

Visible ID Flowchart

Effective September 2018

START

Visible ID lanyards **MUST** always be worn by any individual onsite - colour coded as below

All FT and PT staff and students for core areas during the hours of 08.00-18.00 **MUST** wear Visible ID.

States of Jersey and Hautlieu Campus workers using Café Connect **MUST** wear their ID lanyard

It is **YOUR** responsibility to use this mapping template in conjunction with Highlands Guidelines and Procedures on Visual ID along with Highlands Safeguarding Guidelines and Procedures documentation

Staff – All levels
BLUE

Students
College FT/PT
GREY

Students University
FT/PT
GREEN

Visitors
College and
University
RED

Delegates/
Events
PURPLE

OK?

No

Report to Reception to sign in and collect a temporary **RED VISITOR LANYARD**

Day 3 without a staff lanyard requires new ID to be produced at a cost of £5.00 and will be addressed with the staff member by their line manager

Everyone has a duty of care for student and colleague safety Failure to do so may breach the College/University Visible ID and Safeguarding Guidelines and Procedures, putting colleagues and students at risk and will potentially be regarded as a disciplinary matter

OK?

Yes

Tutors are responsible for ensuring students wear lanyards at all times

No

Send to Reception to collect a temporary **YELLOW STUDENT LANYARD**

Day 3 without a Student Lanyard requires new ID to be produced at a cost of £5.00 and will be addressed with the TUTOR by their HOD

Everyone has a duty of care for student and colleague safety Failure to do so may breach the College/University Visible ID and Safeguarding Guidelines and Procedures, putting colleagues and students at risk and will potentially be regarded as a disciplinary matter

All visitors – including parents and contractors must report to Reception for a visitor lanyard and to sign in / sign out on a worksheet which will be securely filed electronically at the end of each day

External event delegates' names to be provided en bloc to Reception by event organiser who will be issued with relevant number of delegate lanyards and responsible for paying for replacements if lost

OK?

No

Everyone has a responsibility to 'challenge' any visitor / parent/contractor **NOT** wearing a designated lanyard and must take them to Reception to address. Failure to do so may breach the College/University Visible ID and Safeguarding Guidelines and Procedures, putting staff and students at risk and will potentially be regarded as a disciplinary matter

FINISH