Visual Identification Policy

Document Control	
Document Type	Policy
Date Approved	January 2025
Approved by	Principalship
Version Number	3
Published Date	July 2026
Frequency of Review	3 years
Review Date	September 2027
Department	Student Experience and Support
Policy Owner	Assistant Principal Foundation Learning and Student Support
Principalship Lead	Vice Principal Student Experience and Support
Accessible to Students	Yes

Version history

Version	Date	Revisions
1.0	Sept 2023	
2.0	January 2025	Full review
3.0	July 2026	Interim review

Table of Contents

1. Scope and Purpose 3
2. ID cards 3
2.1 Identification Key 4
3. Responsibilities 6
3.1 Staff responsibilities 6
3.2 Student responsibilities 6
3.3 Forgotten Student ID card and lanyard process 7
3.4 ID card allocations 8
4 Reasonable adjustments 8
5 Photography notice 8
6 Lost ID cards and Lanyards 8
7 Visitor protocol 8
7.1 Identification for long-term visitors 9
7.2 Expectations and responsibilities 9
8 Health and Safety 9
9 Equality, Diversity and Inclusion 9
10 Linked policies and procedures: 9
10.1 Location and access to all policies: 9

1. Scope and Purpose

The Manchester College and UCEN Manchester are committed to providing a safe and student-focused learning environment. As part of this commitment, Visual Identification (ID) cards and lanyards are worn to monitor and maintain safety and security of everyone within The Manchester College and UCEN Manchester, by ensuring all person(s) are identifiable on campus and issued authorised access to enter designated area(s).

This policy outlines staff and student responsibilities in accordance with college expectations.

For the purpose of this document The Manchester College and UCEN Manchester, may be referred to as *'College, We or Us'*

2. ID cards

A standardised card is provided for staff and students, for example





2.1 Identification Key

Identification, and authorised campus access is ascertained by the colour of the lanyard:

Business Area	Lanyard Colour
ACEL – Automotive, Construction, Engineering & Logistics	
BDSI – Business, Digital & Support Industries	
SPS – Sport & Public Services, inc Science & Animal Care	
HSC + CC – Health & Social Care and Care Professions	
CI – Creative Industries	
EPS – Essential and Professions Skills	
FL – Foundation Learning	
T LEVEL	
NON-CONSENT FOR PHOTO / VIDEO **Yellow lanyard to be worn with the curriculum lanyard**	
STUDENTS AGED 14-16	
Higher Education (HE) STUDENTS	

Business Area	Lanyard Colour
THE MANCHESTER FILM SCHOOL	
ARDEN SCHOOL OF THEATRE	
SCHOOL OF ART, MEDIA & MAKE-UP	
GOVERNOR	
TMC STAFF	
LTE GROUP STAFF	
UCEN MANCHESTER STAFF	
PRIMARY CONTRACTOR (DBS checked)	
CONTRACTOR	
AGENCY STAFF	
PUBLIC LANYARD – LONGMORE THEATRE	
VISITOR	

3. Responsibilities

3.1 Staff responsibilities

- Monitoring of visible ID and lanyard is the responsibility of **all** staff, and escalate under the discipline procedures, for students who do not comply with the Visual ID policy.
- All staff must check students are wearing their ID card and lanyard on campus, except for:
  - when an ID card and lanyard is legitimately removed for health and safety reasons during a practical class/workshop.
  - **Staff ID Card and Lanyard Protocol** At the conclusion of each lesson, teaching staff must ensure that the student/their own ID card and lanyard are worn before exiting the learning environment.
- The 'Destination 30' values and behaviours framework sets out the standards that we expect from our staff. With that, all staff must wear their ID card 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.
- All staff will be issued with an ID card and lanyard on their first day of employment.
- Persistent failure to properly wear an ID card and lanyard may result in disciplinary action under Human Resources policies and procedures.
- All lost or stolen identification must be reported immediately to Reception and your line manager, and replacement identification must be purchased at the campus reception. *See Section. Lost ID card and lanyards*
- Any member of staff who forget their identification must report to the campus or site reception and obtain a temporary identification card and lanyard for that day **before** entering the building. This lanyard **must** be a Staff Lanyard

