

VISUAL IDENTIFICATION POLICY AND PROCEDURE

APPROVED BY FE PRINCIPALS ON JULY 2021

Applies to:

- | | | |
|--------------------------|---|--------------------------|
| Harrogate College | ✓ | <input type="checkbox"/> |
| Keighley College | ✓ | <input type="checkbox"/> |
| Leeds City College | ✓ | <input type="checkbox"/> |
| Leeds Sixth Form College | ✓ | <input type="checkbox"/> |
| University Centre Leeds | ✓ | <input type="checkbox"/> |

CHANGE CONTROL

Version:	1 (new May 2018) 2 (review May 2019) 3 (review Dec 2019) 4 (review July 2021)
Approved by:	FE Principals
Date approved:	July 2021
Name of author:	Director of Student Life
Name of responsible committee:	FE Principals
Related policies: (list)	Student Positive Behaviour Policy Safeguarding Policy Visiting Speaker Procedures
Equality impact assessment completed	Date:
	Assessment type <input type="checkbox"/> Full <input type="checkbox"/> Part <input checked="" type="checkbox"/> Not required Policy covers all individuals on college premises and allowances made for specific groups
Policy will be communicated via:	College website, student information portal / intranet, staff and student induction, staff and student training, employer handbook, contract and service specifications and DELT
Next review date:	June 2023

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1. POLICY STATEMENT

Leeds City College is committed to providing a secure and learner focused environment. As part of this commitment, the college issues ID cards to **all** individuals within the college community to ensure the safety of everyone by ascertaining each individual's association with the college through the use of an identity card which includes a full-face photograph and coloured lanyard (ID).

2. POLICY AIMS/OBJECTIVES

Leeds City College is committed to providing a safe, secure and learner focused environment. As part of this commitment, the college issues ID cards to all individuals within the college community to ensure the safety of everyone by ascertaining each individual's association with the college through the use of an identity (ID) card and coloured lanyard.


This policy proposes that all individuals are identifiable at all times whilst on college property and sets out the guidelines for ensuring adherence to the policy. It also sets out clear roles and responsibilities for full and timely implementation.

3. COMMON IDENTIFICATION

3.1 Identification will be ascertained by a college issued identity card and coloured lanyards. Only officially issued lanyards should be used as per agreed branding colours as follows;

Visual Identification Branding		
Lanyard Colour	Name of College, School & Departments	Campus/ College
Harrogate College		
Lime Green	Harrogate College STUDENT Pre 16	Harrogate College
Purple	Harrogate College STUDENT	Harrogate College
Pantone 298	University Centre HE STUDENT	Harrogate College
Black	Harrogate College STAFF	Harrogate College
Lum Orange	Harrogate College VISITORS	Harrogate College
Keighley College		
White	Keighley College SCHOOL PARTNERSHIPS	Keighley College
Pantone 683 C	Keighley College STUDENT	Keighley College

Pantone 298	University Centre HE STUDENT	Keighley College
KC brand design	Keighley College STAFF (wide, new colours/ brand)	Keighley College
Lum Orange	Keighley College VISITORS	Keighley College
Leeds City College		
Pantone 120C Muted Yellow	Leeds City College STUDENT 14+ Apprenticeship Academy	Park Lane
Pantone 2727	Leeds City College STUDENT Adult & Community & ESOL	Leeds City College Beeston/ Enfield Deacon House
Pantone Yellow (bright)	Leeds City College STUDENT Pre 16 Supported Engagement	Mabgate
Pantone 7438	Leeds City College STUDENT 16+ Supported Engagement	Sommerville House
Black	Leeds City College STUDENT Foundation Studies	Beeston/ Vine
Pantone 638 C	Leeds Sixth Form College STUDENT	Park Lane
Pantone 812	Leeds City College STUDENT School of Applied Science	Park Lane
Pantone 802 C	Leeds City College STUDENT School of Sport Science & Exercise	Park Lane
Pantone 320 C	Leeds City College STUDENT School of Business	Printworks
Pantone 208 C	Leeds City College STUDENT School of Digital & Information Technologies	Printworks
Pantone 172 C	Leeds City College STUDENT School of Creative Arts	Quarry Hill
Pantone 2607 C Dark Purple	Leeds City College STUDENT School of Hair, Beauty & Media Makeup	Printworks

Pantone 281 C Dark Blue	Leeds City College STUDENT School of Engineering	Printworks
Pantone 220 C	Leeds City College STUDENT School of Events, Enterprise & Employability	Park Lane
Pantone 433 C White	Leeds City College STUDENT School of Travel, Food & Drink	Printworks
Pantone 355 C	Leeds City College STUDENT Department of Health Science & Social Care	Quarry Hill
Pantone 354 C	Leeds City College STUDENT Department of Childhood and Education Studies	Quarry Hill
Pantone 356 C	Leeds City College STUDENT Department of Public Services	Quarry Hill
Pantone 130 C Mustard	Leeds City College STUDENT School of Land & Animal Sciences	Temple Newsam / Printworks
Pantone 298	University Centre HE STUDENT	Uni Centre
	HE Staff; All University Centre Leeds STAFF to wear the STAFF lanyard for their link College e.g Harrogate, Keighley, Leeds City College.	Uni Centre
MOSAIC	Leeds City College STAFF (wide mosaic lanyard)	ALL LCC SITES
	Each college / campus has arrangements for temporary ID which are consistent with the setting. See Appendix C	ALL SITES
3035 blue lanyard 107 yellow letters	Student Union	ALL SITES
Luminous Orange	Leeds City College VISITORS (Including Visitors, Contractors & Pre DBS check for new staff)	ALL SITES
Luminate	Luminate Education Group	ALL SITES

