

Visual Identification Policy

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Accessible to Students	Yes

SCOPE AND PURPOSE

To ensure the safety of everyone within the college and UCEN Manchester community by ascertaining, through the use of an ID card, their association with the college and UCEN Manchester.

The Manchester College and UCEN Manchester are committed to providing a secure and student focused environment. As part of this commitment, we issue ID cards to all individuals within the community. This policy proposes that all individuals are identifiable at all times whilst on college and UCEN Manchester property and sets out the guidelines for ensuring adherence to the policy.

Common Identification

Identification will be ascertained by a college badge and coloured lanyards as follows:

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)
Dark Blue Lanyard	Temporary identification issued to students without college identification MOL Students if on site
Turquoise Lanyard	Visiting Governor ('Governor' is printed on in White)
Orange Lanyard	Visitors
Red Lanyard	Identification of specific visitor groups (e.g. contractors)
Brown Lanyard	Agencies staff contracted for teaching on and off site and temporary lanyard for staff without lanyard

Common Identification Process

- Monitoring of visible ID will be the responsibility of **all** staff.
- All tutors must check students are wearing their ID at the start of each class and throughout the day.
- All tutors must check that students are wearing their ID when they leave a practical vocational class where the ID was removed for H&S

Students:

- As part of The Deal professional standards and expectations, ID badges must be worn at **all** times other than in practical vocational classes where deemed a H&S risk (at end of session ID should be worn prior to leaving workshop).
- All students will be issued with an ID badge and lanyard on enrolment.
- ID badges must be visible and worn on a lanyard outside of clothing.
- ID badges are the property of The Manchester College and UCEN Manchester and must not be defaced.
- Defaced ID badges will be confiscated and a new student ID must be purchased.
- Individuals must not wear an ID badge belonging to another individual. Should this happen, the IDs will be confiscated and will result in disciplinary action
- Persistent failure to properly wear an ID badge/lanyard will result in disciplinary action in accordance to the Disciplinary Policy.
- Students who forget their ID badge must report to reception and obtain a temporary badge with a dark blue lanyard for that day only – student's details will be checked and a Cause for Concern will be recorded on the student's pro monitor. Students **must** return the badge/lanyard to reception at the end of their timetabled day. Disciplinary action will be taken in accordance with the Disciplinary Policy if ID is forgotten more than 3 times (initiates as cause for concern – 1st stage of disciplinary).
- Students who lose their ID card will have to pay a £2:00 fee for a replacement card from reception.
- Students who lose their lanyard will have to pay a 50p fee for a replacement lanyard from reception.

- Students print allocation will be available via their ID for use at the printing machines. Additional printing can be purchased at the Library reception
- 16 – 18 students who meet the criteria for free meals will have their allocation added to their ID weekly for use in the college catering facilities

Staff:

- As part of The Deal professional standards and expectations ID badges must be worn at **all** times other than in practical vocational classes were deemed a H&S risk (at end of session ID should be worn prior to leaving 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 at the cost of the individual. The cost of replacement badges is £2.00
- All individuals who forget their identification must report to the site reception and obtain 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 UCEN Manchester campus.
- All visitors and contractors **must** wear identification badges at all times.
- Visitors **must** be collected from reception and escorted 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 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 premises, including the classroom, corridors and common areas and to challenge anyone not wearing a visible id.
- Any student who cannot pay for a replacement card / lanyard, their department will receive a monthly recharge which will be payable to Admin Services for produces used.

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 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 will be carried out by the Health and Safety Team.

- Clip on identification can be provided for those to which a lanyard poses a health and safety risk

Equality and Diversity

The policy does not require an EIA.

Linked Policies and Procedures

The Visual Identification Policy is linked to:

- Disciplinary Policy
- Safeguarding Scheme
- Single Equality Scheme

Location and Access to this Policy

- Staff Hub
- College and UCEN Manchester Websites