



ID AND SITE ACCESS POLICY

Policy Owner: Executive Director: Human Resources
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Policy and Procedures for ID at all Colchester Institute Sites

1. Introduction

Colchester Institute considers that ID cards are essential for the identification and security of staff and students and other campus users whilst on College premises. 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 wear it at all times 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.

For staff and other workers including volunteers Colchester Institute will not issue ID cards unless the requirements under the College's vetting Checks and Single Central Register procedures have been adhered to. Managers are responsible and accountable for ensuring that they are aware of this procedure and the College's vetting checks procedure and that both are adhered to.

2. 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 can be worn around the neck.

The official ID card will include a photograph of the individual staff or student.

These cards will be issued by Registry for new staff on their first day of appointment and for students at enrolment.

Registry will make arrangements to re-issue all staff ID cards periodically. For students who become staff members and may still be studying, only one card will be issued and that will be a staff card.

2. ID cards – Non-Employees

Non-staff ID cards are renewed annually and will show the academic year of issue on the card.

There are a number of categories of non-employees - other organisation workers, agency workers, volunteers and visitors who will visit Colchester Institute sites and these fall into three groups.

If an official Colchester Institute ID card is required to access sites and/or access College IT systems, this request should follow the "Vetting Checks and Single Central Register Procedures".

It should only be for agency workers and volunteers that a request for an ID card should be made; for all other groups issuing of ID cards should be exceptional.

Any ID cards issued by Colchester Institute for non-employees will have an expiry date and all will end in any case on 31 July every year whereupon they will be required to be renewed in all circumstances.

- GROUP 1 Contractors and Other organisation workers – e.g. other organisations providing workers who accompany specific students

Contractors and other organisations with workers requiring attendance at Colchester Institute sites will be responsible for ensuring that their staff working on Colchester Institute premises are issued with their own company ID card that is worn at all times whilst on Colchester Institute premises and the person must have signed in with the area/department who contracted the work.

- GROUP 2 - Agency workers and Volunteers

Agency workers and volunteers requiring attendance at Colchester Institute sites may be provided with a Colchester Institute official ID card in line with the vetting Checks and Single Central Register procedures; if not, they should be dealt with as “Visitors” as stated below.

- GROUP 3 - Self-employed workers and Casual workers

Self-employed and casual workers requiring attendance at Colchester Institute sites may be provided with a Colchester Institute official ID card in line with the vetting Checks and Single central Register procedures; if not, they should be dealt with as “Visitors” as stated below. It is possible that departments may hold official short term visitors’ badges for issue.

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

4. 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 has to be replaced more than once, a £5 charge will be made for a replacement card.

5. Uses of ID cards

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

- for identification generally as a member of staff or student
- to obtain resources from the library or TLR
- To use printers or photocopiers
- to make purchases in the refectory using the Upay Chilli system (cash can be used as an alternative)
- for access to College sites as detailed below

for students to:-

- to use the photocopiers
 - to enter exams and collect results
 - to use the gym
 - to obtain council tax certificates
 - to obtain a travel pass
 - to hand in assignments
 - to purchase items in the College shop
 - to make use of student services
 - to access/use SU facilities
 - for other uses identified by CMG
 - for data requests
- for access to College sites as detailed below

6. Site access/security

Staff and students must produce their ID cards at the entrance gates to access the College premises.

The entrance to College premises will be controlled by security personnel normally during term time only who will request production of ID cards before allowing entrance.

Visitors and others will be allowed access as detailed in section 7 below.

7. Visitors and others

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. Visitor's badges must be returned on leaving the premises.

Regular and frequent visitors may be issued with an official visitors' badge which may be retained and must be worn at all times whilst on College premises.

It's possible some visitors to site will not have an ID card or visitor's badge; this could be for example delivery personnel and members of the public

visiting to find out more about College services or to visit College services open to the public.

8. 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.

If a member of staff comes to the gate without ID the gate staff should record the date, name, department and line manager of the staff member and pass this on to the Facilities Manager on a daily basis for follow up.

