



Policy document

Student ID Policy

1 Overview

- 1.1** The overall aim of this policy is to clarify the responsibilities of students with respect to lanyards and ID (Identification) cards. The college is committed to ensuring the protection and welfare of all students and staff. All students and staff have an equal right to a safe environment to learn and work. Lanyards and ID cards help quickly identify who should and should not be on college grounds.
- 1.2** The vast majority of workplaces now require employees to carry a form of identification and follow strict procedures. As well as the safeguarding the campus, this policy aims to ensure that students are prepared for their next steps in employment.

2 Lanyard and ID Card

- 2.1** The college provides every student with a lanyard and ID card free of charge upon joining the college.
- 2.2** Wearing a lanyard and ID card is one of the college's key terms as part of the Student Behaviour Policy. Failure to comply with these terms will lead to disciplinary action.
- 2.3** Lanyards and ID cards are college property and must be returned upon leaving the college. If it is lost, the cost is £5 for a replacement. If it is damaged a £2 charge will apply.

3 Responsibilities

- 3.1** Students are required to wear their lanyard and ID card at all times when on college premises.
- 3.2** The ID must be visible and not covered.
- 3.3** Students must not lend their ID card to anyone else or use it to scan in any other student.
- 3.4** Students must not alter or deface their lanyard or ID card in any way.
- 3.5** If a student forgets/loses their lanyard and ID card, they must go immediately to the reception desk and repeat offences will follow the process below.
- 3.6** Our student ID policy requires all students to have a photograph of their full, uncovered face on their ID, even if they wear a religious face covering. If identification is needed, a

suitable member of staff will conduct the ID check to respect religious and cultural practices (e.g. a student wearing a niqab, would be identified by a female member of staff)

4 **Forgotten ID – Repeat Offences**

There is an escalation process for attending college without a student ID (see annex 1). This will be reset **every term**.

5 **Access to Off Site Buildings**

The college has offsite buildings that require ID cards for students to enter:

Maurice Wilkes Building: This is where Maths is taught. If a student who has forgotten their ID card has a Maths lesson that day, they will be issued with a temporary card (which they will sign out) that gives them access the Maurice Wilkins turnstiles and building only. After lesson, they will need to enter the campus via reception and return the temporary card (signing it back in). Reception will then let the student back into the main site for any remaining lessons. If it is the last lesson of the day, the student will still require to bring back the temporary card to reception before leaving college.

Study Hub (Crown Centre): The student will be issued with a temporary card and will need to re-enter to the main campus through the main front entrance via reception.

Careers Office (Coventry Street): If a student has forgotten their ID card, they will not have access to the Careers Office and therefore should not leave the main site.

Dr. Johnson House: If the student has a 121 session in Dr Johnson House, the member of staff they are meeting with will be notified by email. They will meet them at the entrance of Dr Johnson and the member of staff will allow them back into main campus after the appointment.

6 **Equality Impact**

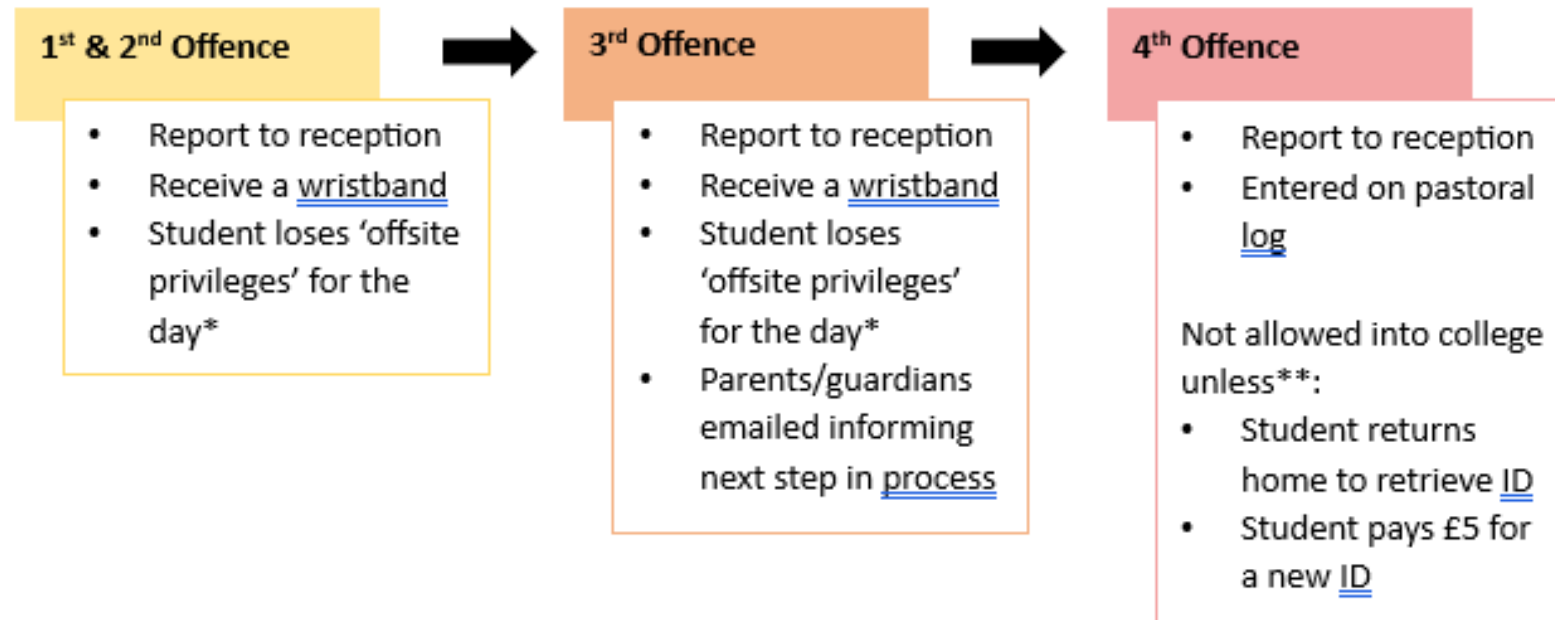
The College's equality, diversity and inclusion policy has been taken into account when considering this policy.

7 **Annexes**

Annex 1 – Escalation Process for attending college without a student ID

Date of review	Date agreed	JCC	Governors	Review date	Comments
November 2024	December 2024	N/A	N/A	November 2025	

Escalation Process for attending college without a student ID



*Losing offsite privileges means that a student is expected to remain on main site for studying and socialising. If a student leaves the site, they will not be allowed back on to the main site that day. They will have access to the reception area. There are some exceptions (see section 5. Access to Off Site Buildings).

**On the 4th offence, if a student cannot return home (e.g. college transport), they receive bursary or have another exceptional difficult circumstance then the student will meet with the Assistant Principal to discuss appropriate next actions.