

FFURFLEN MANYLION POLISI
POLICY IDENTIFICATION FORM /FRONT SHEET

Policy Title:	<i>Visible id Policy</i>	
Policy Owner:	Head of Learner Services and Marketing	
Responsible Executive Director:	<i>Executive Director for Academic Services</i>	
Purpose:	The purpose of this policy is to promote and prioritise the safeguarding of all members of Grŵp Llandrillo Menai's college community	
Review Cycle:	<i>Bi-Annually</i>	
Approval Checklist (to be instigated by Owner):	Actioned by:	Date:
<ul style="list-style-type: none"> ● First draft uploaded to Grŵp Portal for initial consultation with staff (via ELD) 	27/03/2024 - 26/04/2024	
<ul style="list-style-type: none"> ● First draft sent to Unions for initial 2 week consultation (via AAH) 	08/04/2024	
<ul style="list-style-type: none"> ● Impact Assessments completed 	26/03/2024	
<ul style="list-style-type: none"> ● Final draft presented to TS 	20/05/2024	
<ul style="list-style-type: none"> ● Final draft presented to JCC (if applicable) 	N/A	
<ul style="list-style-type: none"> ● Final draft presented to SHE (if applicable) 	11/06/2024	
<ul style="list-style-type: none"> ● Union Approval at JCC / SHE 	YES / NO	
<ul style="list-style-type: none"> ● Policy presented to CSSC Committee* 	26/06/2024	
<ul style="list-style-type: none"> ● Policy presented to Board 	27/06/2024	
<ul style="list-style-type: none"> ● Policy translated and uploaded to Grŵp Portal 	03/09/2024	

Grŵp Llandrillo Menai

Visible Identity Policy

Version: 1.7

Date Approved: 27/06/2024

Date for Review: 27/06/2026

Visible Identity Policy

1. INTRODUCTION

- 1.1 Grŵp Llandrillo Menai operates a Visible Identity Policy for all learners, staff, governors, visitors and contractors at all college sites. The Policy promotes and prioritises the safeguarding of all members of Grŵp Llandrillo Menai's college community; ensures the integrity of examination and assessment procedures and acknowledges the diversity of our students and staff.

2. SCOPE

- 2.1 The aim of the policy is to reinforce the Grŵp's commitment to safeguarding and security whilst maintaining an open and welcoming educational environment. The policy applies to all staff, learners, governors, contractors and visitors to any college premises and details the type of identification required and the procedures for staff, student, Governor and visitor groups.
- 2.2 The college will provide lanyards for all learners and all employees so that the identification cards can be visible at all times whilst on college sites. Learners on commercial courses are issued with Visitor Passes. Failure to wear the identification card is considered to be a behaviour which contravenes our disciplinary procedures and our values. Learners/ Staff will be reported to the Programme Area Manager or Direct Line Manager and instructed to wear their lanyard and visible identification. The disciplinary process should be initiated accordingly if persistent non-compliance is noted.
- 2.3 Members of the public are not permitted on any college campus or centre at any time unless they have made a prior appointment / reservation to attend a real work training environment, to meet a lecturer or any other member of staff or to attend a scheduled meeting.
- 2.4 Grŵp Llandrillo Menai identification cards must not be tampered with or altered. Doing so could result in disciplinary action by the appropriate college manager. To ensure validity, the colour of the student identification cards will change each academic year.
- 2.5 The initial identification card and lanyard is free. Replacement cards, whether lost or stolen, are £5 each.
- 2.6 Temporary lanyards and passes may be issued on a daily basis and are available from the programme area administrative assistant or reception.