- 3.2 It is the responsibility of each individual to ensure correct identity cards and lanyards are worn at all times when on college premises
- 3.3 It is the responsibility of all staff to consistently promote and adhere to this policy within college including; in induction, classrooms, corridors and common areas inside and outside on college property.
- 3.4 ID cards must be worn at all times other than where stated by tutors in practical/ vocational classes.
- 3.5 ID cards must be visible and worn outside of clothing.
- 3.6 All staff, visitors and contractors must wear ID and lanyard at all times
- 3.7 Every student will be issued with an ID card and lanyard on enrolment at the college.
- 3.8 ID cards must be shown for all public examinations

4. RELIGIOUS OBSERVANCE

- 4.1 Staff should be culturally sensitive to those who choose to wear facial coverings for religious observance purposes.
- 4.2 All members of the college community are required to have a visual identity ID card. Provision must be made for any student, colleague, or visitor to have their photograph taken out of public spaces.
- 4.3 On request a staff member may request to check identity and compare to the full-face registered photograph. This request must be made with sensitivity, where possible by a person of the same identifying gender and removal of face coverings only requested out of public areas.
- 4.4 Those not wishing to show a full-face photograph on their personal visual identification card displayed on the lanyard can be issued with 2 cards; one wearing facial covering to be worn on lanyard, the second full face photograph to be kept on their person for checking.

5. MISUSE

- 5.1. ID cards are the property of Leeds City College group and must not be defaced. Defaced ID will be confiscated and a new ID must be purchased.
- 5.2. Individuals must not wear an ID badge belonging to another individual. These IDs will be confiscated and action taken in accordance with the positive behaviour policy for students and the Disciplinary Policy and Procedure for staff.
- 5.3. Persistent failure to wear ID may be in breach of the positive behaviour policy and result in a student improvement plan being agreed

6. SUSPENSION

- 6.1. If a student or member of staff is suspended from college their ID should be taken from them for the period of the suspension by the appropriate staff member / course leader for students, and line manager or other appropriate individual for staff.

7. STAFF OR STUDENTS LEAVING COLLEGE

- 7.1. Leavers ID cards and lanyards should be collected prior to leaving college to ensure ex-students or ex-staff do not have unauthorised access to college sites.
- 7.2. Student Leavers - the curriculum department administrator should be notified immediately in order to deactivate the student ID card.
- 7.3. Staff Leavers - the Human Resources department should be notified immediately, in turn will notify ITSS in order to deactivate the staff card on the leaving date.

8. TEMPORARY AND REPLACEMENT IDENTIFICATION

- 8.1. All lost or stolen ID must be reported immediately to an administration office or campus reception
- 8.2. Replacement ID must be purchased at the cost of the individual. The cost of replacement ID is £3.00 for students (payment via finance, departmental administration offices or using the online facility).
- 8.3 All individuals who forget their ID must report to the relevant site reception and obtain temporary ID for that day only, before entry to the building.
- 8.4 Reception staff will issue temporary ID following a visual identification check and recording of contact details.
- 8.5 All temporary ID for students, staff and visitors must be returned to the site reception/administration office at the end of that working day. Temporary cards/ lanyards are only valid on the day of issue
- 8.6 Temporary cards will not allow free access to any college area or site.
- 8.7 It is the decision of individual departments whether further sanctions are put in place where students persistently replace and / or forget their ID
- 8.8 It is the responsibility of the Heads of Department to monitor the use of temporary and replacement ID and take appropriate action. Reports will be discussed with Campus Leads.

9. SAFEGUARDING IMPLICATIONS - IDENTIFICATION OF VISITORS

- 9.1. Anyone expecting a visitor must inform reception in advance.
- 9.2. All visitors must wear visible ID and sign in to receptions for each campus.
- 9.3. Visitors must be collected from reception and escorted at all times whilst on campus.
- 9.4. Visitors must be escorted back to reception at the end of their visit and the ID returned and signed out.

10. HEALTH AND SAFETY IMPLICATIONS

- 10.1. Staff must ensure that all students undertaking practical vocational classes adhere to appropriate health & safety guidance in relation to the wearing of ID badges.
- 10.2. Maximum number of lanyards is two and these should not be plaited or tied together.
- 10.3. All lanyards must be the nylon pull and release design to ensure that the lanyard does not tighten around the neck if pulled.
- 10.4. As part of the policy, a full Health & Safety risk assessment will be carried out by the relevant department regarding wearing of ID.
- 10.5. Clip on identification can be provided for those where a lanyard poses a health and safety risk.

