



# ADULT EDUCATION WOLVERHAMPTON

## Student, Staff and Visitor Identification and Access Policy

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1.2	Nov 2018	Contractor details added, café details removed
1.3	Feb 2019	None compliance added
1.4	Aug 2022	Door Entry System added and reviewed
1.5	Sept 2023	Review and update by Business Manager - reinforce security and access

## STUDENT, STAFF AND VISITOR IDENTIFICATION POLICY

### 1. Purpose and Scope

It is the policy of Adult Education Wolverhampton (AEW) to provide a safe environment for all staff, students and visitors whilst on site. The issue and wearing of identification cards is one way to create a safer work environment and to ensure everyone who has a legitimate right to be on site is easily identifiable to all.

This Policy does not apply to Service organised events, for example, starting point assessment days, open events, job fairs etc which are managed through the Service risk assessment process.

This policy statement, which is reviewed annually, outlines Adult Education Wolverhampton's (AEW) rationale for supply chain delivery of education and training. It also describes the Service's approach to the selection of suitable supply chain delivery

- 1.1. Any ID card issued remains the property of AEW and must be returned when leaving AEW premises.
- 1.2. ID cards must be visible at all times whilst on AEW venues.
- 1.3. Most AEW buildings have electronic ID card activated door entry for non-public areas. All staff, students and other personnel requiring access to these areas will need their ID card to gain access to 'non-public' areas of AEW
- 1.4. For external venues AEW staff and students will be expected to adhere to the venues own ID policy. Any member of staff, student or visitor can be asked to show their card whilst on the premises. It is also the expectation that everyone at AEW can and should ask to see the card of anyone on site whose ID card is not visible.
- 1.5. To support staff and students in recognising the different groups of people on site, lanyards are the following colours:

Role	Card Type	Lanyard Colour	Comments
Staff (including Learning Clubs)	Staff with photo and name	Blue	Learning Clubs Tutors use purple ID badges
Student (Including Learning Clubs)	Student with photo, name and expiry date	Yellow	Learning Clubs Students use purple ID badges
Student - incomplete enrolment/forgotten card	Temporary Student with venue and number	Red	To be returned at the end of each visit
PGCE Tutor	Staff with photo and name	Green	
Visitor	Visitor with venue and number	Green	To be returned at the end of each visit
External Support Workers	Visitor	Green	
Exercise / Arts and Crafts Learning Clubs Main Sites	Student with photo, name and expiry date	Yellow	To be returned to the visiting teachers
Wolverhampton Council Employees	Council ID card	Purple Council lanyard	No need for visitors card
Contractor	Contractor lanyard	Orange with contractor wording	Issued by site services only

## 2. Legislative/Quality Framework

- Working together to Safeguard Children (2015)
- Keeping Children Safe in Education (2023)
- Counter Terrorism and Security Act 2015 (inc' the Prevent Duty)

## 3. Card Issue

### 3.1. Staff, including volunteers

All AEW staff will be issued with a photo ID card which must be worn in plain view at all times whilst they are at work and upon entering and leaving our premises.

Any staff member without a card must be issued with, and wear, a temporary staff ID card with a red lanyard.

Students have a responsibility to report individuals not wearing an appropriate ID card and lanyard to a member of staff.

### 3.2. Students

All AEW students will be issued with a photo ID card which must be worn in plain view at all times whilst they are on site. The card will be issued as part of the enrolment process. Student ID cards will have an expiry date until the end of the current academic year.

### 3.3. Learning Clubs

Learning Clubs are not subject to AEW enrolment processes and classes are based upon a room letting basis under the remit solely of the Learning Club Tutor. Learning Club students will need a Learning Club photo ID card which will be issued by sites office. The card must be worn at all times whilst on AEW premises. A record of active cards is kept by sites and checked regularly with tutors. Where students cease attending, ID cards are handed in to the tutors and cancelled from the system by sites office.

### 3.4. Forgotten and Lost Cards

#### 3.4.1. Forgotten Cards

Any student who arrives without a card or has not completed their enrolment must sign in at reception. Checks will be made that they are a current AEW student. Once complete a temporary student ID card with a **red lanyard** will be provided, this will need to be returned at the end of the session.

#### 3.4.2. Lost Cards

Lost or stolen ID card should be reported to AEW staff. A temporary card and red lanyard (activated for door entry) will be issued until a new card is available. Students who persistently forget their card should be addressed through the student conduct policy. AEW reserves the right to charge the user a £5 per card replacement fee for users who persistently (3 times or more) lose ID cards and require replacement

#### 3.4.3. Temporary Cards - Return

If the temporary card is not returned reception staff will contact the student on the number they provided and asked to return to AEW. AEW reserves the right to charge the user a £5 fee for each temporary card not returned.

