

Visual Identification Policy and Procedure

Version	1
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Directorate / Department	Student Services
Date created/ updated	July 2025
Approval body	Executive
Date of next review	July 2026
Publication	Website and staff intranet

This policy has been reviewed in line with the Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability. We will continue to monitor this policy and to ensure that it has equal access and does not discriminate against anyone, especially any person/s listed under any protected characteristic.

1. POLICY STATEMENT

- 1.1 The Bedford College Group is committed to providing a secure and student focused environment. As part of this commitment, the College issues ID cards to **all** individuals within the College community to ensure the safety of everyone by ascertaining each individual's association with the College through the use of an identity card which includes a full-face photograph and coloured lanyard (ID).

2. POLICY AIMS/OBJECTIVES

- 2.1 The Bedford College Group is committed to providing a safe, secure and learner focused environment. As part of this commitment, the College issues ID cards to all individuals within the College community to ensure the safety of everyone by ascertaining each individual's association with the College through the use of an identity (ID) card and coloured lanyard.
- 2.2 This policy ensures that all individuals are identifiable at all times whilst on college property and sets out the guidelines for ensuring adherence to the policy. It also sets out clear roles and responsibilities for full and timely implementation.
- 2.3 A College Card identifies staff or student as a member of The Bedford College Group. It acts as proof of identity on campus and allows access to a range of facilities and services, including the Library, Munch and Mocha and IT Services.

3. COMMON IDENTIFICATION

- 3.1 Identification will be ascertained by a college issued identity card and coloured lanyards. Only officially issued lanyards should be used as per agreed branding colours as follows;

Visual Identification Branding		
Lanyard colour	Type	Campus/College
Blue	Staff	The Bedford College Group
Purple	Staff (TBSF)	The Bedford Sixth Form
Blue	BCS	The Bedford College Group
Green	Students (FE)	Bedford College
Green	Students (FE)	Tresham College
Green	Students (FE)	The National College of Motorsport
Green	Students (FE)	Central Bedfordshire College
Green	Students (FE)	Shuttleworth
Green	Students (FE)	The Bedford college Group Learning Centres
Purple	Students (TBSF)	The Bedford Sixth Form Logo
Purple	Students (TCSF)	The Corby Sixth Form Logo
Pink	Students (HE)	The Bedford College University Centre
Light Blue	Students (Peer mentor)	The Bedford College Group
Red	Students (University of Bedfordshire)	University of Bedfordshire Logo
Multi coloured	Student Ambassadors	Student Ambassador – Here to Support and Learn, Group branding

Black	Not Yet enrolled (FE & Apprentice)	No Branding, plain
Red	Visitors	No Branding
Yellow	Contractors	No Branding, 'Contractors' wording
Yellow	Ofsted	Group Branding

- 3.2 It is the responsibility of each individual to ensure correct identity cards and lanyards are worn at all times when on college premises
- 3.3 It is the responsibility of all staff to consistently promote and adhere to this policy within college including; in induction, classrooms, corridors and common areas inside and outside on college property.
- 3.4 ID cards must be worn at all times other than where stated by tutors in practical/vocational classes.
- 3.5 ID cards must be visible and worn outside of clothing.
- 3.6 All staff, visitors and contractors must wear ID and lanyard at all times.
- 3.7 Every student will be issued with an ID card and lanyard on enrolment at the College.
- 3.8 ID cards must be shown for all public examinations. Invigilators will confirm the identity of exam candidates by checking the student ID card before the start of each examination.

External/Private candidates will be asked to provide photographic Identification (e.g. passport/driving licence) when they attend an examination at the Bedford College Group.

Invigilators will confirm the identity of external/private candidates by checking the photographic identification before the start of each examination.

4. RELIGIOUS OBSERVANCE

- 4.1 Staff should be culturally sensitive to those who choose to wear facial coverings for religious observance purposes.
- 4.2 All members of the College community are required to have a visual identity ID card. Provision must be made for any student, colleague, or visitor to have their photograph taken out of public spaces.
- 4.3 On request a staff member may request to check identity and compare to the full-face registered photograph. This request must be made with sensitivity, where possible by a person of the same identifying gender and removal of face coverings only requested out of public areas.
- 4.4 Those not wishing to show a full-face photograph on their personal visual identification card displayed on the lanyard can be issued with two cards; one wearing facial

covering to be worn on lanyard, the second full face photograph to be kept on their person for checking.

5. MISUSE

- 5.1. ID cards are the property of The Bedford College Group and must not be defaced. Defaced ID will be confiscated and a new ID must be purchased.
- 5.2. Individuals must not wear an ID badge belonging to another individual. These IDs will be confiscated and action taken in accordance with the Behaviour Policy for students and the Disciplinary Policy and Procedure for staff.
- 5.3. Persistent failure to wear ID is a breach of the Student Behaviour Policy and will result in disciplinary action.

6. SUSPENSION

- 6.1. If a student or member of staff is suspended from College, their ID will be taken from them for the period of the suspension by the appropriate staff member / course leader for students, and line manager or other appropriate individual for staff.

7. STAFF OR STUDENTS LEAVING COLLEGE

- 7.1. Leavers ID cards and lanyards should be collected prior to leaving college to ensure ex-students or ex-staff do not have unauthorised access to college sites.
- 7.2. Student Leavers - Estates should be notified immediately in order to deactivate the student ID card.
- 7.3. Staff Leavers - the Human Resources department should be notified immediately, in turn staff should return their ID card to their line manager and estates will deactivate the staff card on the leaving date.