11. REVIEW

The Visual Identification Policy and Procedures will be reviewed bi-annually

12. APPENDIX A

Responsibilities of departments as follows; ITSS

- Deactivate ID cards at the end of course or staff contract
- Purchase ID card printers for each site as required, check in working order, replace if necessary
- Ensure all card systems (e.g. ID and cashless) give access to;
- Buildings (appropriate areas)
- IT network
- Printing
- Google accounts
- Wi-Fi
- Ensure safety and security to specialist groups or areas;
- Restricted areas activation / selection e.g. 14 – 16 areas

Reception

- Allocate temporary ID after checking that the individual is booked in as visitor, enrolled as a student, a staff member or vetted contractor
- Maintain a record of temporary and replacement ID issues with contact details and follow up non-return as agreed by Campus Leads

MIS

Purchase ID cards, card printer consumables and lanyards for all enrolment at start of course via bulk purchase for FE Colleges.

- Departments will then be recharged for their student lanyards and any subsequent replacement or additional temporary/ visitor cards

MIS will cover costs for all staff lanyards

Finance

- Purchase cashless card system, replacements and card readers as required on all sites

All leaders and managers

- Ensure **all** staff consistently promote and adhere to this policy within college to both staff, students and visitors including; in induction, classrooms, corridors and common areas inside and outside on college property.

Curriculum head of department / Curriculum leaders

- Ensure students understand their responsibility to wear ID
- Ensure students are aware that ID must be worn to examinations
- Follow up persistent offenders and non-return of ID cards and lanyards process
- Collect payments from students for replacement or none return of temporary ID
- Carry out a Health & Safety risk assessment in their areas regarding safe wearing of ID and guidance
- Ensure students and staff ID is clearly visible at all times

Principals / campus leads

- Schedule all year 'Meet and Greet' to check ID and welcome students and staff
- Monitor and report the use of temporary identification and replacement ID
- Ensure sufficient temporary ID cards and lanyards for the campus
- Set up a process which records the distribution of temporary cards and follow up of persistent offenders and non-return of cards

Human resources

- Human Resources department will notify ITSS of staff leavers dates in order to deactivate the staff card.
- Include in staff induction; policy, college values and expectations, use of ID, responsibilities to address students

2. APPENDIX B

Visual Identification Policy- Student Summary

Leeds City College is committed to providing you with a safe and secure environment. As part of this the college issues identity cards and coloured lanyards (ID) to everyone in the college community. Prepare yourself for the world of work and get in the habit of checking you have your ID with you before setting off to college. Being prepared is your responsibility.

You must wear your ID at all times while on college premises – inside or outside.

- ID cards must be visible and worn outside of clothing
- Every student will be issued with an ID card and coloured lanyard on enrolment which identifies which department you are in.
- Clip on ID cards can be provided if a lanyard poses a health and safety risk (ask your Tutor)
- All staff, visitors and contractors must wear ID at all times which will help you identify other individuals and get support if needed
- ID cards are the property of the college and must not be defaced or shared

If you forget your ID;

- You must get a temporary ID from the campus reception
- Persistent requests for temporary ID or not wearing ID are monitored and may be in breach of the student positive behaviour policy
- All temporary ID must be returned to the campus reception/ administration office at the end of every day
- Temporary ID will not allow access through barriers in any college area or site so allow time for staff to check your temporary ID and give you access to college areas.

If you lose your ID;

- You must report lost or stolen ID immediately to reception or an administration office.
- You will need to buy a replacement ID from the administrative office or online (if you have difficulties with this speak to your tutor)

If you leave college;

- ID cards and lanyards must be handed in to reception or the department administration office before you leave
- All ID will be deactivated at the end of your course

APPENDIX C

Each principal / campus lead has agreed suitable arrangements for issuing temporary student ID which are consistent with the operations for the setting.

College/ Campus /Centre/ Academy	Principal / Campus Lead	Arrangements
Harrogate College	Danny Wild	
Keighley College	Steve Kelly	
Leeds City College Adult, Community & ESOL	Joanne Dye	
Leeds City College Inclusive Learning	Louise Turner	
Leeds City College Quarry Hill	Suzy Gallagher	Students will be issued with a wristband by FoH. FoH will log details in ProMonitor. On 3rd & any subsequent occasions of issuing wristband FoH will contact School Admin to raise as a concern.
Leeds City College Park Lane	Ryan Grant	Students will be issued with a wristband by FoH. FoH will log details in ProMonitor. On 3rd and any subsequent occasions of issuing a wristband FoH will contact the Deputy Head of Department to raise as a concern.
Leeds City College Printworks	Cheryl Smith	
Leeds Sixth Form College	Rachael Booth	Students will be issued with a wristband by FoH. FoH will log details in ProMonitor. On 3rd and any subsequent occasions of issuing a wristband FoH will contact the Deputy Head of Department to raise as a concern.
University Centre Leeds	Janet Faulkner	