



## Highlands College and UCJ Guidelines and Procedures – Visible ID

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### 1. Introduction

The College and University operate a visible ID policy through the wearing of a Highlands colour coded lanyard for staff, students, visitors, contractors and corporate event delegates to the campus. The process flowchart for visible ID should always be read in conjunction with these guidelines and **MUST** be adhered to. Please also read these guidelines in conjunction with Highlands Safeguarding Guidelines and Procedures. This enables the College and University to ensure that only authorised persons are admitted to the buildings to maintain a safe and secure environment for staff and students.

Staff and students, both full time and part time on the campus for core business between 08.00 – 18.00hrs will be provided with an ID lanyard, which must be worn around their neck to confirm at a glance that they are a registered member of the Highlands community. This promotes a positive and professional image of the College and University and reflects best working practice of most employers in business and industry.

Everyone has a responsibility and duty of care to ensure that visible ID is worn and are expected to **CHALLENGE** anyone who is on site without one, taking them to Reception to address relevant ID to sign in / out. If you are unable to personally take them to reception, then please find someone who can. Failure to do so may breach Highlands Visible ID and Safeguarding Guidelines and Procedures, putting staff and students at risk, and will potentially be regarded as a disciplinary matter.

**These guidelines are a key measure to support our safeguarding strategies.**

### 2. In Scope

These guidelines apply to all staff, students, visitors, contractors and corporate event delegates to the main Highlands College and University Campus and designated teaching premises. The policy details the type of identification required and the procedures for all parties.

### 3. Corporate Delegates

For visitors attending the main campus for one-off, externally organised events, there is a requirement for the Highlands Event Organiser to provide a register of delegate names en bloc to Highlands Reception for the daily visitor log, which will be scanned and electronically filed at the end of each working day. Corporate Delegates will be required to wear Highlands Delegate ID Lanyards which will be issued to the Highlands Event Organiser. Delegates are always expected to remain with their hiring group. The Highlands Event Organiser has responsibility for returning all

Delegate ID Lanyards provided and responsible for payment of replacement ID lanyards should any not be returned.

#### 4. Staff ID and Lanyards

Student Records are responsible for issuing all College and University staff photo ID cards and lanyards. As role models for our student body, staff must always wear their photo ID lanyards. The only exception is while engaged in practical activity where entanglement or other risks have been identified

#### 5. Students ID and Lanyards

Student Records are responsible for issuing student ID lanyards. These are issued to all students at the time of their enrolment on full-time or part-time courses who study on the main college campus for core business between 08.00 – 18.00hrs.

#### 6. ID Lanyard wearing

All staff are required to implement the following guidelines and procedures:

- The wearing and displaying of lanyards for staff, students, visitors on Campus premises **must be enforced by all staff at all times**
- Tutors are responsible for ensuring students are wearing lanyards at Registration
- All members of teaching staff should challenge any student who is not wearing their ID lanyard. If a student is not wearing their ID lanyard, they are required to report to Reception to sign in and collect a temporary student lanyard. Day 3 without a pass requires new ID to be produced at a cost of £5.00 and will be addressed with the Tutor by the Head of Department. If this behaviour is continually repeated by a student, staff should refer to current disciplinary guidelines
- Students must always remove their ID lanyards when undertaking practical tasks where entanglement or other risks have been identified by the tutor. ID lanyards must be put on again before leaving the teaching space.
- Students and staff who wish to use the services of the Learning Resource Centre, Student Life, Café Connect, or Student Centre located in Reception must be wearing their ID lanyard.
- Staff should wear photo ID lanyards at all times, except when engaged in practical activity where entanglement or other risks have been identified. If a staff member is not wearing their photo ID lanyard, they are required to report to Reception to sign in and collect a temporary visitor lanyard. Day 3 without a pass requires new ID to be produced at a cost of £5.00 and will be addressed with the staff member by the Head of Department.
- Heads of Department will conduct regular spot checks in their department to ensure staff and students are wearing ID lanyards

#### 7. Replacement ID Cards for Students

Each enrolled student will be given an ID card, lanyard and card holder when they have fully completed their enrolment. If a student loses or forgets their ID card they will be issued with a 'TEMPORARY' student day pass and their tutor will be informed. Repeat offences will lead to disciplinary action being taken.

If a student loses or forgets their ID card more than 3 times, they will not be allowed into the College unless:

- They return home to get their ID, or
- They pay for a new ID.
- The cost for replacement ID cards is £5.

Exceptions to these Guidelines and Procedures may be made for students with a disability, for whom returning home to collect their ID may present difficulties. A reasonable adjustment should be made to accommodate their circumstances at the discretion of the Head of Department. This would normally result in the issuing of a temporary pass.

For examinations, students are required to present their college ID.

### **8. Staff who forget their ID cards**

Staff who forget or lose their ID will be required to sign in as a visitor and will be issued a 'VISITOR' lanyard. Heads of Department will be notified of members of staff who have been issued with a visitor lanyard by Reception staff.

### **9. Contractors**

Authorised contractors' will be issued with 'Visitor' lanyards at the Reception Desk. Reception will have contractors sign in using a daily log, which will be scanned and electronically filed at the end of each working day.

### **10. Visitors**

Visitor lanyards will be issued at the Reception Desk. Full visitor details must be provided, in advance of the visit, to Reception by the member of staff they are visiting. Lanyards will be numbered 1-500. Reception will have visitors sign in using a daily log, which will be scanned and electronically filed at the end of each working day.

Details required:

- Visitor's name
- Name of person they are visiting
- Contact telephone number of staff member and location.

Visitors must be collected from and escorted back to Reception and **should be accompanied by a member of staff at all times.**

### **11. Corporate Delegates**

The Highlands event organiser for each external corporate event on campus, is required to provide a list of delegate names en bloc for Reception, and delegate lanyards will be issued to the Highlands event organiser. The Highlands event organiser is responsible for paying for lost replacements. Lanyards will be numbered 1-500.

### **12. Visible ID for those who wear coverings which obscure their face**

Some staff or students may wish to wear head, body or face coverings for religious or medical reasons i.e. skull caps, Niqab (face veil), Burka (full body covering) or a hat for those who are suffering hair loss due to a medical condition and the College aims to accommodate their preferences wherever possible. However, staff and students have no absolute right for their wishes to be met and the needs of the College to

implement a policy which ensures visible identification of all on its premises must be balanced with the beliefs of the individual.

Headwear for religious or medical reasons

Staff and students who choose to wear religious or medical headwear must have their ID updated to one wearing the chosen covering.

Wearing a Niqab or Burka.

For those staff or students who wear a Niqab or Burka, the ID photograph for employment or enrolment should be taken in a private area by female staff. The photograph will be kept on the system but not printed onto the ID pass, which will just record their name. The individual should be made aware that they may be required to remove their face covering if necessary for the purpose of security and identity checks. A private area and female staff will be made available.