8. REPLACEMENT IDENTIFICATION

- 8.1. All lost or stolen ID card must be reported immediately to a curriculum administration or customer contact team.
- 8.2. All individuals who forget their ID must report to the relevant site customer contact team or reception and obtain a replacement card before entry to the building. The old/missing card will be deactivated and should be destroyed by the student (or staff member if applicable).
- 8.3. Replacement ID must be purchased at the cost of the individual. The cost of replacement ID is £2.00 for staff and students (payment via customer contact teams or online facility).
- 8.4. The customer contact team will report all replacement cards to the relevant Head of Department. Students will only be permitted to a replacement card once per term, if the student is in breach of the terms and conditions, the Behaviour Policy will be instigated.

- 8.5 All temporary ID for visitors must be returned to the site fronts desk/reception/ administration office at the end of that working day. Temporary cards/ lanyards are only valid on the day of issue.
- 8.6 Temporary cards will not allow free access to any college area or site.
- 8.7 It is the responsibility of the Heads of Department to monitor the use of replacement ID card and take appropriate action.

9. SAFEGUARDING IMPLICATIONS - IDENTIFICATION OF VISITORS

- 9.1. Anyone expecting a visitor must complete an online visitor request in advance.
- 9.2. All visitors must wear visible ID and sign in to front desks receptions for each campus.
- 9.3. Visitors must be collected from the front desk/reception and escorted at all times whilst on campus.
- 9.4. Visitors must be escorted back to reception at the end of their visit and the ID returned and signed out.

10. HEALTH AND SAFETY IMPLICATIONS

- 10.1. Staff must ensure that all students undertaking practical vocational classes adhere to appropriate health and safety guidance in relation to the wearing of ID badges.
- 10.2. The maximum number of lanyards is two and these should not be plaited or tied together.
- 10.3. All lanyards must be the nylon pull and release design to ensure that the lanyard does not tighten around the neck if pulled.
- 10.4. Clip on identification can be provided for those where a lanyard poses a health and safety risk.

11. REVIEW

- 11.1 The Visual Identification Policy and Procedures will be reviewed annually.

APPENDIX A

Responsibilities of departments as follows:

IT

- Purchasing ID card printers for each site as required, check in working order, replace if necessary
- IT network

Estates

- Deactivating ID cards at the end of course or staff contract
- Ensuring all card systems (e.g. ID and cashless) give access to buildings (appropriate areas)
- Ensuring safety and security to specialist groups or areas
- Restricted areas activation / selection
- Sign all contractors in and issue a contractors ID card, all cards to be returned at the end of the day or once the works have been completed

Enquiries and Admissions

- Purchasing ID cards, card printer consumables and lanyards for enrolment
- Check visitors are booked in and issued with a visitor's card
- Maintaining a record of replacement ID cards issues with contact details
- Purchasing of staff lanyards

Student Registry

- Issuing full-time ID cards at the start of term each year

All leaders and managers

- Ensuring **all** staff consistently promote and adhere to this policy within College, including checking staff, students and visitors IDs in induction, classrooms, corridors and common areas inside and outside on College property

Curriculum Head of Department / Vice Principals

- Ensuring students understand their responsibility to wear ID
- Ensuring students are aware that ID must be worn to examinations
- Following up persistent offenders and implement the Behaviour Policy procedures
- Carrying out a Health & Safety risk assessment in their areas regarding safe wearing of ID and guidance
- Ensuring students and staff ID is clearly visible at all times

Principals / campus leads

- Schedule all year 'Meet and Greet' to check ID and welcome students and staff
- Monitor the use of replacement ID cards

Human resources

- Notifying Estates, Customer Contact and IT of staff leavers dates in order to deactivate staff cards
- Including in staff induction details of policy, college values and expectations, use of ID cards, and responsibilities

APPENDIX B

Visual Identification Policy- Student Summary

The Bedford College Group is committed to providing you with a safe and secure environment. As part of this, the College issues identity cards and coloured lanyards (IDs) to everyone in the College community. Prepare yourself for the world of work and get in the habit of checking you have your ID with you before setting off to College. Being prepared is your responsibility.

You must wear your ID at all times while on college premises – inside or outside:

- ID cards must be visible and worn outside of clothing
- Every student will be issued with an ID card and coloured lanyard on enrolment
- Clip on ID cards can be provided if a lanyard poses a health and safety risk (ask your Tutor)
- All staff, visitors and contractors must wear ID at all times which will help you identify other individuals and get support if needed
- ID cards are the property of the College and must not be defaced or shared.

If you forget your ID:

- You must get a replacement ID from the campus front desk/ reception at a cost of £2.00
- Persistent requests for replacement ID or not wearing ID are monitored and may be in breach of the student Behaviour Policy
- All temporary ID for visitors must be returned to the campus front/desk/reception/ administration office at the end of every day

If you lose your ID:

- You must report lost or stolen ID immediately to front desk/reception or an administration office
- You will need to buy a replacement ID from the front desk at a cost of £2.00 (if you have difficulties with this speak to your tutor).
- You will be responsible for destroying your old card and requested to sign a declaration to that effect

If you leave College:

- ID cards and lanyards must be handed in to front desk/reception or the department administration office before you leave and will be deactivated.
- All ID cards will be deactivated at the end of your course.