



Highlands College and UCJ Visible ID and Lanyard Guidelines and Procedures

1. Introduction

Highlands College (“**The College**”) and University College Jersey (“**UCJ**”), collectively referred to as “**Highlands**”, operate a visible ID policy through the wearing of a Highlands colour coded Visible ID and Lanyard for staff, students, visitors, contractors and corporate event delegates to the Highlands campus.

The “Visible ID and Lanyard quick reference sheet” should always be read in conjunction with these guidelines and **MUST** be adhered to. Please also read these guidelines in conjunction with The College’s Safeguarding Policy Guidelines and Procedures.

This enables the College and UCJ 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 College campus for core business hours (between 08.00 – 18.00hrs) will be provided with a Visible ID and Lanyard, which must be worn around their neck 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 UCJ 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 everyone is expected to **CHALLENGE** anyone who is on site without one, taking them to reception to obtain relevant Visible ID and Lanyard and 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 both the College’s Visible ID Guidelines and its Safeguarding Policy, 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 and Procedures apply to all staff, students, visitors, contractors and corporate event delegates to the Highlands Campus and designated teaching premises. These Guidelines and Procedures detail the type of identification required and the procedures for all parties.

2.1 Visitors

Visitor Visible ID and Lanyards will be issued at reception.. Full visitor details must be provided, in advance of the visit, to reception by the member of staff they are visiting. Visitor Visible ID and Lanyards will be numbered 1-500. Reception will have visitors sign in using the electronic “InVentry” system. Visitor details will be 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.**

2.2 Contractors

Authorised contractors will be issued with ‘Visitor’ Visible ID and Lanyards at reception (similar to the procedure set out in Visitors clause 2.1 above).

Reception will have contractors sign in using the electronic “InVentry” system. Contractor details will be filed at the end of each working day.

Contractors will be required to meet with the member of staff they are in contact with regarding the work / task to be undertaken and for that member of staff to arrange for the contractor to either be escorted or make known to reception that the contractor may move to their place of work on the Campus without staff escort.

Each contractor is requested to return their Visitor Visible ID and Lanyard at the end of each working day.

2.3 Corporate Delegates

For visitors attending the Highlands campus for one-off, externally organised events, there is a requirement for the Highlands Event Organiser to provide to reception a list of delegate names, which will be input into the electronic “InVentry” system.

Reception will issue to the Highlands Event Organiser the required number of Delegate Visible ID and Lanyards (en-bloc). Delegate Visible ID and Lanyards will be numbered 1-500.

Corporate Delegates will be required to wear Highlands Delegate Visible ID and Lanyards which will be issued to the Highlands Event Organiser for distribution.

Delegates are always expected to remain with their hiring group.

The Highlands Event Organiser has responsibility for returning all Delegate Visible ID and Lanyards provided to reception and is responsible for payment of replacement Visible ID and Lanyards, should any not be returned.

2.4. Staff

The College's Student Records Department ("**Student Records**") is responsible for issuing all College and UCJ staff photo Visible ID and Lanyards.

The initial Visible ID and Lanyard is issued free of charge, but if a replacement is later required, then the cost must be met by the staff member. (#)

As role models for our student body, staff must always wear their photo Visible ID and Lanyard. The only exception is while engaged in practical activity where entanglement or other risks have been identified

2.5. Students ID and Lanyards

Student Records Department is responsible for issuing student Visible ID and Lanyards for students.

These are issued to all students at the time of their enrolment on full-time or part-time courses who study on the Highlands campus for core business hours between 08.00 – 18.00hrs.

The initial Visible ID and Lanyard is issued free of charge, but if a replacement is later required, then the cost must be met by the student (#). *(Please refer to Clause 7 below).*

Students must be identifiable by their College Visible ID and Lanyard and, at the point of their enrolment, students agree to photo identification that must be worn on Highlands campus at all times, unless health and safety rules dictate otherwise.

