

LEARNER LANYARD AND ID CARD POLICY AND PROCEDURE

Policy Document Purpose Statement

This document sets out the policy supporting the requirement for identification badges on lanyards to be displayed by all students at Cornwall College Group.

Application

The objective of this document is to provide a framework to describe why this is a requirement and how it will be enforced by Cornwall College staff.

Interpretation

Further guidance on the use or interpretation of this policy may be obtained from the responsible post holder.

Legislator / Regulatory Compliance

Compliance with relevant current Health and Safety legislation, Data Protection Act and other legislation / regulations named within the body of the document.

Publication Restrictions

This document is for Cornwall College Group staff, internal use only.

Name of document:	Learner Lanyard and ID Card Policy and Procedure	
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Post Title responsible for review:	Vice Principal Group Curriculum and Quality	
Version Number:	1	
Approved by:	ELT	
Date of first approval:	18th September 2020	
Date of review / publication:	18th September 2020	
Date of next review:	1 st August 2021	
Impact Assessments considered at time of policy review:		
	Impact? (Y / N)	Reviewed by:
Equality, Diversity and Inclusion		
Safeguarding		
Risk		
GDPR		

LEARNER LANYARD AND ID CARD POLICY AND PROCEDURE

1. Purpose of the Policy and Applicability

- 1.1. In order to keep our college a safe place to work and learn in, it is essential that all learners and staff on the college premises are easily identifiable from the general public. It is therefore, mandatory for all learners and staff to wear their college lanyard with current identification (ID) card at all times while at college. Visitors will also be required to wear their issued lanyard (red) at all times. The ID should be worn in a place that is easily identifiable from a distance of 30m, please use lanyard provided.

2. Procedure

- 2.1. It is the expectation of all Cornwall College staff to challenge any individual that is not displaying a lanyard with current ID card to ensure that they should be allowed on site.
- 2.2. This is an important employability skill that our learners need to understand as many sectors require visible ID at all times.
- 2.3. During the first two weeks whilst lanyards and ID cards are being issued and enrolments are being finalised, it is important to challenge non-compliance to ensure a consistent message from all staff. During this period, staff need to be re-assured as to the explanation for non-compliance that the learner gives and decide if they should be on site.
- 2.4. However, from w/c 21st September 2020:
 - 2.4.1. If a person is not able to display a lanyard and current ID card and should not be on a particular campus then they must be told to leave.
 - 2.4.2. Lanyards with current ID will need to be visible in order for learners to be able to use or gain access to any of the College's facilities i.e. Learner space, restaurants and cafes, LRCs etc.
 - 2.4.3. If a learner is not able to display the lanyard and current ID when asked but confirms that they have been issued with a lanyard, card holder and ID card, the action at 2.5 below will be followed.
- 2.5. Action from w/c 28th September 2020:

The learner will need to go to reception to be issued a temporary lanyard and ID. This will cost the learner a £1 deposit which they will receive back at the end of the day when they return the temporary lanyard and ID.
If the learner does not have access to £1 then they will need to be sat somewhere quiet whilst reception contact Parent / Guardian to make arrangements to either retrieve their lanyard and ID card, be given £1 or be collected.
Reception staff will note all interventions on ProSolution as required.

- 2.6. Replacements:
 - 2.6.1. If a learner confirms that they have lost their ID badge/lanyard then a full replacement will be issued. The cost of replacement will be **£2**.
- 2.7. If a learner is actively refusing to engage with any part of the process or is unwilling to co-operate in providing college ID, they will be required to leave campus. Please contact a CAM or member of the Management Team in this instance.