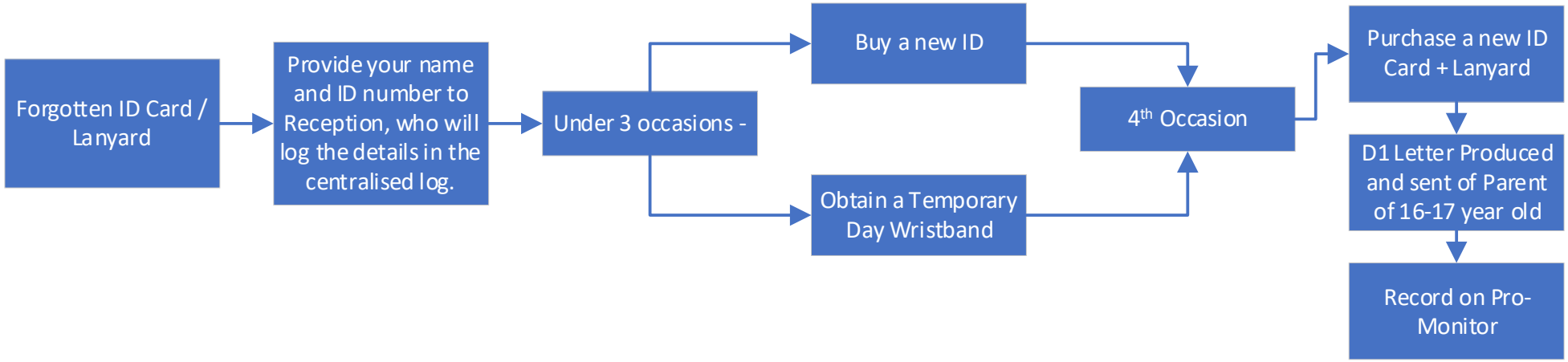
3.2 Student responsibilities

- As part of 'The Deal professional standards and expectations', students must wear their ID card and lanyard at all times, with the exception of:
  - when an ID card and lanyard is legitimately removed for health and safety reasons during a practical class/workshop.
  - At the end of such lessons the ID card and lanyard must be worn again prior to leaving the learning environment, i.e. classroom, salon or workshop.
- All students will be issued with an ID card and lanyard on their first day of college.
- A students ID card must be visible at all times (with the photograph facing outwards) and worn appropriately around the neck on a lanyard outside of clothing.
- Students may be stopped and asked to show their ID card to a member of staff in line with safeguarding Policy and Procedure
- ID cards and lanyards are the property of the College and UCEN Manchester and must not be defaced.
- Students found to deface their ID card and lanyards may face disciplinary action. Defaced cards or lanyards will be confiscated, and a new student ID must be purchased.
- All lost or stolen identification must be reported immediately to Reception, and replacement identification must be purchased at the campus reception. *See Section. Lost ID card and lanyards*
- Students must not wear an ID card and lanyard belonging to another individual. Should this happen, the ID card will be confiscated, and it may result in disciplinary action.
- Parents/carers will be informed where a student persistently fails to wear their college lanyard and have their ID card visible
- Student ID cards and lanyards will be held by the college during any suspension and until any Disciplinary Procedures have been concluded. Any student who forgets their identification must report to the campus or site reception and obtain a temporary identification card and lanyard for that day **before** entering the building. This lanyard **must** be a Student Lanyard

3.3 Forgotten Student ID card and lanyard process

Students who forget their ID card and lanyard must report to reception. **Important to note** card allocations, such as a bus passes and free college meals will not be activated for 24 hours on replacement cards. *See Section ID card allocation.* For support or more information around this, please see the Student Career and Welfare team.

- Arriving without a valid Student ID card, the student will need to report to reception where their history of "occasions" will be checked.
- On "occasion" 1 to 3, the student can either purchase a new ID Card or receive a temporary wrist band which will allow identification but will not allow access to secure areas.
- On "occasion" 4 or more, the student **must** purchase a new ID card, and a D1 letter is sent to the parents and/or guardians of 16/17 year old's, plus a message on Pro-Monitor to state that a ~~V~~D1 has been issued. 18+ students will have a message on Pro-Monitor attached to their record.



