriate identification and lanyard.
- 6.6.2. There are exceptions where visitor identification badges will not be issued which include:
 - Where a planned event is held that is open to the public e.g., Open Event, rugby fixture. Registration however is completed upon arrival.
 - To service providers such as mail delivery, delivery drivers who drop off resources to the kitchens etc.
 - A pre-planned group event hosted by the College Marketing Team, where delegate badges will have been pre-prepared.

7. Location and Access

7.1. This document can be found here:

- The Loughborough College Group's Website
- The Loughborough College Group's SharePoint

Name:	College Lanyard and ID Card Policy and Procedure	Owner:	Student Recruitment
Document Reference:	SR-PCG-001	Last Review:	August 2025
Version:	1.0	Next Review:	August 2026

*This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document “uncontrolled” when printed.*



8. Linked Policies and Procedures

8.1. You may wish to view the following policies:

- Learner Recruitment Policy
- Safeguarding Policy
- Student Charter
- Student Handbook
- Staff Handbook
- All exam Policies/Procedures

Change Log

Date	Version	Details of Change	Reviewer	Reviewer Title

Name:	College Lanyard and ID Card Policy and Procedure	Owner:	Student Recruitment
Document Reference:	SR-PCG-001	Last Review:	August 2025
Version:	1.0	Next Review:	August 2026

*This document is the property of the Loughborough College Group.
Any reproduction, even partial, is prohibited without prior written agreement.
Document “uncontrolled” when printed.*