

LANYARD & STUDENT ID CARD POLICY

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Department/Area	Safeguarding
Date of review	29/09/2025
Date of approval	08/10/2025
Approved by	SLG
Next review date	01/08/2027
Date of EIA, if appropriate	19/08/2025
Status (delete as appropriate)	Internal/Website

SCOPE

All students and staff of Dudley College of Technology and Dudley Sixth in all key client groups, with some exceptions for 14-16 Pathways and vulnerable students. The college reserves the right to take action via the student conduct procedure if students refuse to adhere to policy.

INTRODUCTION

The aim of this policy is to ensure that all students know their responsibility with regard to the wearing of lanyards and ID cards whilst on college premises.

Dudley College is committed to ensuring all students, staff and visitors are safeguarded from harm or risk and have a safe environment in which to learn and work. Lanyards and ID cards play a key role in this. The use of lanyards and ID cards allows staff, students and visitors to ascertain whether those on site have legitimate reasons to be on the premises.

1. Student Lanyards and ID Cards

- 1.1 All students will be issued with a lanyard and ID card, when they enrol at college. The colour/design will depend on if the student is studying at Dudley College of Technology, Dudley 6th or the Institute of Technology (IOT) and what key client group they are in.
- 1.2 All students are required to wear their lanyard and ID card at all times when on college premises and ensure that it is visible to others.
- 1.3 If a student forgets their lanyard and ID, they must obtain a wrist band from learner services or customer services as soon as they arrive at college. The issuing of all wrist bands will be recorded on Pro Solution.

If a student has more than 2 wrist bands in a term and they attempt to obtain a 3rd, they will be asked to purchase a new ID card at a cost of £3. Their previous ID card will be deactivated. If a student refuses to pay or states that they have no money to pay, they will still be issued with an ID card and an email will be sent to the Curriculum Manager for their area to ask them to contact home to support with payment. If on 14-16, is in care experienced or on an Aspire Programme, the student will not be asked to pay.

- 1.4 If a student loses their ID Card, they will be required to purchase a new ID card at a cost of £3. Their previous ID card will be deactivated. If a student refuses to pay or states that they have no money to pay, they will still be issued with an ID card and an email will be sent to the Curriculum manager for their area to ask them to contact home to support with payment. If on 14-16, is in care experienced or on an Aspire Programme, the student will not be asked to pay.

- 1.5 The Duty Head/Campus Co-ordinator or a member of SLG will complete the sending home paperwork and contact parents of those under 18. They should also check if the student has an Education and Health Care Plan (EHCP), a Child in Care or is known to Safeguarding, if they are the Duty Head/Campus Co-ordinator or member of SLG should contact the relevant colleague for advice, before sending home.
- 1.6 There may be circumstances where a member of staff allows students to remove their lanyards in order to participate in an activity, e.g. workshops, sport, drama. Upon completion of the activity lanyards and ID cards must be worn and staff are to monitor students to ensure that this happens.
- 1.7 Teachers will be responsible for ensuring that students are wearing their ID card when they leave the workshop or classroom.
- 1.8 All staff are required to monitor the wearing of lanyards and ID cards on college premises and request to see these, if they are not visible. Teaching staff are to ensure that students are wearing their lanyard and ID Card, as they leave the classroom.
- 1.9 The college reserve the right to invoke the college's conduct procedure if, upon request, a student refuses to produce and/or wear their badge on college premises, as this is a reasonable request. This could be a sending home suspension, which would be made by informing the Campus Co-ordinator to do this, or the student could be put on a stage of conduct. The stage of conduct would depend on the individual student and any previous conduct concerns.
- 1.10 ID Cards are for an individual student and any student found to be allowing their ID card to be used by another student/person or used to scan another student/person into college will be subject to action through the college's Conduct Procedure as gross misconduct.
- 1.11 If, upon request, a student refuses to produce and wear their ID badge on college premises when challenged by any member of staff, they will be sent home and subject to the college's Conduct Procedure.

2. EXCEPTIONAL CIRCUMSTANCES

If a student cannot wear a lanyard due to allergies, medical reasons or sensitivities, the college will work with the student to provide an alternative way to display their ID card. This will require the student to provide evidence.

ASSOCIATED DOCUMENTS

- Conduct – Student Policy & Procedure