3. Colour Coding for ID Lanyards

Staff	Blue	(where a temporary Visible ID Card is issued, this has a Yellow Lanyard)
Students	Grey	(where a temporary Visible ID Card is issued, this has a Yellow Lanyard)
UCJ Students	Green	
Visitors (including work contractors)	Red	
Events Delegates	Purple	

4. Visible ID and Lanyard wearing – general guidance for staff

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

- The wearing and displaying of Visible ID and Lanyards for **staff, students, visitors (whether visitors or contractors) and event delegates** on Highlands Campus premises **must be enforced by all staff at all times**, unless health and safety rules dictate otherwise.

- 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 Visible ID and Lanyard.

4.1 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.

Highlands aims to accommodate their preferences wherever possible. However, staff and students have no absolute right for their wishes to be met.

Highland's needs and obligations to be able to identify individuals on its Campus must be balanced with the religious beliefs or wishes of the individual.

4.1.1 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.

4.1.2 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 Visible ID, 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 for any such identity check.

5. ID Visible ID and Lanyard wearing for Students

- Tutors are responsible for ensuring students are wearing Visible ID and Lanyards..
- Students must always remove their Visible ID Card and Lanyard when undertaking practical tasks where entanglement or other risks have been identified by the tutor. Visible ID Cards and Lanyards must be put on again before leaving the teaching space.
- All members of staff should challenge any student who is not wearing their Visible ID and Lanyard. If a student is not wearing their Visible ID and Lanyard, they are required to report to Reception to sign in and collect a **temporary day pass Visible ID and Lanyard (yellow)**.
- Should a student not have their Visible ID and Lanyard for 3 consecutive days then a replacement Visible ID would have to be produced, with the cost to be paid by the student (#) (Please refer to Clause 7 below).
- Should a student have had to have a replacement Visible ID and issued more than 3 times the incident will be addressed by the Personal Tutor or Head of Department. Staff should refer to the current Academic Misconduct Guidelines (Please also refer to Clause 8 below).

5.1 Visible ID and Lanyard wearing for students who are exam candidates.

N.B For examinations, students are required to present their college ID. (please refer to the “Verifying ID Procedure for Examination Candidates Procedure Paper”.

6. Visible ID and Lanyard wearing for Staff

- Staff should wear photo Visible ID and Lanyards at all times, except when engaged in practical activity where entanglement or other health and safety risks have been identified.
- If a staff member is not wearing their photo Visible ID and Lanyard, they are required to report to Reception to sign in and collect a temporary pass Visible ID and Lanyard (yellow).

Should a member of staff not have their Visible ID and Lanyard for 3 consecutive days then new ID would have to be produced the cost must be met by the staff member (#)

- The incident will be addressed with the staff member by their Line Manager or Head of Department.
- Heads of Department will conduct regular spot checks in their department to ensure staff and students are wearing Visible ID and Lanyards.

7. Replacement Visible ID and Lanyards for Students

Each student, when they have fully completed their enrolment, will be given (free of charge) a Visible ID together with a grey Lanyard (or green lanyard for UCJ students) and card holder.

If a student loses or forgets for 3 consecutive days their Visible ID and Lanyard they will be issued with a ‘TEMPORARY’ day pass ID and Lanyard (yellow) and their tutor will be informed. Repeat offences will lead to disciplinary action being taken (see *Clause 8 below*).

8. Procedure for Students who lose or forget their Visible ID and Lanyard more than 3 times.

If a student loses or forgets their Visible ID and Lanyard more than 3 times, and has previously had 3 replacements issued, then on the 4th occasion they will not be allowed into Highlands unless:

- They return home to get their Visible ID and Lanyard (*), or
- They pay for a new Visible ID and Lanyard (#)

(*) 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.

(#) The cost of a replacement Visible ID and Lanyard is currently £5.00, but may be subject to increase. Please contact Reception for confirmation of the cost at the time of the loss.

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