

Grŵp Llandrillo Menai
Visible Identity and Lanyard Policy

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Visible Identity Policy

1. INTRODUCTION

- 1.1 Grŵp Llandrillo Menai operates a Visible Identity Policy for all students, staff, governors, visitors and contractors at all college sites. The Policy promotes and prioritises the safeguarding of all members of Grŵp Llandrillo Menai's college community; ensures the integrity of examination and assessment procedures and acknowledges the diversity of our students and staff.

2. SCOPE

- 2.1 The aim of the policy is to reinforce the Grŵp's commitment to safeguarding and security whilst maintaining an open and welcoming educational environment. The policy applies to all staff, students, governors, contractors and visitors to any college premises and details the type of identification required and the procedures for staff, student, governor and visitor groups.
- 2.2 The college will provide lanyards for all students and employees so that the identification cards can be visible at all times whilst on college sites. Failure to wear the identification card will result in disciplinary action by college management.
- 2.3 Members of the public are not permitted on college site at any time unless they have made a prior appointment / reservation to attend a real work training environment e.g. salon, restaurant. Paid members of the Institute of Sport are only permitted to use the facilities outside of core daytime delivery times. All staff are responsible for challenging those who do not wear visible identification cards and lanyards.
- 2.4 Grŵp Llandrillo Menai identification cards must not be tampered with or altered. Doing so could result in disciplinary action by the appropriate college manager. To ensure validity, the colour of the student identification cards will change each academic year.
- 2.5 The initial identification card is free. Replacement cards, whether lost or stolen, are £5 each. Temporary cards may be issued on a daily basis, require a refundable payment of £1 and are available from the programme area administrative assistant or reception.

3. RESPONSIBILITIES

- 3.1 **All students, staff, governors, contractors and visitors** are responsible for wearing their lanyard, identification card or branded work wear, at all times whilst on college sites or accompanying students off site.
- 3.2 **Programme Area Managers** are responsible for liaising with Learner Services to grant exemptions to students whose disability means that it is impractical or unsafe for them to wear a lanyard.
- 3.3 **Line Managers** are responsible for ensuring their direct reports comply with the Visible Identity Policy and procedures at all times. Line managers in liaison with HR, are responsible for authorising reasonable adjustments to staff whose disability means that it is unsafe or impractical to wear a lanyard.

- 3.4 Tutors and Workshop Supervisors** should use their discretion where the wearing of lanyards is impractical or presents a safety hazard e.g. in science practical lessons, sports activities or the use of moving machinery. Lanyards and identification cards should be worn at the end of such activities.
- 3.5 Registry / MIS staff** are responsible for taking and storing student, staff and governor photographs. Identification cards and lanyards will be issued during the enrolment process upon receipt of the resource fee as applicable.
- 3.6 Work Based Learning Assessors** are responsible for taking the photographs and requesting the issue of identification cards and lanyards for use by Work Based (WB) learners that require access to college sites to undertake essential skills qualifications or to access support services. The taking of photographs and the issuing of lanyards and identification cards for WB day release and traineeship learners that enrol in September is the same process as full time FE and all HE learners.
- 3.7 Reception staff** are responsible for the issuing of all visitor lanyards and identification cards. On sites where there is no estates office, reception staff are responsible for the issuing of lanyards and identification cards to visiting contractors.
- 3.8 Programme Area Administrative Officers** are responsible, as appropriate, for the issuing of temporary identification cards and of lanyards to all learners within their areas.
- 3.9 Grŵp Governance Officer** is responsible for ensuring that all governors are issued with identification cards and lanyards.
- 3.10 All staff** are responsible for challenging those who do not wear visible identification. Managers will conduct regular checks in their programme areas / departments to ensure that students and staff are wearing visible identification.