3. RESPONSIBILITIES

- 3.1 All learners, staff, governors, contractors and visitors** are responsible for wearing their lanyard, identification card or branded work wear, at all times whilst on college sites or accompanying students off site.
- 3.2 Programme Area Managers** are responsible for liaising with Learner Services to grant exemptions to learners whose disability means that it is impractical or unsafe for them to wear a lanyard.
- 3.3 Line Managers** are responsible for ensuring their direct reports comply with the Visible Identity Policy and procedures at all times. Line managers in liaison with HR, are responsible for authorising reasonable adjustments to staff whose disability, means that it is unsafe or impractical to wear a lanyard.
- 3.4 Tutors and Workshop Supervisors** should use their discretion where the wearing of lanyards is impractical or presents a safety hazard e.g. in science practical lessons, sports activities or when moving equipment/ machinery. Lanyards and identification cards should be worn at the end of such activities. If learners are required to remove lanyards in the workshop, the tutors/supervisors should ensure that lanyards and visible identification cards are worn when leaving the workshop.
- 3.5 Registry / MIS staff** are responsible for taking and storing learner, staff and governor photographs. Identification cards and lanyards will be issued during the enrolment process upon receipt of the resource fee as applicable.
- 3.6 Work Based Learning Assessors** are responsible for taking the photographs and requesting the issue of identification cards and lanyards for use by Work Based (WB) learners that require access to college campuses and centres to undertake essential skills qualifications or to access support services. The taking of photographs and the issuing of lanyards and identification cards for WB day release and traineeship learners that enrol in September is the same process as for other learners.
- 3.7 Reception staff** are responsible for the issuing of all visitor lanyards and identification cards. On sites where there is no estates office, reception staff are responsible for the issuing of lanyards and identification cards to visitors and visiting contractors too.
- 3.8 Programme Area Administrative Officers** are responsible, as needed, for issuing temporary identification cards to all learners within their areas. Additionally, there may be local arrangements for issuing lanyards on certain campuses, subject to agreement from the college principal.
- 3.9 Grŵp Governance Officer** is responsible for ensuring that all governors are issued with identification cards and lanyards.
- 3.10 All staff** should be encouraging those who do not wear visible identification to do so.

4. COMPLIANCE WITH EQUALITY DUTIES (RELIGION)

- 4.1 The Grŵp recognises that some learners and staff may choose to follow modest dress codes as part of their religious tradition and wear headdress that obscures their face e.g. a veil (niqab), full face and body covering (burka) or a full body cloak (chador).
- 4.2 Those wishing to wear the niqab, burka or chador are required to have a full face ID photograph for security purposes and examination entry. It is considered that individuals can wear their hijab in their visible identification photo, provided they follow the guidelines and keep their face visible.
- 4.3 The Grŵp will facilitate those wearing the niqab, burka or chador to have their photograph taken by a female member of staff behind a screen, if requested.
- 4.4 Those wearing the niqab, burka or chador may request a second identification card to display wearing their chosen face covering but must also carry the identification card that has a picture of their full face with them. They may request a female member of staff to check their identity in a private area as part of any routine identification checks, entry to an examination or during an incident where ID checks are required.

5. CHANGE OF NAME AND / OR GENDER

- 5.1 It is the responsibility of the individual to ensure that there is consistency between their college records and their college identification card.
- 5.2 Every effort will be made to ensure that those changing gender will have their preferred name recorded on all college records and that confidentiality will be maintained. Please refer to the Operational Procedures for Trans Equality.
- 5.3 The Grŵp will comply with requests for changes, initially on production of formal documents, e.g., passport, drivers licence, marriage, civil partnership, divorce, dissolution certificate, Statutory Declaration prepared by a solicitor, Deed Poll or other documents approved by Welsh Government or appropriate funding authority.
- 5.4 Where no formal documents are available, and at the college's discretion, the 'known as' field will be updated with the preferred name within records such as registers and eDRAC. A learners visible identification card can be updated to include the learners 'known as' name, however, before this change is agreed the learner must be able to provide official documents with their official name. These documents will need to be used for entry to any examinations, failure to produce these documents as a replacement should a learners official name not be displayed on the identification card would result in the learner not being allowed to sit the exam. *The document would normally be any form of photographic ID, such as a passport or driving licence. Should there be a need from an Awarding Organisation for more specific identification requirements/documents then this will be communicated to you beforehand.*
- 5.5 Although there is no legal requirement, individuals with no formal documents in their new name will be given information about the possible benefits of obtaining a Statutory Declaration from a

solicitor, which can then be used for other purposes such as the issue of revised qualification certificates by examination boards.

- 5.6 It is the responsibility of the Learner or member of staff to ensure their details are up to date on the college system. Learners must complete a change of details form available from Learner Services.
- 5.7 Learners can request recognition of their preferred pronouns within GLIM Management Information System (MIS), acknowledging their individual identities, by completing the a change of details form at Learner Services, however, it's important to note that this may not always be feasible with external examining boards, which operate independently from the college's policies. Pronouns are not included on visible identification cards.
- 5.8 Staff wishing to change their name and or gender must inform HR of their choice.