**With a caveat that some students may be exempt from this process at the discretion of the LTE Group.*

3.4 ID card allocations

- Students on a 16-18 study programme, who meet the criteria for free meals will have their allocation added to their ID card weekly for use at the College's catering facilities.
- Students print allocation will be available via their ID card for use at the printing machines. Additional printing can be purchased at each Library reception.
- Students who are eligible for the 28-day bus pass (TMCGO card) will have their allocation added to their ID card, following activation at the campus reception. **It may take up to 24 – 48 hours for allocations to become active for use.*

4 Reasonable adjustments

Responsibilities are subject to reasonable adjustments, formally agreed as part of a student's learning plan/ circumstances or staff declarations. i.e. 'Clip on' identification can be provided for those for whom wearing a lanyard poses a safety and/or welfare risk.

Reasonable adjustments will be ascertained through a Health and Safety risk assessment, conducted by the relevant Department within the Business area.

5 Photography notice

On all campuses filming or photography can take place, either as part of course work or to produce promotional material on websites, on printed material and on social media for the LTE Group (in whole or in part). If a student or a staff member does not wish to have their image (still or moving) reproduced in any material (either student or LTE Group produced), they must obtain a YELLOW lanyard from the Reception Services on any campus. This must be worn along with the normal lanyard that denotes the location of study, or employment and/or visitor status.

6 Lost ID cards and Lanyards

A lost ID card costs £3 fee for a replacement card at the campus reception.

7 Visitor protocol

- Staff expecting a visitor must inform the campus reception of the visitor's name and expected time of arrival in **advance**.
- All visitors and contractors must sign in and be issued with an ID card and lanyard/Longmore Theatre lanyard on entry to a college and/or UCEN Manchester campus. *See Section. Identification Key*
- All visitors and contractors **must** wear the allocated ID card and lanyard at all times. In addition to the allocated ID card and lanyard, they may wear their own ID card and lanyard.
- Visitors **must** be collected from reception and accompanied at all times whilst on site.
- Visitors **must** be escorted back to reception at the end of their visit, sign out and return the allocated ID card and lanyard.
- All visitors must be issued with guidance for safeguarding, emergency procedures and evacuation. Visitors must be supervised and must not have unsupervised access to students.
- Children on Campus Policy: Children are welcome on campus only during official, organised events such as Enrolment, Interview Evenings, Open Days, and Theatre Performances. They must be accompanied at all times by a responsible adult. For safety reasons, children are not permitted in workshop areas, in accordance with our Health and Safety regulations. Staff are not permitted to bring their children on to campus other than on public events as outlined above.

7.1 Identification for long-term visitors

Visitors such as building contractor(s) and external security person(s) who are likely to be on a College site for more than one day, **may** require a DBS depending on the nature of their work, and anticipated contact with students. All long-term visitors should be provided with an ID card and lanyard. See *Section. Identification Key*

7.2 Expectations and responsibilities

It is the responsibility of the department and relevant staff and/or student who has invited visitor(s) into college, to ensure that visitors maintain appropriate etiquette within a professional learning environment, in line with college policies and procedures.

8 Health and Safety

All lanyards feature a pull-and-release safety breakaway design that releases if pulled."

9 Equality, Diversity and Inclusion

A person may request a preferred name and/or pro-noun on their ID card which is different to their name during enrolment registration. Identification may be obtained from the student ID number and image.

Everyone is expected to wear and display their College ID. If a standard lanyard is not suitable due to an individual need, the College will work with you to provide an alternative way of displaying your ID. This helps ensure that everyone can be easily identified while maintaining a safe, respectful, and inclusive environment.

10 Linked policies and procedures:

- Student Safeguarding Policy and Procedure
- Equality Diversity and Inclusivity Policy (Students)
- Student Behaviour, Disciplinary and Expectations Procedures
- The Deal
- Student Dress Code Policy
- Health and Safety Policy
- External Speaker, Organisation, Event and Literature Policy and Procedure Multi-Faith, No Faith and Sanctuary Rooms Policy
- LTE Group Safeguarding Strategic Framework.

10.1 Location and access to all policies:

- Staff Hub
- Student Hub
- The Manchester College website Our Policies & Student Policies | tmc.ac.uk
- UCEN Manchester website Policies and Procedures | UCEN Manchester