



IDENTIFICATION POLICY

Process Area	Estates
Reference Number	EST/005
Directorate	Client Services

Issue No	Date	Details	Author	Approved
001	Nov 2009	First Issue	BO'B	BD
002	April 2013	Second issue following review at Staffing Committee of Governing Body in April 2013 – changes are minor in nature and relate to numbering and use of language.	JL/RS	Governing Body
003	May 2016	Third issue following review at Staffing Committee of Governing Body in May 2016 – changes are minor in nature and relate to policy objective clarified in opening statement and inclusion of Governors within the policy.	RS	Governing Body
004	Feb 2019	Reviewed with minor changes. Name change from Staff Identification to Identification.	RS	Governing Body
005	Jan 2022	Revised to incorporate student identification thereby making STS/020 Student Identification policy redundant.	RS	Governing Body
006	Feb 2023	Minor amendments which include the cost of a replacement ID card and lanyard	RS	Governing Body

If requested, the College will make the policy available in alternative formats to accommodate visual impairments. The policy can also be downloaded from the College website and made available in alternative languages upon request.

1. POLICY STATEMENT

In accordance with its Safeguarding responsibilities, Southern Regional College (SRC) is committed to protecting the health, safety and welfare of its staff, students and visitors when on College sites. In support of this the College operates a number of security measures to ensure that persons who access College buildings have a proper reason to be present. All staff and students have a responsibility to follow procedures in place to help create a safe and secure environment for staff, students and visitors.

As a means of identifying staff, students and Governing Body members on campus and in facilities, staff, students and Governors will be issued with and required to wear a photo identification (ID) card while on campus or other property operated by SRC. The ID card must be always visible. College managers, premises managers, caretaking or other authorised staff may stop individuals, with or without ID cards, to determine or verify their authority to be on campus or in a particular location.

2. SCOPE

This policy applies to all employees, members of the Governing Body and all full-time and substantial part-time students of Southern Regional College.

3. DEFINITIONS

Staff Photo ID card	This refers to a standard issue photographic ID card and attached lanyard (notated STAFF) in the SRC corporate logo for staff.
Student FE Photo ID card	This refers to a standard issue photographic ID and attached lanyard in a specific colour (notated STUDENT) with the SRC corporate logo for FE students.
Student HE Photo ID card	This refers to a standard issue photographic ID card and attached lanyard in a specific colour (notated STUDENT) with the SRC corporate logo for HE students.
Staff and Student School Partnership Programme (SPP) ID card	This refers to a standard issue ID card and attached lanyard in a specific colour (notated SPP).

4. RESPONSIBILITIES

4.1. Human Resources and Development

Human Resources will:

- issue ID cards to all staff;
- advise new staff of the requirement for wearing ID cards;
- establish and communicate requirements regarding replacement of lost or stolen ID cards and return of ID cards upon termination of employment.

4.2. Learning Resource Centre (LRC)

LRC will:

- issue a photographic SRC ID Card with an accompanying lanyard and card holder to all full-time and substantial part-time FE & HE students;
- advise new students of the requirement for wearing ID cards and lanyards;
- establish and communicate requirements regarding replacement of lost or stolen ID cards and the return of ID cards.

4.3. College Managers, Estates Staff and other authorised staff

College Managers, Estates Staff and other authorised staff will monitor the implementation of this policy and in particular will:

- observe individuals wearing ID cards as a means of verifying their authority to be on campus and in particular locations;
- challenge and request those not wearing their ID cards to produce identification and confirm their reason for being on campus;
- provide notification to appropriate line managers of those individuals who repeatedly fail to wear their ID cards;
- disseminate and reinforce the policy requirement that staff wear their ID cards and take appropriate administrative action to secure compliance with this policy;
- disseminate and reinforce the policy requirement that students wear their ID cards, including instigating the Student Disciplinary procedure to individuals who are in breach of this policy;

4.4. SPP Co-ordinators

SPP Co-ordinator's will issue identity cards for all SPP students and supporting school staff (teachers and classroom assistants) to the Entitlement Framework (EF) Co-ordinator from each school. The EF Co-ordinator will be responsible for handing out the ID Cards to staff and students each week and collecting them at the end of the day.

4.5. All Staff

Each member of staff shall be required to:

- present themselves to have their photo taken for their ID card when requested;
- ensure they collect their card when notified to do so by Human Resources & Development;
- wear their ID card visibly at all times when on campus in the holder and lanyard provided by the College;
- report lost or stolen cards immediately to Human Resources & Development and arrange to have a replacement ID card and lanyard issued at a cost of £5 per item;
- challenge and request those not wearing ID cards to produce identification and confirm their reason for being on campus
- return their ID card and lanyard to Human Resources & Development when they leave their employment.

4.6. All Students

Each student shall be required to:

- present themselves to have their photo taken for their ID card when requested;
- ensure they collect their pass when notified to do so by Learning Resource Centre;
- wear their ID card visibly (both holder and lanyard) at all times when on campus and when representing the College externally including on industrial visits etc.
- report lost or stolen passes immediately to Learning Resource centre and arrange to have a replacement ID card and lanyard issued at a cost of £2.50 per item.
- return their ID card and lanyard to the Learning Resource Centre when they leave their course.

5. DISTRIBUTION

Policy Centre on SharePoint

SRC Website

Employee Handbook

6. RELATED DOCUMENTS

- Disciplinary Procedure for Support Staff
- Disciplinary Procedure for Lecturing Staff
- Disciplinary Procedure for Students
- Health & Safety Policy & Procedures
- Safeguarding Policy
- Student Charter (Code of Practice)
- Equality and Good Relations Policy
- Management and Employee Standards Policy
- Learning Resource Centre & Libraries Loans Policy

7. FLOWCHART

None