

Visual Identification Policy

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SCOPE AND PURPOSE

To ensure the safety of everyone within the College and UCEN Manchester community by ascertaining, using worn ID cards, their association with the College and/or UCEN Manchester.

The Manchester College and UCEN Manchester are committed to providing a secure and learner- focused environment. As part of this commitment, the College issues an ID card to every individual within its community. This policy proposes that every individual is always identifiable whilst on College and UCEN Manchester sites and sets out the guidelines for ensuring adherence to the policy.

COMMON IDENTIFICATION

Identification will be ascertained by a College badge and coloured lanyard as follows:

| Lanyard colour | Category of individuals |
|--------------------|--|
| Grey Lanyard | All Staff |
| Dark Green Lanyard | Students aged 14-16 |
| Dark Grey Lanyard | Students aged 16+ including Apprentices (TMC white logo) |
| Blue Lanyard | HE Students (UCEN white logo) |
| Turquoise Lanyard | Governor ('Governor' is printed on in white) |
| Orange Lanyard | Short-term visitors (e.g. presenters, attendees at meetings) |
| Red Lanyard | Longer-term visitor groups (e.g. building contractors) |
| Brown Lanyard | Agency staff contracted for teaching on and off site and temporary lanyard for staff without lanyard |
| Yellow Lanyard | Non consent for Photo/video at marketing events |

COMMON IDENTIFICATION PROCESS

- Monitoring of visible ID is the responsibility of **all** staff.
- All teachers and tutors must check students are wearing their ID at the start of each lesson and throughout the day.
- All teachers and tutors must check that students are wearing their ID when they leave a practical vocational lesson where the ID was legitimately removed for health and safety reasons.

STUDENTS

- As part of The Deal professional standards and expectations, students must wear their ID badge 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.
- ID badges are the property of the College and UCEN Manchester 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 (sticky label) 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.
- Persistent failure to properly wear an ID badge/lanyard will result in disciplinary action in accordance with the College's or UCEN Manchester's Disciplinary Policy.
- Disciplinary action will be taken if a student forgets their ID more than three times. The recording of a cause for concern on ProMonitor represents the first stage of disciplinary action.
- Students who lose their ID card will have to pay a £2 fee for a replacement card at campus reception.
- Students who lose their lanyard will have to pay a 50p fee for a replacement lanyard from campus reception
- 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 aged 16-18 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.

STAFF

- As part of The Deal 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 reception and replacement identification must be purchased by the member of staff at a current cost of £2.
- 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.

IDENTIFICATION FOR VISITORS

- Anyone expecting a visitor must inform reception of their name **in advance**.
- All visitors and contractors must be issued with an ID badge and lanyard on entry to a College and/or UCEN Manchester campus.

- 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 a College/UCEN Manchester ID badge.
- 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 and the ID returned.

IDENTIFICATION OF LONG-TERM VISITORS

- Visitors such as building contractors who are likely to be on a College site for more than one day should be provided with an ID badge and lanyard as per the table above.
- It is the responsibility of the contracting department to ensure that the visitors behave appropriately at all times whilst on site.

PROMOTING THE POLICY

- It is the responsibility of **all** staff to promote and adhere to this policy whilst on College premises, including in classrooms, corridors and common areas and to challenge anyone not wearing a visible ID badge.
- In respect of any student who cannot pay for a replacement card or lanyard, their department will receive a monthly recharge payable to Admin Services.

HEALTH AND SAFETY IMPLICATIONS

- Staff must ensure that all students undertaking practical vocational classes adhere to appropriate health and safety guidance in relation to wearing their ID badges.
- All lanyards must be the nylon pull and release design to ensure that the lanyard does not tighten around the neck if pulled.
- As part of the policy, a full health and safety risk assessment of activities which may justify removal of a person's ID badge and lanyard will be carried out by the Health and Safety Team.
- Clip on identification can be provided for those for whom wearing a lanyard poses a welfare risk.

EQUALITY AND DIVERSITY

- A student can request a preferred name on their ID card which is different to their name for enrolment registration.

LINKED POLICIES AND PROCEDURES

The Visual Identification Policy is linked to:

- Disciplinary Policy
- Safeguarding and Child Protection Policy
- Single Equality Scheme.

LOCATION AND ACCESS TO THIS POLICY

- Staff Hub



- Student Hub
- The Manchester College and UCEN Manchester web sites.