### **3.5. Visitors**

Visitors will be required to sign in and out at reception and collect a visitor pass and lanyard. Cards and lanyards must be returned to reception when signing out.

### **3.6. External Support Workers (not AEW staff)**

All external support workers are required to sign in and out at reception and wear a visitor ID card, even when accompanying a student. Student Services will carry out checks and where necessary conduct a risk assessment.

### **3.7. Contractors**

All contractors entering the site to perform work for AEW will be required to:

1. Sign in and out at reception.
2. Sign the health and safety/security guide for contractors.
3. Contractors will be assigned a temporary badge (a temporary identification slip printed by EntrySign) and will be accompanied by a member of sites staff who will meet them at reception.
4. Sites and Facilities may then assign a contractors card (which allows door access) depending upon the nature of work undertaken and access required (e.g. if unaccompanied access to parts of the building is necessary). Cards must be returned to the sites office at the end of a visit.

Reception staff will notify Site Services that the contractor is on site.

## 4. Access to buildings

### 4.1. AEW Buildings

Most AEW buildings have electronic door entry access to non-public areas activated by the ID card. Non card holders are prohibited from entry to these areas unless accompanied by an AEW staff member (see section below on visitors)

- ID cards are issued by sites/reception/curriculum administrators and will be activated to allow access.
- Student access will be granted at enrolment for the duration of their course. Access will be deactivated either at the end of the course or at such point that the student ceases attendance.
- Staff access will be granted at induction and will be deactivated at the cessation of contract
- Visitors will be met and accompanied by an AEW member of staff in reception following the issue of a visitor day pass. Visitor's day passes are not activated for door entry access and the member of staff accompanying them will allow access at controlled doors. Where it is necessary for a visitor to have unaccompanied access (e.g. an Ofsted inspector), this will be pre-arranged and an appropriate activated temporary card will be assigned.
- Forgotten Badges. See section on Forgotten and Lost Cards

### 4.2. External Venues (Community Venues for AEW students)

- AEW Staff and Students must wear ID cards while engaged in AEW activity offsite
- Staff and students attending classes at venues such as schools, community venues or with sub-contractors must follow the policy of the venue.

### 4.3. Signing in (Staff)

Staff must sign in and out when entering and exiting each building using the EntrySign scanner located near the entrance.

Fire evacuation registers will be conducted according to EntrySign system and it is therefore important that staff sign in and out correctly in order to maintain accurate records which may be used in fire evacuation.

### 4.4. Security and Access

- Badges are permitted to be used to admit the badge holder only into AEW premises.
- Badges must not be used to enable access for or by third parties other than those with a valid visitor badge. Any such use will incur sanctions (students) or may lead to disciplinary processes (staff).
- Staff and Students must not allow tail-gating (allowing a third party to enter quickly behind the user before doors close) when entering card accessed areas of AEW. Any such wilful occurrence may incur sanctions (students) or lead to disciplinary processes (staff).

### 4.5. Challenge

All staff, students and visitors should wear their ID card at all times when on site. All staff should challenge individuals who do not display an appropriate ID card and lanyard and escort them to reception to collect a card.

## 5. Other

### 5.1. 5.1 Promotion

This policy is promoted through the following:

- Student handbooks
- Classroom notice boards
- Pull up signs
- Information screens
- Ensuring a culture of challenge is practised by AEW learning community

### 5.2. Equality and Diversity

Staff, visitors and students who do not wish to display their photo must advise a member of staff. Each case will be assessed on an individual basis.

### 5.3. None Compliance

All staff and students are expected to comply with this policy, failure to do so will result in the following steps.

- Step 1. A verbal warning reinforcing the importance of the policy.
- Step 2. A written warning outlining the policy and AEW expectations.
- Step 3. To follow the disciplinary procedure or student procedure.

AEW reserves the right to restrict or de-activate entry access without prior warning to any card holder suspected or found to be misusing their card for the purposes of allowing entry to unauthorised personnel.

AEW reserves the right to charge for Lost cards and temporary cards not returned to at the end of an assigned period as per section 3.4.2 and 3.4.3.

### 5.4. Review

This policy and procedure will be reviewed by the Business Manager, Facilities Officer (Health and Safety Lead) and Safeguarding Lead on an annual basis.

### 5.5. Exceptions

We acknowledge that the ability of teaching staff and students in classes such as fitness and upholstery, for example, could be affected if they continue to wear their lanyards during the activity. AEW will provide Students with an AEW wristband to wear during the activity but will expect staff and students to resume wearing their ID card and lanyard at other times whilst on site.