



ST BRENDAN'S
SIXTH FORM COLLEGE

Faith in Learning

Lanyard Policy and Procedures

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St Brendan’s mission is to serve the Catholic and wider community by providing Sixth Form education of the highest quality and to act in the spirit of the Gospel believing that every person is loved by God and has a unique value.

1. Introduction

1.1 The College operates a visible ID policy for all staff, student and visitors to the College. This enables the College to ensure that only authorised persons are admitted to the buildings to maintain a safe and secure environment.

1.2 All students and staff must wear their College lanyards around their necks with photo facing outwards at all times to confirm at a glance that they are a registered member of the College community. This promotes a positive and professional image of the College and reflects the working practice of most employers in business and industry.

1.3 This policy is a key measure to support our Safeguarding and Prevent strategies.

2. Scope

2.1 The policy applies to all staff, students and visitors to any College premises. The policy details the type of identification required and the procedures for staff, student and visitor groups.

3. Lanyard Types

<u>Lanyard Colour</u>	<u>Text on badge</u>	<u>Person</u>
Black	2Y1 and 3Y1 Student 3Y2 Student	Student
Sticker	Date and Student ID number	Student (temporary)
Blue	Staff	Staff
Pink	Visitor	With a number - for frequent visitors such as invigilators or inspectors. Without number - for general visitors such as parents or other professionals
Green	Student Union	Students who have been elected as part of the student union
Black	Visitor	Contractors

4. Lanyard wearing

4.1 All staff are required to implement this policy and the following guidelines all illustrative, although not exhaustive, of expected actions:

- The wearing and displaying of lanyards and ID on College premises must be enforced by all staff at all times.
- Staff should wear their lanyard and ID at all times, except when engaged in practical activity where entanglement or other risks have been identified.

- Teaching staff **must not** permit any student into the classroom who is not wearing their lanyard and ask them to wear it.
- Students who wish to use the services of the Learning Resource Centre, Student Services such as Bursary, Café Max, Café Min and other student areas must be wearing their lanyard in order to be served.
- Students must always remove their lanyards when undertaking practical tasks where entanglement or other risks have been identified by the teacher or member of staff in charge. Lanyards must be put on again before leaving the teaching space.
- Student Engagement and Welfare Assistants will conduct lanyard checks every morning at the top of the drive. A member of CLT on duty at the building entrances will reinforce lanyard checks.
- Line Managers and SMT will conduct regular spot checks in their department to ensure staff and students are wearing lanyards.

5. Replacement ID Cards for Students

5.1 Each enrolled student will be given an ID card, lanyard and card holder when they have fully completed their enrolment.

5.2 If a student loses or forgets their ID card they will be instructed to go to the Learning Resource Centre (LRC) and have a temporary sticker issued which must be worn at all times. This temporary sticker is only for **one day use**.

6. Escalation of actions

6.1 Repeat 'offences' will lead to disciplinary action being taken.

6.2 If a student loses or forgets their ID card more than 3 times, an email will be sent to parent/carers and student to explain the escalation of actions. On the 4th time, 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.

6.3 Exceptions to this Policy may be made for bursary students or those with a disability, for whom returning home to collect their ID may present difficulties. A reasonable adjustment should be made to accommodate their particular circumstances at the discretion of the Duty Manager. This would normally result in the issuing of a temporary sticker.

6.4 If a student states they do not have the money to buy a replacement, the Duty Manager will be called. The Duty Manager will;

- Speak to the student and check if they are able to get home
- Parent/carers will be advised via Vice Principals PA that they are on their way home to collect their lanyard
- Ask if parent/carers can bring the Student ID to college as an alternative course of action
- If a student is unable to get home (eg college coach), the Duty Manager will agree that a temporary sticker is given and parent/carers are advised they can only return to college the next day with their lanyard or the £5 to pay for a new one.

6.5 A student's record will be reset every main term – Christmas, Easter and Summer.

7. Examination Protocol

7.1 For students during examinations:

- All students must wear their lanyard to enter an examination.
- Students may take off their lanyard during the examination but it must be placed on their desk with the photograph facing up to ensure invigilators can identify students at all times.
- Students who do not have their lanyard for their examination must collect a printed copy of their photo ID from the Learning Resource Centre.

8. Staff

8.1 All staff are issued with a photographic ID card and College Lanyard by the IT team when starting employment at the college.

8.2 Staff who forget or lose their ID will be required to sign in at Reception as a visitor and will be issued a **Pink and numbered** lanyard for **one day use**.

8.3 Staff are required to hand back in temporary lanyards to Reception at the end of the day.

8.4 If a staff member refuses to wear their lanyard, or has to be repeatedly told to wear it, then a management reprimand will be applied. If further instances occur then formal disciplinary action will be considered.

8.5 Staff who have lost their ID card and College lanyard must go to the IT department to be issued with a replacement ID card and lanyard. A replacement ID card and College lanyard will be issued free of charge but any issued subsequently will incur a fee of £5.00.

8.6 Staff must return their identification ID cards and College lanyards to HR upon termination of employment.

9. Contractors

9.1 Authorised contractors' lanyards and ID passes will be issued by the Estates Manager.

9.2 Contractors' lanyards are **black**, printed with the text '**Contractor**' on the badge.

9.3 Contractors should be accompanied by a member of the premises team at all times.

10. Visitors

10.1 Visitor lanyards and ID passes will be issued at the College Reception.

10.2 Visitors' lanyards are **pink**. Full visitor details must be provided, in advance of the visit, via an email to the info@stbrn.ac.uk at least 24hours prior to the visit by the member of staff they are visiting.

Details required:

- Visitors name
- Name of person visiting
- Visitor's company
- Room number where meeting/activity is taking place

10.3 When the visitor has signed in via Reception, the team will contact the member of staff via telephone to inform them of their visitor's arrival.

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

Appendix

Email to be sent to parent/carer upon third occurrence

Dear [insert parent/carer name] and [insert student name],

As you will be fully aware, the one piece of uniform our students are expected to wear at all times when at College, is their student ID and lanyard. For our Year 12s/Access to Level 3 students – this is a yellow lanyard. For our Year 13 students, this is an orange lanyard.

Students are given 3 chances so if they forget their lanyard, they must collect a temporary one from the LRC. It has been made absolutely clear to our students from the start of the academic year, they must wear their lanyards at all times when they are at college. This includes during lessons, self-study periods, in social spaces and moving between lessons. The reason is a simple one – it is necessary for the safeguarding of all our students and staff, that lanyards are worn. This is so, any person not a member of the college will be reported and asked to leave the site immediately. Visitors must report to reception and are issued with a visitor badge and similarly, staff wear light blue lanyards at all times. This mirrors the world of work where most organisations require their staff to wear ID badges. We have had incidences in the past where students have brought non-students onto site and this puts our staff and students at substantial risk of harm.

[student name] has been issued with a temporary ID on 3 separate occasions. If they forget their ID for the fourth time, I need to inform you that we will be sending them home to collect their lanyard or a new one can be purchased for £5 in the LRC.

Should [student name] use the college coach, we will issue a temporary sticker as an exception on the understanding that they must return to college with their lanyard or the £5 to pay for a new one.

Should they miss any lesson(s) as a consequence, they will be marked as absent. Alternatively, you are able to come and drop off their student ID to them at college.

Thank you for your support in this important safeguarding requirement.

Best wishes
VPSEP