

College Lanyard and Identification Card Policy and Procedure

1. Policy

- 1.1. The College is committed to ensuring the highest standards of safety and security for everybody.
- 1.2. All staff, learners and visitors should wear a Loughborough College lanyard and identification card clearly displayed, whilst on the College campus and produce their lanyard when asked by College staff
- 1.3. Entry to campus will not be allowed without appropriate identification.

2. Scope and responsibility

This procedure applies to all College staff, learners and visitors.

It is the responsibility of College staff to ensure that all learners, who are not wearing their lanyard and ID card, are appropriately challenged.

3. Definitions

Lanyard colours for the 2023/24 academic year are:

- **Turquoise** lanyards are issued to FE learners
- **Purple** lanyards are issued to HE learners
- **Orange** lanyards are issued to apprentices (including L4+ apprentices)
- **Dark Blue** lanyards are issued 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
- **White** lanyards are issued to governors
- **Pink** lanyards are issued to Executive Visitors
- **Identification cards** are the printed photo image of each identified individual, clipped in the holder attached to the lanyard

4. Learner procedure relating to lanyard and identification cards

- 4.1 Learners are issued a lanyard and identification card when they enrol on any programme of study or course at the College. They are required to keep this safe and wear it, when appropriate, visibly around their neck when on the College campus
- 4.2 Learners who have forgotten their lanyard and identification card will need to obtain a replacement lanyard and identification card in order to remain on the College campus, these will be charged as per the process in section 5. Learners 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
- 4.3 Learners must be directed to the reception, where staff will check their identity and College status, before issuing them with a replacement lanyard and identification card.

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- 4.4 Learners 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, learners 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. Charges for replacement lanyards

- 5.1 Learner 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). Learners with High Needs, an Education Health Care Plan or studying with the college via an Asylum Seeker Visa will be exempt from charges.
- 5.2 Learner then receives an email to confirm they have been issued with a replacement card
- 5.3 Learner (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. Examinations

- 6.1 Invigilators must establish the identity of all candidates sitting examinations.
- 6.2 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.
- 6.3 Learners 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 invigilators will carry out adequate checks on the identity of all candidates.
- 6.5 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.
- 6.6 When identifying candidates, the attendance register will be completed.
- 6.7 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.
- 6.8 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 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.

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7. Staff procedure relating to lanyard and identification cards

- 7.1 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.
- 7.2 Staff not displaying their lanyard, except on health and safety grounds, may be subject to disciplinary procedures.
- 7.3 Staff are expected to appropriately challenge learners who are not wearing their lanyard and identification visibly.
- 7.4 Staff who lose their lanyard must obtain a replacement from reception.

8. Visitor procedure relating to lanyard and identification cards

- 8.1 Staff must notify reception if a visitor is expected, and arrange to meet them at reception in order for a lanyard to be issued.
- 8.2 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.

9. Linked Policies and Procedures

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

10. Location and access to the procedure

- Staff – SharePoint
- College website

11. Equality Impact Assessment

This procedure has been assessed for its impact on all aspects of equal opportunities legislation