

Policy Title

Identification

Author/Responsible Manager	Principal
Original Issue Date	31 st August 2017
Approved By and Date	August 2025
Next Review Date	August 2026
EIA Completion date	31st August 2026
Risk Assessment (please note here any identified risks of non-compliance with the policy)	Inability to distinguish genuine college users from those who may pose a risk of harm

CONTENTS

PAGE NUMBER

1. Equality Impact Assessment	1
2. Introduction	2
3. Policy Statement	2
4. Procedure	2
5. Reference to Other Policies	5

Equality Impact Assessment

Characteristic	No impact	Positive impact	Negative impact	Evidence
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference to alternative display under 3.4
Gender	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pregnancy/Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Religion/belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Marriage & civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carried out by: R Evans				

Actions required:


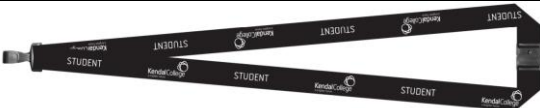
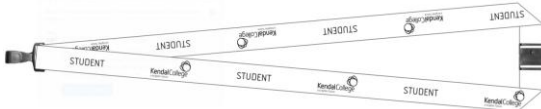

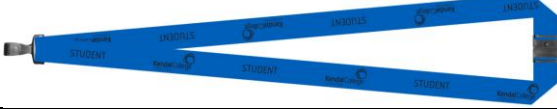
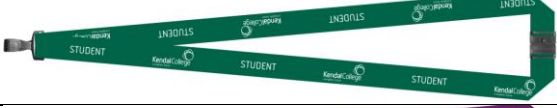

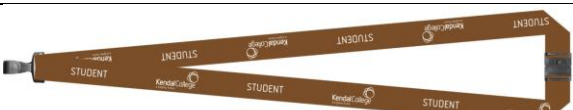
Action	Date	Reviewed by	Date

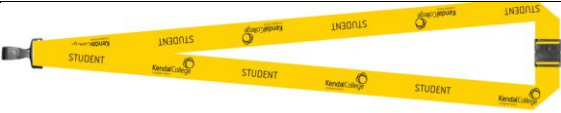
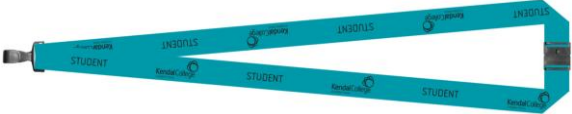
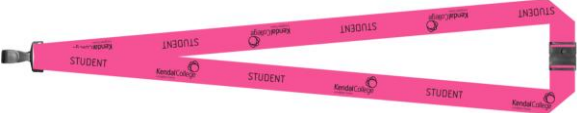
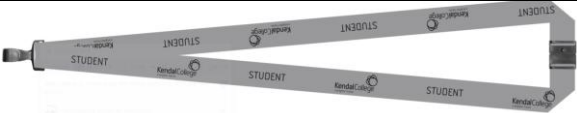

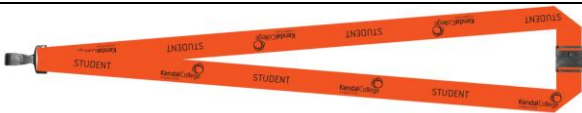
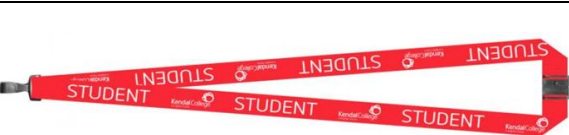



1. Introduction

As a significant step forward in the College's safeguarding procedures, a range of different identification has been introduced and will apply to all those using the College at any site.

- Kendal College Staff – **blue** lanyards
- Governors – **grey**
- Volunteers eg, museum volunteers – **purple**
- Associate/Agency Staff, trainee teachers on placement – will receive a **green** lanyard at MRC. Visitors including those on shorter courses lasting 5 weeks and under and contractors will get a visitor lanyard.
- Restaurant and salon visitors receive a lanyard but are not signed in at reception as they are supervised.
- Students on short courses that access the premises will be issued either visitor lanyards or the colour below subject to availability.
- Students enrolled on courses that access the premises for more than 6 weeks – as per the diagram below:

Students and staff lanyard colours are as follows for 2025/26:

