



**Buckinghamshire
College Group**

Aylesbury Wycombe Amersham

Visitor and College ID/Access Card Policy 2018 - 2020

Responsible Officer: Vice Principal Corporate Services

Date: October 2018

Review date: September 2020 (unless preceded by legislation)

Procedure available: Intranet

Approved by: Executive

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1. **Purpose and Scope**

It is the policy of the College to provide a safe work environment for employees, students, visitors, temporary staff and contractors while in the College buildings.

The proper issue and display of identification cards is one way to create a safer work environment within the College along with appropriate arrangements to escort visitors.

Any ID/visitors Card issued remains the property of the College.

2. **Statement of Policy**

2.1 Employees

All College employees and agency staff will be issued with a photo ID card which is obtained from Copyshop in the first instance which will enable the card to be linked to the photocopiers, or the security desk on occasions when Copyshop is closed. When a new member of staff is appointed, Human Resources will request an ID card by email to Copyshop and Estates Departments. On the new starter's first day their line manager will arrange for the ID card to be issued. A photograph will be taken at the point of issue and this will appear on the ID card and will also be stored on the security system. At this time the new starter will receive instructions on the use of the ID card and the security barriers at the College front entrance at Aylesbury along with door access at Amersham and Wycombe.

All College employees are required to wear their issued photo ID cards in plain view for others to see while in all College buildings. Cards must be worn facing out but for veiled employees the ID card can be turned inwards. In all other circumstances if a card is worn so that it cannot be clearly seen on the person, they will be asked to display it properly.

If employees are asked to show their ID cards, they should do so willingly.

All College employees are required to use their ID cards to gain access to the College building through the barrier system or doors at the College front entrance. The system retains data relating to entry and exit.

Employees that misplace or forget to bring their card to work must obtain a temporary ID card from Security which must be signed for. Temporary ID's are to be returned to Security on a daily basis. The Principal will be advised of employees who repeatedly misplace or forget their ID cards.

Lost or stolen cards should be reported to Security immediately. A failure to wear, the loss of, or excessive damage to your ID card may lead to disciplinary action. All losses or clear signs of avoidable excessive damage will have to be paid for; the current cost is £5 for the first replacement, £7.50 second and subsequent replacements.

When an employee or agency staff member leaves a member of the Human Resources Team (or Line Manager depending upon availability) will meet with them on their last day. The ID card will be collected and marked as received on the Leaver Checklist. The ID card is then returned to Estates and by email the Copyshop

Supervisor and Estates are advised of the names of the leavers that need deleting from the security system.

2.2 Students

All College Students are required to wear their issued photo ID cards in plain view in order to gain access. The card must also be on display whilst in College buildings. Cards must be worn facing out between collar and waist with the student lanyard supplied. If a card is worn so that it cannot be clearly seen on the person, they will be asked to display it properly. If students are asked to show their ID cards, they should do so willingly. For veiled students the ID card can be turned inwards. Female members of staff can request to see these ID cards and the student without the veil in a discreet location as necessary.

All College Students are required to use their ID cards to gain access to the College building through the barrier system and/or doors. The system retains data relating to entry and exit. This information can be interrogated if required by the Security Team.

Students that misplace, damage or forget to bring their card to College must purchase a replacement to gain entry; current cost is £5 for the first replacement, £7.50 second and subsequent replacements.

Every student will have agreed to this when signing their Student Agreement at point of enrolment.

Lost or stolen cards should be reported to Security immediately. A failure to wear, the loss of, or excessive damage to your ID card may lead to disciplinary action. All losses or clear signs of avoidable excessive damage will have to be paid for.

2.3 Equality and Diversity

All students/staff members are required to be photographed full face but for veiled students/staff members this is done in a discreet area by a female member of staff.

All students/staff members have to wear ID cards, but for veiled students/staff members the ID card can be turned inwards. Female members of staff can request to see these ID cards and the student without the veil in a discreet location as necessary.