4. COMPLIANCE WITH EQUALITY DUTIES (RELIGION)

- 4.1** The Grŵp recognises that some students and staff may choose to follow modest dress codes as part of their religious tradition and wear headdress that obscures their face e.g. a veil (niqab), full face and body covering (burka) or a full body cloak (chador).
- 4.2** Those wishing to wear the niqab, burka or chador are required to have a full face ID photograph for security purposes and examination entry.
- 4.3** Those wearing the niqab, burka or chador will have their photograph taken by a female member of staff behind a screen, if requested.
- 4.4** Those wearing the niqab, burka or chador may request a second identification card to display wearing their chosen face covering but must also carry the identification card that has a picture of their full face with them. They may request a female member of staff to check their identity in a private area as part of any routine identification checks, entry to an examination or during an incident where ID checks are required.

5. CHANGE OF NAME AND / OR GENDER

- 5.1 It is the responsibility of the individual to ensure that there is consistency between their college records and their college identification card.
- 5.2 Every effort will be made to ensure that those changing gender will have their preferred name recorded on all college records and that confidentiality will be maintained.
- 5.3 The Grŵp will comply with requests for changes, initially on production of formal documents, e.g., passport, drivers licence, marriage, civil partnership, divorce, dissolution certificate, Statutory Declaration prepared by a solicitor, Deed Poll or other documents approved by Welsh Government or appropriate funding authority.
- 5.4 Where no formal documents are available; and at the college's discretion; the '*known as*' field will be updated with the preferred name within records such as registers and eDRAC.
- 5.5 Although there is no legal requirement, individuals with no formal documents in their new name will be encouraged to obtain a Statutory Declaration from a solicitor, which can then be used for other purposes such as the issue of revised qualification certificates by examination boards.
- 5.6 Students must complete a change of details form available from Learner Services and or Registry.
- 5.7 Staff wishing to change their name and or gender must seek a meeting to inform HR of their choice.

VISIBLE IDENTIFICATION PROCEDURES

THE WEARING OF IDENTIFICATION CARDS AND LANYARDS

- 7.1 . The wearing of college lanyards and identification cards, visibly around the neck, by students, staff, governors, visitors and contractors when in college, is required so we can quickly identify them as necessary.
- 7.2 All staff are required to implement the policy and challenge those not wearing visible identification on college sites.
- 7.3 All photographs on college identification cards must show the full face image for identification purposes and should be worn facing forwards. Hats are not permitted.
- 7.4 College services such as refectory, library, sports centre facilities are available only to those who wear a valid college identification card and lanyard.
- 7.5 Members of staff should use their discretion where the wearing of lanyards might be impractical or present a safety hazard e.g. in science practical lessons, sports activities or the use of moving machinery. Lanyards and ID badges should be put back on at the end of such activities.
- 7.6 All visitors are required to report to reception on arrival, sign in and obtain a visitors badge and lanyard which must be clearly visible and worn at all times. Without exception, staff responsible for the meeting should make the necessary arrangements to meet visitors at

reception, escort them to the meeting place and ensure they return directly to reception to sign out.

- 7.7 Members of the public wishing to access paid services must make an appointment / reservation or booking prior to them attending the college site. Signing in procedures and the issuing of lanyards and identification cards will take place at the appropriate real work environment reception desk e.g. salon, restaurant.
- 7.8 All governors are required to wear a lanyard and college identification card whilst on college premises.
- 7.9 Regular contractors e.g. cleaners, security personnel and grounds maintenance are required to wear the appropriate corporate work wear / uniform and sub-contractor ID at all times.
- 7.10 All other contractors are required to sign in and out at the Estates Office, Caretakers office or Reception as appropriate and are required to provide evidence of working for the company by producing corporate identification or be wearing corporate work wear / uniform. A visitor lanyard and badge will be issued and must be worn and visible at all times. Contractors may wear their corporate wear if it is not practical to wear a visitor's lanyard. The lanyard and visitors pass must be returned to the reception / caretakers office / estates office at the end of each day.
- 7.11 Ordinarily, delivery drivers accessing specific areas and routine maintenance contractors such as waste collection and grass cutting wear corporate work wear / uniform and are not required to sign in and out or wear a visitors badge and lanyard.
- 7.12 Staff should be mindful to challenge contractors if they are not in locations they would normally be expected to be.
- 7.13 Where someone is claiming to be a visitor and is unable to provide evidence of the nature of their business, they will be asked to leave the college premises. If necessary, a duty manager or member of college security will escort them off the site. Only in extreme circumstances, or where the health, safety or wellbeing of college students, staff and visitors is at risk will be the Police be asked to attend.
- 7.14 To assist staff and students to recognise the different groups of people on college premises the colour of the college identification cards will change each academic year and the lanyards will be available in the following colours:

