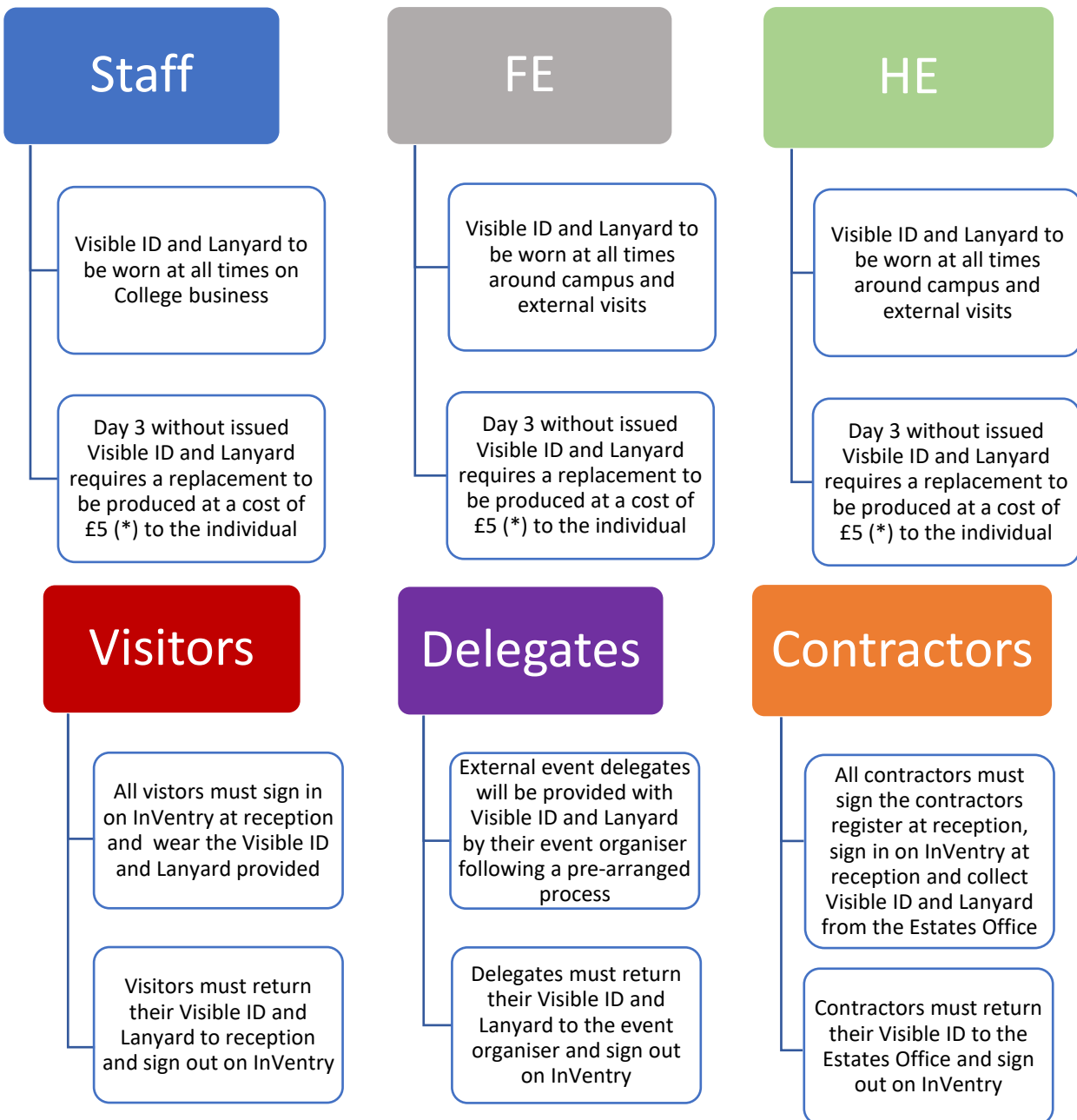


# Highlands College Visible ID quick reference flowchart 2024

- Highlands College Visible ID **MUST** always be worn by all individuals visiting the College campus; this includes College staff, students, parents, CYPES employees, visitors and contractors.
- Visitors with their own company/department Visible ID must also wear Highlands College Visible ID
- All visitors must sign in at Highlands College reception on InVentry or by pre-arranged sign-in procedures for delegates and large groups.
- All Highlands College employees have a duty of care for safeguarding and failure to comply with the Visible ID policy will potentially be regarded as a disciplinary matter.
- All Highlands College employees have a duty of care for safeguarding and should challenge anyone not wearing Visible ID and direct them to reception to sign-in and receive Visible ID.



Note 1: Colours correspond to the colour of the appropriate lanyard

(\*) The cost of the replacement Visible ID and Lanyard is currently £5.00 but may be subject to change.

