
Student ID & Lanyard Procedure

1. Scope

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

2. Procedure

- a. Student doesn't have an ID & lanyard – 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 now for consultation.

Discretion can be used when appropriate around the cost and/or others who are exempt from wearing a neck lanyard. This will be on a case by case basis.

- c. 1st Time – a replacement Lanyard and ID card is given free of charge – on receipt of the new ID and Lanyard the old ID will cease to work. The student will be given an information slip
- d. 2nd Time - a replacement Lanyard and ID card is given free of charge – 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 Study Coach / Course lead
- 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 PM who will organise an ABC meeting
- f. 4th Time onwards - a replacement Lanyard and ID card is given at the cost of £5 – 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 Head of Department who will organise an ABC meeting

3. Roles

- a. **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 or using a secure Excel spreadsheet
 - Will log on Pro Monitor for each student
 - Will keep curriculum informed via Pro Monitor
- b. **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
 - 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 topical talks and academic tutorials about why wearing a lanyard is important and not bringing friends/family onsite unless invited or an event where they would need to sign in

- c. **Marketing staff support by:**
Use the student Pop up to remind
Updates on Social Media Channels
Leaflet for open events and in the Study Centres
- d. **Security support by:**
Support with difficult/confrontational situations
Support with Lanyard checks
- e. **BFM support by:**
BFM are not security but can support with lanyard checks
- f. **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 a formalised process

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

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

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Lead officers	Student Services Managers
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