Students: **LIGHT BLUE** lanyards with GLLM logo print and MYFYRIWR / STUDENT print for **FE and WBL**

DARK BLUE lanyards with GLLM logo print and MYFYRIWR / STUDENT print for **HE**

PURPLE lanyards with GLLM logo print and MYFYRIWR / STUDENT print for **SCHOOL PUPILS**

Please note: ID cards of different colour are issued to the following groups of learners: FT FE, PT FE, HE, WBL, School pupils

- Staff:** **BLACK** lanyard with printed GLLM and Cymraeg logo as appropriate
- Visitors:** **GREEN** lanyard with YMWELYDD / VISITOR print
- Temporary:** **YELLOW** lanyard with GLLM logo and DROS DRO / TEMPORARY print
- Contractors:** **RED** lanyard with GLLM Logo and CONTRACTWR / CONTRACTOR print
- Governors:** **BLACK** lanyard with printed GLLM and Cymraeg logo as appropriate

8. ISSUING OF IDENTIFICATION CARDS AND LANYARDS

- 8.1 Identification cards and lanyards will be issued by Registry staff to full time FE, all HE learners and work based day release and traineeship learners during the enrolment process and upon receipt of the resource fee where applicable.
- 8.2 Programme Area Managers are responsible for contacting Registry to confirm arrangements for photographs of part time learners to be taken on the first day of the course.
- 8.3 Work Based Assessors are responsible for taking the photographs and making the necessary arrangements for work based learners that require access to college sites to receive the identification card and lanyard. Once printed the identification card and lanyard will be available for the work based learner to collect from the site / service reception desk.
- 8.4 Reception staff are responsible for ensuring that the signing in and out procedures are adhered to and issue visitor and contractor identification cards and lanyards.

9. Replacement Cards

- 9.1 Students will be issued an identification card and lanyard when they have completed their enrolment.
- 9.2 Students who have forgotten their identification card and lanyard must go to their respective programme area administrative assistant or Reception as appropriate to receive a 1 day temporary pass.
- 9.3 Learners pay £1 per temporary pass. The charge is repaid in full when the learner returns the temporary pass at the end of the day.
- 9.4 The Personal Tutor will be informed of every learner that requires a temporary identification card.
- 9.5 Lost ID badges must be replaced at the advertised cost to the student of £5 to be purchased from registry.
- 9.6 If a student loses or forgets their identification card and or lanyard more **than three times**, they will be asked to:

- find their identification card and or lanyard; or
 - pay £5 for a replacement identification card and lanyard and
 - repeat offences will lead to disciplinary action being taken.
- 9.7 Staff who forget their identification card and or lanyard are required to sign in as a visitor and will be issued with a temporary lanyard.
- 9.8 Members of staff found to be without their ID badge on more than one occasion will be asked to meet with a member of the HR team to ascertain the reasons or any mitigating circumstances. If it is found that there is no reasonable explanation, e.g. health and safety, use of moving machinery etc. a formal investigation may need to be conducted, the outcome of which may be disciplinary action.

10. NON COMPLIANCE

- 10.1 Refusal by a learner to wear visible identification or persistent non-compliance will be followed up by the student's personal tutor. If it is found that there are no mitigating circumstances this may result in application of the College's Disciplinary procedures.
- 10.2 Staff who refuse to wear visible identification will be subject to action in accordance with the Grŵp' Staff Disciplinary Procedure. It is expected that the relevant manager will address such concerns in the first instance and seek support if required from HR.