Please see attached appendix in relation to the issue of temporary ID cards at the end of this policy in relation to Students.

9. Compliance and monitoring

Managers with line management responsibility will be 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.

Facilities staff will periodically undertake spot checks for identification; report of these checks will be made available to CMG who will be required to take the appropriate action.

All staff members have should be vigilant about others on site, and can ask any persons for sight of identification and request that if an ID card is required one is sought by the person and worn.

All staff are able anytime to contact Facilities staff about any issues where they feel they require College security personnel to be advised.

Appendix – Temporary ID Card Process for Students

All students who do not bring their ID cards with them will be asked to report to Reception / Information Centres to be issued with a temporary ID. They will be issued with card, valid for one day only, and the appropriately coloured lanyard for their faculty. The cards are not able to be used with College systems (printing, UPayChilli etc.).

Any student without an ID card and lanyard should be politely challenged and sent to get a temporary card from Reception and the Information Centres at Braintree and Clacton. All staff are asked to support this process and speak to anyone not wearing ID, this is particularly important for teaching staff, front line support staff and LSPs.

Checking Identity and issuing temporary ID cards

Each reception / information centre will have a stock of numbered ID cards for each faculty prepared with the correct coloured lanyard for issue. HE students will have a different card and will have a dark green lanyard, regardless of which faculty they are in.

When a student asks for a temporary ID their details will be checked against EBS to ensure they are an enrolled student, if not then they must be sent to registry / enrolled, if necessary they will need to see their tutor first to get a signed enrolment form.

Once their identity is confirmed a temporary ID card can be issued and the information added onto the notes section of EBS Client, this will include the date and the issue number of the ID card.

Students should be advised to hand their ID back in at the end of the day, either back into reception, to a member of security on the gate, or they can be placed in the post boxes which will be available at the gates in Colchester and Braintree.

There is the opportunity to log ID cards back against the individual student, but the use of this will be monitored and reviewed as it may not be possible to identify the right student every time.

Lost cards

If a student confirms that they have lost their card they should be sent to registry to obtain a new one and not issued with a temporary card. New cards will be printed without charge, although the College reserves the right to charge if this becomes a habit and certain students start to ask for new cards on a regular basis, this decision will be at the discretion of the registry or information centre staff.

Actions for gate staff

Anyone arriving at the gate without ID must be sent to Reception / Information Centres, this includes visitors, volunteers and any other workers.

Students will be able to leave and return to campus with their temporary ID on the same day if they are having a break or at lunch time, however they will not be able to use their temporary ID for a second day. The temporary ID cards do not register on

the gates and although they will beep, the red light will indicate that they have a temporary card.

At the end of the day students should return their ID to gate staff or place them in the post boxes. The boxes need to be emptied every morning and the ID cards and lanyards returned to the reception / information centre staff. Please note, there will not be a post box at the Clacton campus.

If a student arrives at the gate with a temporary card in the morning they must be asked to hand it in and sent back to reception / information centre to get a new one. We need to monitor the students who regularly attend without ID so they need to be recorded every time this happens.

Please note that the ID policy is in place to ensure the safety of everyone on site, people who do not have ID should be encouraged to get their temporary ID, this is a supportive process rather than a challenging one.

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 ensure that students get to understand that they are also included in this process. In addition, the fact that all staff have a responsibility to challenge student without ID will mean that there are other opportunities for students without their ID to be identified and sent to reception / information centres.

Higher Education Students

HE students will not have valid ID until they have been enrolled, an element of discretion should therefore be used until enrolment of HER students has taken place.

Monitoring repeat offenders and reporting to Area Heads.

Reports will be developed, and run weekly, from EBS that shows students who do not have their ID cards 3 or more times in the academic year. Reports will be sent to the Area Heads weekly with their lists of students so that follow up action is taken, students should be given a verbal warning after 3 offences and if the problem persists then they can be taken through the disciplinary procedure. All actions must be recorded on ProMonitor. Area Heads are able to use their discretion where appropriate, such as when 3 temporary ID cards are given over a long period of time which might suggest that this isn't a regular problem.