Courses	Colour	Lanyard
Access to HE Professional Services and Care Arts adults	Rainbow	
Business groups	Black	
Hospitality groups	White	
Art and Design	Gold	
Construction groups	Blue	
Childhood studies groups	Green	
Engineering (MRC) Music (AMC)	Purple	
Hair and Beauty	Brown	

Health and Social Care	Yellow	
KC Sixth	Turquoise	
Motor Vehicle	Pink	
Sport	Grey	
Link 2 (previously Voc studies)	Light Green	
Animal management	Orange	
Performing and Production Arts	Red	
Agriculture	Maroon	
Staff	Blue	
Agency staff	Green	

2. Policy Statement

Under the College's Safeguarding responsibilities, all students, staff and users of the College are issued with lanyard identity passes. It is equally the responsibility of each member of staff to ensure the procedure is followed. ID must be used to check that an individual has the right to access the College and its services and will form part of the allocation of support such as bus passes, parking permits, meal cards and learner support fund allocations.

Whilst it is essential that we are able to monitor everyone accessing the College, there will be exceptions where attendance is noted in additional ways eg restaurant

guests noted through bookings, conferences where alternative name badges or signing in sheets are used.

3. Procedure

In general, the same procedure for issue will apply to all categories of user with each ID badge, with the exception of visitor stickers, displaying a photograph of the user, unique bar code and date of expiry. Production of the ID badges and issue of lanyards is carried out by student services and reception staff at all 3 campuses.

3.1 Full Time Learners

Learner Induction – it is essential that the importance of learners being identifiable and why security of the College is so important is emphasised. Reference to recent terrorist attacks eg Manchester Arena can be used to remind learners that we must ensure we know who is entering the college and for what reason ie to keep them safe.

Learners are issued with dated identification and course specific coloured lanyards as part of the induction process and they will be required to wear it at all times in college. Where health and safety is compromised, eg in a workshop situation, then the lanyard may be removed or worn underneath overalls but must be shown on request and always worn in public areas eg café.

The consequences of learners not wearing their lanyard will be:

- Required to request a temporary one-day pass from student services and/or reception at any of the colleges campuses which must be returned at the end of the day. Issue of temporary passes will be recorded.
- Learners losing their ID and lanyard or temporary pass will require them to purchase a new one via student services/reception at a cost of £3.
- Persistent failure to wear or show ID will be noted on the learner's ProMonitor record and discussed through tutorial utilising the learner behaviour policy where appropriate.

Adherence to the policy will be checked through teaching & learning observations, lanyard checks and general observance. Anyone in college not wearing a lanyard and ID will be challenged. Concerns should be reported in the first instance to the Duty Manager via the campus reception desks.

3.2 Part-Time Learners – 6 or more weeks

Learners on courses lasting 6 or more weeks must be issued with a lanyard ID as part of their induction process. Tutors on part time courses should include issue on the first session of their course and take the learners to the relevant reception to have their photographs taken and the cards and lanyards prepared. Alternative arrangements may be needed for evening classes where staff are not on hand to issue passes.

The issue of passes to apprentices needs to be managed as part of their sign-up process and timing will be dependent upon when they are issued with their college enrolment number.

Information on the importance of displaying learner ID must be explained. The same sanctions will apply to part time students and in the event that a temporary lanyard or pass cannot be issued then the learner will receive a visitor pass. A record will be kept of non-compliance with the policy.

At the end of the course, the lanyard and ID must be collected in for recycling.

3.3 Part-Time Learners – short courses

For courses lasting less than 6 weeks that access the premises, including one/two-day short business courses, learners should be issued with a visitor ID and sticker or appropriate lanyard for their department. To prevent delays in the start of the course, tutors should obtain and issue the ID at the start of the course, ensuring that they are worn when learners access other parts of the College. All ID should be collected in at the end of the session and returned to reception at any campus.

3.4 Health and Safety

There will be instances where lanyards present a health and safety risk or significant inconvenience to learning. It will be appropriate that lanyards are removed, worn underneath clothing or put to one side in the classroom or workshop, but they must be worn in other areas of the college.

Where a disability is disclosed that prevents the wearing of a lanyard, Inclusion will put in place an alternative method of ID display such as a clip.

3.5 Loss of ID/Lanyard

For all categories of lanyard issued, a charge of £3 will be made to obtain a replacement. This fee is non-refundable if the original lanyard is later found and covers the cost of the replacement.

4 Reference to Other Policies

- Safeguarding
- Premises and Protective Security
- Visitors