

Student ID & Lanyard Procedure

1. Scope

The procedures below will apply to all students, at all sites and attending all courses.

2. Procedure

- a. Student doesn't have an ID and lanyard – Follow the procedure in line with the college Positive ABC Policy | *Positive- Attendance-Behaviour-and-Commitment-to-Study.pdf* (cityofbristol.ac.uk).
- b. The action will depend on where the student was in the process with wider aspects of their programme, attendance and achievement and the proposed intervention action needs to happen at an agreed stage for consultation.
- c. 1st Time – A replacement lanyard and ID card - on receipt of the new ID and lanyard, the old ID will cease to work. The student will be asked to return their old lanyard when they next visit a college site.
- d. 2nd Time - A replacement lanyard and ID card - on receipt of the new ID and lanyard, the old ID will cease to work. The student ID is reported via Pro Monitor to the relevant Course Tutor. **A fee of £5.00 will be requested**
- e. 3rd Time - A replacement lanyard and ID card – on receipt of the new ID and lanyard, the old ID will cease to work. The student ID is reported via Pro Monitor to the relevant Programme Manager who will organise an ABC meeting. **A further fee of £5.00 will be requested**

3. Roles

f. Student services staff support by:

- › Re-issuing the cards, lanyards and record
- › With support from MIS, we can create a flagging system either in Pro Monitor or using a secure Excel spreadsheet Will log on Pro Monitor for each student
- › Will keep curriculum informed via Pro-Monitor

g. Curriculum staff support by:

- › Checking that lanyards are on in the classroom on arrival and on exiting the classroom
- › Reinforce the importance of wearing ID at all times onsite including canteens and recreational areas and link the wearing of ID to core employability skills
- › Carry out the relevant processes in line with the Positive ABC policy and student code of conduct
- › Remind students through Personal Development Tutorial and Academic Tutorials about why wearing a lanyard is important and not bringing friends/family onsite unless invited or attending an event where they would need to sign in

h. Marketing staff support by:

- › Use the student Pop Up to remind
- › Updates on social media channels
- › Leaflet for Open Events and in the Study Centre's

i. Security support by:

- › Support with difficult/confrontational situations
- › Support with lanyard checks

j. BFM support by:

- › BFM are not security but can support with lanyard checks

k. All Staff support by:

- › Model best practice by always wearing a lanyard
- › Not share lanyards at barriers letting each other in
- › Ask students that are not wearing one – why/do they have one/ to go and get one from Student Services
- › All support this formalised process

4. Linked policies / procedures and consideration of regulatory / legislation guidance

- › Positive Attendance, Behaviour and Commitment to Study Policy (ABC)
- › Fitness to Study/Practice Policy
- › Safeguarding Policy & Procedure
- › Student Code of Conduct
- › Health & Safety Policy

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