

Policy Title Identification

Author/Responsible Manager	Principal
Original Issue Date	31 st August 2017
Approved By and Date	SLT March 2023
Next Review Date	September 2024
EIA Completion date	31st August 2017
Risk Assessment (please note here any identified risks of non-compliance with the policy)	Inability to distinguish genuine college users from those who may pose a risk of harm

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Equality Impact Assessment

Characteristic	No impact	Positive impact	Negative impact	Evidence
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference to alternative display under 3.4
Gender	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pregnancy/Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Religion/belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Marriage & civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carried out by: C Drury				

Actions required:




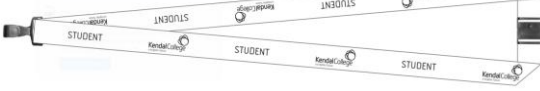







Action	Date	Reviewed by	Date

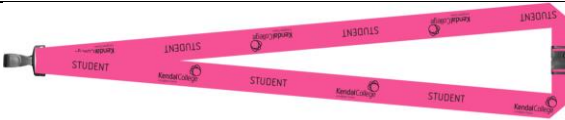
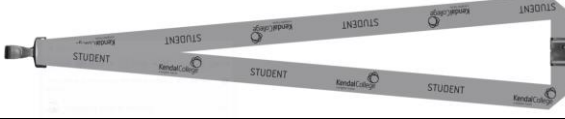



1. Introduction

As a significant step forward in the College's safeguarding procedures, a range of different identification has been introduced and will apply to all those using the College at any site.

- Kendal College Staff – **blue** lanyards
- Associate/Agency Staff, trainees teachers on placement, SLF – **green** lanyards
- Governors – **grey**
- Volunteers eg, museum volunteers – **purple**
- Visitors including those on shorter courses lasting 5 weeks and under, contractors and salon users – Will get a visitor sticker from reception
- Students on courses of 6 weeks or over duration – as per the diagram below:

Course specific lanyards are as follows:

Courses	Colour	Lanyard
None	Multi	
Adult groups and adult learners	Rainbow	
FT Business groups	Black	
FT Catering groups	White	
FT Computing groups (MRC) FT Art and Design (CA)	Gold	
FT Construction groups	Blue	
FT Childhood studies groups	Green	
Engineering (MRC) Music (CAC)	Purple	
FT Hair and Beauty groups	Brown	
FT Health and Social Care groups	Yellow	
KC Sixth	Turquoise	

FT Motor Vehicle groups	Pink	
FT Sport groups	Grey	
Level 1 Vocational Skills (previously S4WL) groups	Light Green	
FT Animal management groups	Orange	
FT Science Groups Performing Arts Production Arts Film	Red	

2. Policy Statement

Under the College's Safeguarding responsibilities, all students, staff and users of the College are being issued with lanyard identity passes. It is equally the responsibility of each member of staff to ensure the procedure is followed. ID must be used to check that an individual has the right to access the College and its services and will form part of the allocation of support such as bus passes, parking permits, meal cards and learner support fund allocations.

Whilst it is essential that we are able to monitor everyone accessing the College, there will be exceptions where attendance is noted in different ways eg restaurant guests noted through bookings, conferences where alternative name badges or signing in sheets are used.

3. Procedure

In general, the same procedure for issue will apply to all categories of user with each ID badge, with the exception of visitor stickers, displaying a photograph of the user, unique bar code and date of expiry. Production of the ID badges and issue of lanyards is carried out by Learning Centre staff at the Main Site and Reception staff and the Arts & Media Campus.

3.1 Full Time Students

Student Induction – it is essential that the importance of students being identifiable and why security of the College is so important is emphasised. Reference to recent terrorist attacks eg Manchester Arena can be used to remind students that we must ensure we know who is entering the college and for what reason ie to keep them safe.

Students are issued with dated identification and course coloured lanyards as part of the induction process and they will be required to wear it at all times in college. Where health and safety is compromised, eg in a workshop situation, then the lanyard may be removed or worn underneath overalls but must be shown on request and always worn in public areas eg café

The consequences of not wearing their lanyard will be:

- Required to request a temporary one-day pass from student services and/or reception at any of the colleges campus which must be returned at the end of the day. Issue of temporary passes will be recorded.
- Losing their ID and lanyard or of a temporary pass will require them to purchase a new one via the Learning Centre Desk/Reception at a cost of £3.
- Persistent failure to wear or show ID will be noted on Promonitor record and be discussed through tutorial utilising the student behaviour policy where appropriate

Adherence to the policy will be checked through teaching & learning observations and general observance and challenge to anyone not showing identification in college. Concerns should be reported in the first instance to the Duty Manager via site reception desks

3.2 Part-Time Students – 6 or more weeks

Students on courses lasting 6 or more weeks must be issued with lanyard ID (rainbow) as part of their induction process. Tutors on part time courses should include issue on the first session of their course and take the students to the relevant reception to have their photographs taken and the cards and lanyards prepared. Alternative arrangements may be needed for evening classes where staff are not on hand to issue passes.

The issue of passes to apprentices needs to be managed as part of their sign up process and timing will be dependent upon when they are issued with their college enrolment number.

Information on the importance of displaying their ID must be explained. The same sanctions will apply to part time students and in the event that a temporary lanyard or pass cannot be issued then the learner will receive a visitor pass. A record will be kept of non-compliance with the policy.

At the end of the course, the lanyard and ID holder must be collected in for recycling.

3.3 Part-Time Students – short courses

For courses lasting less than 6 weeks, including one/two day short business courses, candidates should be issued with a visitor ID and sticker. To prevent delays in the start of the course, tutors should obtain and issue the ID at the start of the course, ensuring that they are worn when candidates access other parts of the College. All ID should be collected in at the end of the session and returned to Reception at either campus.

3.4 Health and Safety

There will be instances where lanyards present a health and safety risk or significant inconvenience to learning. It will be appropriate that lanyards are removed, worn underneath clothing or put to one side in the classroom or workshop but must be worn in other areas of the college.

Where a disability is disclosed that prevents the wearing of a lanyard, Learning Services will put in place an alternative method of ID display such as a clip.

3.5 Loss of ID/Lanyard

For all categories of lanyard issued, a charge of £3 will be made to obtain a replacement. This fee is non-refundable if the original lanyard is later found and covers the cost of the replacement.

4 Reference to Other Policies

- Safeguarding
- Premises and Protective Security
- Visitors