# 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.

### Staff

Visible ID and Lanyard to be worn at all times on College business

Day 3 without issued Visible ID and Lanyard requires a replacement to be produced at a cost of £5 (\*) to the individual

# **Visitors**

All vistors must sign in on InVentry at reception and wear the Visible ID and Lanyard provided

Visitors must return their Visible ID and Lanyard to reception and sign out on InVentry

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Visible ID and Lanyard to be worn at all times around campus and external visits

Day 3 without issued Visible ID and Lanyard requires a replacement to be produced at a cost of £5 (\*) to the individual

# Delegates

External event delegates will be provided with Visible ID and Lanyard by their event organiser following a pre-arranged process

Delegates must return their Visible ID and Lanyard to the event organiser and sign out on InVentry

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Visible ID and Lanyard to be worn at all times around campus and external visits

Day 3 without issued Visbile ID and Lanyard requires a replacement to be produced at a cost of £5 (\*) to the individual

## **Contractors**

All contractors must sign the contractors register at reception, sign in on InVentry at reception and collect Visible ID and Lanyard from the Estates Office

Contractors must return their Visible ID to the Estates Office and sign out on InVentry

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.

