

# SAINT CATHERINE'S COLLEGE, ARMAGH

## VISIBLE ID POLICY AND PROCEDURES

JUNE 2020

### 1. Introduction

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The College operates a visible ID policy for all people on the College site, including staff, visitors, contractors and governors. Everyone on the College campus is expected to follow this policy and procedure. The wearing of lanyards by staff promotes a professional and positive image of the College and reflects the working practice of most employers in business and industry.

This policy is a key measure to support the College's Safeguarding strategies.

### 2. Policy

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It is the policy of Saint Catherine's College that staff, contractors, visitors and governors wear College lanyards and identification (ID) cards at all times whilst on the College campus. Staff escorting students on off-site activities should also wear their lanyards whilst on College business.

Staff lanyards serve to verify that a person is an authorised member of the College community and the conspicuous wearing of them is mandatory. The failure of a member of staff to comply with the Visible ID Policy and Procedures could be subject to disciplinary action.

The wearing and displaying of lanyards whilst on the College site will be monitored.

### 3. Exemptions to the policy and procedures

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Exceptions to the wearing of lanyards apply to staff whilst undertaking practical tasks where entanglement or other such risks have been identified. If the wearing of a lanyard is impractical or unsafe for these staff, their ID badge should be clipped on to an appropriate place, for example a lapel.

Those persons whose disability means it is either impractical or unsafe to wear a lanyard are also exempt. A reasonable adjustment should be made to accommodate their particular circumstances at the discretion of the Principal.

### 4. Responsibilities

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**All staff, visitors, contractors and governors** are responsible for wearing their lanyard at all times whilst on the College campus or escorting students off-site.

**Line managers** are responsible for ensuring that staff are complying with the Visible ID policy and procedure at all times. Line managers are also responsible for granting reasonable adjustments to staff whose disability means it is either impractical or unsafe to wear a lanyard.

**The School Bursar** is responsible for the production of staff lanyards and the issuing of staff and governor lanyards.

**The School Reception** is responsible for the distribution of visitor lanyards and ensuring the correct sign-in procedures are observed.

For the purposes of this policy and procedure the term 'staff' applies to all staff (whether on a permanent, fixed term or temporary contract), volunteers and contractors for whom the Saint Catherine's College campus is a regular place of work. Staff are also responsible for ensuring the photograph on their ID is a recognisable likeness. Should the photograph on an ID become out-of-date, for example in the case of a dramatic change to a hairstyle, then the member of staff should arrange for a new photograph to be taken.

- Lanyards will always be provided by the College and have a "safety break" designed into them. Wearers should not customise colours, fabric or interfere with the safety break.
- Staff will have their photograph taken and be issued with a lanyard on their first day of employment as part of the induction process.
- Staff who forget their ID must inform the school office and will be issued with a visitor's lanyard.
- Staff who lose their ID will be charged a £5 replacement cost.
- Visitor lanyards will be issued at the reception desk. Full visitor details (including the name of person they are visiting) must be provided, in advance of the visit, to the Reception team. The Reception team will ensure that all visitors have signed in correctly. Visitors remain the responsibility of the member of staff responsible for arranging the visit. This staff member must ensure that visitors wear their lanyards at all times.

***This policy will be reviewed on an annual basis by the Board of Governors.***

