

ID and Site Access Policy

Policy Details			
Policy Owner	Director of Estates		
CE Sponsor	Deputy Chief Executive		
Date created this year	September 2024		
Version:	Approved by:	Date approved:	To be reviewed:
	College Executive	04 September 2024	September 2027

Version Control	
Version Number	Changes from previous 12 months policy
1	Sept2024 – Updated Lanyard protocols
	Changes to policy in year
2	

Equality Impact Assessment Tool

		Yes/No	Comments
1	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	Race or ethnicity	No	
	Disability	No	
	Gender	No	
	Religion or belief	No	
	Sexual orientation	No	
	Age	No	
	Marriage and Civil Partnership	No	
	Maternity and Pregnancy	No	
	Gender Reassignment	No	
2	Is there any evidence that some groups are affected differently?	No	
3	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	N/A	
4	Is the impact of the policy/guidance likely to be negative?	No	
5	If so, can the impact be avoided?	N/A	
6	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7	Can we reduce the impact by taking different action?	N/A	

Policy and Procedures for ID at all Colchester Institute Sites

Introduction

Colchester Institute considers that ID cards are essential for the identification and security of staff and students and other campus users. This is an important part of the strategy for safeguarding staff and students whilst at college. Anyone accessing College sites must comply with this policy.

Everyone who is issued with a personal ID card must always wear it whilst on College premises. The only exception to this is when they are authorised to be removed for safety reasons. In this event, ID cards must remain on the person for inspection if required. Those on campus are categorised to ensure visual recognition can be made with their suitability on campus.

Colchester Institute will issue ID cards for staff, students, volunteers, and other persons where the requirements under the College's Vetting Checks and Single Central Register Policy have been confirmed. Managers are responsible and accountable for ensuring that they are aware of this procedure and the College's vetting checks policy and that both are adhered to.

ID cards – Staff and Students

All staff and students of Colchester Institute will be provided with an official ID card and a lanyard so that this must be worn around the neck. The official ID card will include a photograph.

These cards will be issued by Registry for new staff on their first day of appointment and for students at enrolment. It is expected that all students should have received their ID cards prior to the first week in October, for the new academic year.

Non-Employees

There are a number of categories of non-employees - other organisation workers, agency workers, volunteers, self-employed. These non-employees are issued with an "Approved Partner" ID card, once they have satisfied the criteria that is held within the vetting checks and single central register policy. These are renewed periodically.

Everyone on campus must wear a lanyard at all times and should fall into one of the below categories and wear the corresponding coloured lanyard:

Category	Definition	Colour
Staff including governors	Any staff member or governor of Colchester Institute	Red
Student	Any student of Colchester Institute	Colour depicted by curriculum area
Staff (provided with a temporary ID card)	For staff members that have forgotten their ID	Red
Student (provided with a temporary ID card)	For students that have forgotten their ID	Yellow (ID card colour changed daily)

Approved Partners	For non-employees registered on college single central register	Green
UCC Staff and Students	UCC only	Grey
Visitors	For anyone that doesn't fall into any of the above categories. Visitors must be chaperoned by only those that are registered on the college single central register	Orange

Managers are responsible and accountable not only for ensuring the College's Vetting Checks and Single Central Register policy are adhered to for these workers but also the College's Financial Regulations when it comes to engaging self-employed and casual workers.

Loss or damage to ID cards

Staff and students who lose or damage their ID cards must report this immediately to Registry who will arrange for a new card to be issued. If a card must be replaced more than once, a £5 charge will be made for a replacement card.

Uses of ID cards

ID cards will be required to be used whilst on College premises as indicated:

- for access to College sites as detailed and for identification generally
- to obtain resources from the library or TLR
- to use printers or photocopiers
- to make purchases in refectories using the uPay system
- to support other student related activities

Site access/security

Staff and students must produce their ID cards at the entrance gates to access college premises. The pedestrian gates and barriers if closed have readers which will allow the card holder access to our sites.

The entrance to College premises will be controlled by security personnel, who will request ID cards to be produced before allowing entrance. Out of term time, access arrangements may vary, where intercom systems will be activated on both pedestrian and vehicle gates.

Visitors and others

All visitors to campus must be here on College business and announced in advance to Reception via the Visitor Notification Form.

Visitors and others, including all groups above, will be required to provide security personnel at the entrance gates with reasons for their visit and to provide any evidence of identification and legitimacy for the visit that the security staff deem necessary. If a visitor has not been announced and they have no way of proving their requirement for college business, they may likely be refused entry.

It's possible some visitors to site will not have an ID card or visitor's badge on arrival;

this could be for example delivery drivers and members of the public visiting to find out more about College services or to visit College services open to the public.

Any visitor to the site, depending on the purpose of visit may be screened by security staff or requested to go to reception and sign in to register their presence. Emergency services will be granted access to the campus via the Security Team.

Failure to produce ID as required at site entrances

Staff and students who fail to produce their ID card to security personnel at the College entrances will be asked to provide evidence of their staff or student status and show any other ID they have with them. In these instances a record of non-compliance will be made and escalated should it be deemed necessary.

Pick Up and Drop Off

Those in vehicles collecting staff/students must not exit their vehicle and should stay in the allocated pick up/drop off area.

Anyone picking up or dropping off should do so in the two designated areas which are:

- 1) In the layby on the central exit route
- 2) In the designated area for Foundation and Supported Learning students

Both of these areas are signposted.

Compliance and monitoring

Managers are responsible for ensuring that their direct reports comply with the College policy on ID.

Failure to comply with the policy will be dealt with through the Discipline procedures for staff and students where appropriate.

All staff members should be vigilant about others on site, to reinforce our robust safeguard policy, and will ask any persons for sight of identification and request that if an ID card is required, then it is sought by the person and worn.

All staff are able, at any time to contact Facilities or security staff about any issues where they consider College security may be compromised so action can be taken to rectify these issues.

Cars with groups of students

Whilst it isn't practical for every car passenger to be checked, particularly at busy times, gate staff should carry out visual checks of passenger's ID cards whenever possible. This will be complemented by on site monitoring and checking by all staff.

There will be regular reminders throughout the year to all staff to remind them of their responsibilities in ensuring that all persons on site are wearing appropriate lanyards and complying with this policy.

Related Policies

- Safeguarding Policy
- Vetting Checks and Single Central Register Policy
- Learner Professional Standards and Conducts Policy
- Student Induction Policy
- Financial Regulation