Students/staff members wearing the veil should be informed of this at the time of enrolling/joining. This is carried out sensitively and with due regard to our commitment in the Equality and Diversity Policy.

***'Buckinghamshire College Group** is committed to encouraging equality and diversity for all, and eliminating unlawful discrimination in accordance with the Equality Act 2010. Buckinghamshire College Group celebrates and values the diversity of its learners and employees and is committed to equality of opportunity for all'.*

Students will have agreed to the above which is outlined in their Student Agreement.

2.4 Visitors

All visitors to the College must report to the Security/Reception desk for a visitor ID card. ID cards are only issued for that meeting and/or that day. All ID's must be returned to Security/Reception where you will also be required to sign out before you depart from the College.

The contact person for the visitor must be notified to Security and Reception in advance of the visit to College. When a visitor arrives at Security, the contact person is to be informed who will then collect the visitor and remain with them throughout their visit. The contact person is responsible for the visitor at all times including during emergency evacuations and the safe return of the ID to Security. Visitors attending with children are expected to accompany the children at ALL times when in the College.

Visitors are not permitted to walk around the College unless escorted with the exception of during advertised Open Days.

2.5 Contractor

Any persons that are contracted by the College to work in College buildings will be required to comply with the College Contractor Management process (providing evidence of Enhanced DBS, Public Liability Insurance, Risk Assessments and Method Statements), sign in on the Contractors visitors' book, complete a Contractors Safety Work Authorisation (CSWA) sheet before receiving a Contractor ID pass and High Visibility vest. When the contractors task is completed, their ID card and vest should be returned to Security where they will sign off the CWSA prior to leaving the building. All departments arranging for contractors to be onsite, must follow this procedure and notify Security that all relevant checks have been completed, it is not the responsibility of the Estates team to carry out these checks.

2.6 Temporary Staff/Casual Workers

Any persons employed by the College on a temporary or casual basis for a period of one week or more are to be issued with a Staff ID Card. The responsibility for obtaining the ID lies with the receiving department. In addition, the receiving department is to make the person aware of the ID card policy and their responsibility to ensure that the card is not misplaced, lost or damaged. The receiving department must ensure that the ID card is returned to Security when they leave.

2.7 Data Protection

It should be noted that access control data will be held in accordance with the College Data Protection Policy (available on the College website) and may be used for administrative purposes.

2.8 Monitoring

The College may, in certain exceptional circumstances, undertake detailed monitoring of the swipe facility. This will include ensuring that there is effective operation of the service; investigating use of the facilities when there has been unacceptable use; to fulfil legal or regulatory requirements imposed by organisations external to the College and for other College administration purposes as and when required.

2.9 Suspension

The College may suspend any account or impose other appropriate restrictions on the use of swipe facilities when necessary. Such situations include, for example; a breach of these or any additional conditions of use issued by the College; during investigations into possible misuse of facilities; to ensure the continued operation of computing services.

Abuse of facilities is regarded as a serious matter by the College, and may result in disciplinary action.

Checklist:

Impact on Students/Staff:

High – This Policy covers the circumstances and reasons why it is necessary to hold and have on display, an ID/Visitor card and explains the importance of escorting visitors.

Impact on Diversity:

Nil

Impact on PREVENT:

Medium

Impact on Health & Safety:

High. This Policy gives control of who is allowed into the Premises at any one time and promotes a more secure environment for staff, students and visitors. It allows the College to prevent unwanted persons from entering the building and monitoring the safety of all who use the facilities.

Impact on Data Protection/Freedom of Information:

Medium. Provides College Management with information relating to all staff and students which can be used for administrative and investigative purposes.

Link with Strategic Plan:

Quality – Enhance the working environment. It underpins the Mission Statement.

Communication/Consultation Plan:

All staff will need to be aware of this Policy. This is to be achieved by including a discussion on the impact of this Policy at all team meetings.

Process of review:

The Policy will be reviewed every two years, unless preceded by legislation.

Legal authority:

None

Responsibility for maintaining this policy rests with:

Vice Principal Corporate Services

Links to other policies:

None