6. VISIBLE IDENTIFICATION PROCEDURES

THE WEARING OF IDENTIFICATION CARDS AND LANYARDS

- 6.1 . The wearing of college lanyards and identification cards, visibly around the neck, by learners, staff, governors, visitors and contractors when in college, is required so we can quickly identify them as necessary.
- 6.2 All photographs on college identification cards must show the full face image for identification purposes and should be worn facing forwards. Hats are not permitted on photographs.
- 6.3 College services such as the refectory, library, sports centre facilities are available only to those who wear a valid college identification card and lanyard.
- 6.4 All visitors are required to report to reception on arrival, sign in and obtain a visitors badge and lanyard which must be clearly visible and worn at all times. Without exception, staff responsible for the meeting should make the necessary arrangements to meet visitors at reception, escort them to the meeting place and ensure they return directly to reception to sign out.
- 6.5 All governors are required to wear a lanyard and college identification card whilst on college premises.
- 6.6 Semi Permanent contractors (for example. Cleaners, Security Staff, Catering Contract staff) or Temporary staff (for example. Agency workers, temporary Admin or temporary Teaching staff) that require vetting will be issued a GLIM staff lanyard and identification card. It will be the responsibility of the line manager to ensure that the individual receives the appropriate lanyard and identification card and that the lanyard is returned at the end of the employment with GLLM. EG, Security, Cleaners, Temp staff who support learners.
- 6.7 Regular contractors (for example. Delivery drivers, Waste collection works and Grounds maintenance) are required to wear the appropriate corporate work wear / uniform and hold a

sub-contractor ID at all times. Staff should be mindful to challenge contractors if they are not in locations they would normally be expected to be.

- 6.8 All other contractors are required to sign in and out at the Estates Office, Caretakers office or Reception as appropriate and are required to provide evidence of working for the company by producing corporate identification and by wearing corporate work wear / uniform. The lanyard and visitors pass must be returned to the reception / caretakers office / estates office at the end of each day.
- 6.9 Where someone is claiming to be a visitor and is unable to provide evidence of the nature of their business, they will be asked to leave the college premises. If necessary, a duty manager or member of college security (if available) will escort them off the site. In extreme circumstances, or where the health, safety or wellbeing of college learners, staff and visitors is at risk the Police will be asked to attend.
- 6.10 To assist staff and learners to recognise the different groups of people on college premises the colour and year of the college identification cards will change each academic year.
- 6.11 In instances where Learners or Staff are unable to wear a lanyard for medical reasons, then this must be reported to the Programme Area Manager or Direct Line Manager who will liaise with the appropriate department to arrange an alternative method to display the visible identification card.

Learners:

All GLLM learners including Further Education, Higher Education and Work Based Learners will wear the same colour and design of lanyard. (See section 9 for the Welsh language identifier). The Grŵp will change the colour of the learner lanyard biannually. The visible identification card and the colour of the card will be updated annually and will clearly show the year of study and if the learner is studying in FE, HE, ACL or WBL.

Learners under the age of 16 and School link learners:

Will wear a PURPLE lanyard (See section 9 for the Welsh language identifier). The visible identification card will be updated annually and will clearly show the year of study. The card will identify that the learner is under the age of 16 and/or a school link learner.

Staff: All GLLM staff will wear the same colour and design lanyard that will identify them as a GLLM employee.

Visitors: GREEN lanyard with YMWELYDD / VISITOR print

Temporary: YELLOW lanyard with GLLM logo and DROS DRO / TEMPORARY print

Contractors: RED lanyard with GLLM Logo and CONTRACTWR / CONTRACTOR print

Governors: Will be issued with a new GLLM lanyard with a pin badge identifying them as a Governor. Cymraeg logo as appropriate (see section 9)

New identification - Pin badges will be available for support staff supporting learners face 2 face and also for Governors.

7. ISSUING AND RETURNING OF IDENTIFICATION CARDS AND LANYARDS

- 7.1 Identification cards and lanyards will be issued by Registry staff to FE, HE learners and Work Based Learners (where appropriate) during the enrolment process and upon receipt of the resource fee (where applicable).
- 7.2 Programme Area Managers are responsible for contacting the Registry department to confirm arrangements for photographs of appropriate learners to be taken on the first day of the course wherever possible.
- 7.3 Work Based Assessors are responsible for taking the photographs, producing ID cards and making the necessary arrangements for work based learners that require access to college site. Once printed the identification card and lanyard will be available for the work based learner to collect from the site / service reception desk.
- 7.4 Where possible all learners completing their course should return their visible identification cards and lanyard to their Personal tutors at the end of their course. Learner Services will be responsible for collecting these from Programme Areas at the end of the academic year.
- 7.5 Personal Tutors will need to ensure where possible that learners withdrawn from their course for any reason will return their lanyard and visible identification card.
- 7.6 Any staff member who finishes their employment with GLLM or is suspended from employment will need to return their lanyard and visible identification card to the Human Resources Department or their line manager.

