

# ID and Site Access Policy

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## **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 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 Policy 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.

### **Related Policies**

- Safeguarding Policy
- CCTV Policy
- Vetting Checks and Single Central Register Policy

### **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.

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.

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.

### **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 Policy".

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.

### **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.

### **Uses of ID cards**

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

- 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 refectories using the uPay system
- for access to College sites as detailed below

In addition for students:

- to provide proof of student status
- 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 make use of student services
- to support data requests
- for other uses identified by CLMG

### **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 during term time who will request production of ID cards before allowing entrance.

### **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.

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.

Any visitor to the site, depending on the purpose of visit may be electronically signed in by security staff or requested to go to reception and sign in to register their presence.

### **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 Security Manager on a daily basis for follow up.

### **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; reports of these checks will be made available to CMG who will be required to take the appropriate action.

All staff members should be vigilant about others on site, to reinforce our robust

safeguard policy, and can 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.

## **Appendix**

### **Lost cards**

If a student confirms that they have lost their card they should be sent to registry to obtain a new one, temporary ID cards are no longer issued. 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 who arrive on campus without ID will be checked by security staff via the portal, at point of entry to ensure they are an enrolled student. Access will then be given but it is expected that if this becomes common place then details will be reported to the head of their department.

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 , 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 this to be rectified.

### **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. It is expected that these students have ID issued as soon as enrolment takes 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.