8. REPLACEMENT ID CARDS, TEMPORARY LANYARD AND PASS

- 8.1 Learners requiring identification cards and lanyards will be given them on enrolment.
- 8.2 Learners not wearing lanyards and cards who have forgotten them must go to their respective programme area administrative assistant or Reception as appropriate to receive a 1 day temporary pass.
- 8.3 Learners should return the temporary lanyard and pass at the end of the day to the location it was issued from.
- 8.4 The Personal Tutor will be informed of every learner that has required a temporary identification card.
- 8.5 Lost ID badges must be replaced at the advertised cost to the student of £5 to be purchased from Registry/ MIS/ WBL Assessors.
- 8.6 If a student loses or forgets their identification card and or lanyard more **than three times**, they will be asked to:
- find their identification card and or lanyard; or
 - pay £5 for a replacement identification card and lanyard and
 - repeat offences will lead to disciplinary action being taken.

8.7 Staff who forget their identification card and or lanyard are required to sign in as a visitor and will be issued with a temporary lanyard.

8.8 Members of staff found to be without their ID badge on more than three occasions will be asked to meet with their manager to ascertain the reasons or any mitigating circumstances. This may result in disciplinary action.

9. BILINGUALISM

9.1 Each identification card will be produced bilingually and in accordance with the Grwp's Welsh Language and Standards Policy.

9.2 Each lanyard will have 3 options, Welsh Speaker, Learning Welsh and Non Welsh Speaker. Staff will be encouraged to wear the lanyard that best describes their ability and confidence to communicate through the medium of Welsh.

Equality Impact Assessment

Assessment completed by:	Siân Pritchard	Dated:	25/03/2024
Assessment approved by:	Angharad Roberts	Dated:	25/03/2024

Consideration	Response	Special requirements / controls
Which protected groups might be disadvantaged by the policy/process?	It is not considered that the policy will disadvantage individuals from any protected group.	
Which protected groups might benefit from the policy/process?	Individuals from differing religious backgrounds are accommodated within the policy and clear guidance is given to support individuals to adhere to the policy whilst maintaining their religious observance. It is acknowledged within the policy that those individuals whose disabilities may prevent them from wearing a lanyard will be supported with this.	Section 4 outlines the special requirements for those who wear religious dress and those who either have or will change their gender.
Does the policy advance equality and foster good relations?	Yes, consideration given to those of certain religions and for those who either have or are changing their gender are supported to be able to fully embrace their identities whilst adhering to this important policy which ensures the safety of all individuals on campus.	
Could any part of the process discriminate unlawfully?	No	

Are there any other policies that need to change to support the effectiveness of this one?	No	
Conclusion	Continue the policy	

SIGNED:	Siân Pritchard	Dated:	25/03/2024
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Welsh Language Impact Assessment

Assessment completed by:	Siân Pritchard	Dated:	25/03/2024
Assessment approved by:	Angharad Roberts	Dated:	25/03/2024

Consideration	Response	Special requirements / controls
What positive effects, if any, will the policy decision have on opportunities for people to use the Welsh language, and not to treat the Welsh language less favorably than English?	It is welcomed that the policy update includes lanyards where staff can choose to show that they are 'Welsh learners'. This will have a positive impact on those wishing to use Welsh (as many staff who are currently learning are not confident enough to wear the Cymraeg lanyard and so do not display any Welsh language skills on their person) as well as those learning Welsh.	
What adverse effects, if any, will the policy decision have on opportunities for people to use the Welsh language, and not to treat the Welsh language less favorably than English?	None. The policy will encourage individuals to interact with Grŵp staff in Welsh, as supported by the Iaith Gwaith logo. The introduction of a new Welsh learner lanyard will further support this.	Panel iaith: The policy notes cards will be available in either/or Welsh/English

Are there enough Welsh speaking staff available to implement the policy or procedure? If not, what steps will be taken to ensure that sufficient staff are available, and when?	Yes, reception staff will be issuing the lanyards and all Grŵp receptions have bilingual staff, as well as learner services and MIS departments.	
Does the policy or procedure comply with the Llandrillo Menai Welsh Language Policy and Welsh Language Standards compliance notice?	Yes	
Conclusion	Continue the policy	

SIGNED:	Angharad Mai Roberts	Dated:	25.03.2024
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