



**KING
GEORGE V
COLLEGE**

Security Identification Badge & Lanyards Policy and Procedures 2023/24

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Contents

1. Introduction	2
2. Aim and Purpose of the Policy.....	2
4. Entry to the College	3
5. Staff Badges	3
6. Student Badges	3
7. Visitors to the College.....	4
8. Visitors to Clouds or Concept Salon.....	4
9. Reporting	4
10. Related Policies and Procedures.....	5
Annex A: Security Questionnaire for Unescorted Visitors	5
Annex B: Safety Brief for Unescorted Visitors	6

1. Introduction

- 1.1 The College aims to create an environment that is safe and welcoming to all students, staff and stakeholders. It promotes a positive culture where students are able to learn, develop and achieve in a respectful and fair environment.
- 1.2 The College seeks to ensure the security and safety of all Staff, Students, Visitors and Contractors, whilst on College premises. The **Head of Facilities Management** has the responsibility for ensuring the effective operation and enforcement of the College’s Safety and Security Policies and its procedures. However, responsibility for security and personal safety rests with all persons who work, study or visit the College.

2. Aim and Purpose of the Policy

- 2.1 The aim of this policy is to ensure, so far as is reasonably practicable, the security and safety of all Staff, Students, Visitors and Contractors, whilst on College premises.
- 2.2 The purpose of this policy is to ensure that all staff, students and visitors are aware of the College policy and procedures in respect of the wearing of identification badges.

3. Entry to the College

3.1 As part of the College's commitment to safeguard both students and staff, identification badges must be worn by **all** staff, students, governors and visitors at all times. Entry to the College premises will not be permitted without a valid College ID and/or lanyard.

4. Staff Badges

4.1 All College staff are issued with photo card identification badge and a College lanyard. This lanyard and badge is to be worn and must be visible at all times whilst in and around the College except where health and safety would be compromised. Any lost badges need be reported to Student Hub or Student Records as soon as possible so a replacement can be issued.

5. Student Badges

5.1 Students will be issued with a photo card identification badge and lanyard; however, for security purposes the colour of the lanyard will change each year. The changing of the colour of the lanyard will be publicised prior to the start of each academic year and will make it easier for security and staff to identify current, valid students.

5.2 Students will be advised of the requirement to wear a badge at enrolment and during induction.

5.3 Students will not be able to use College facilities, such as the Study Hubs, unless a lanyard and badge is worn (around the neck) and visible. This lanyard and badge is to be worn and visible at all times whilst in and around the College (except where health and safety would be compromised, i.e. in workshops).

5.4 Should a student forget their ID badge then they will be asked to buy a replacement or to leave and return to College with their badge. This policy applies from the 4th week of the academic year. Charges for replacement badges will be as follows:

- 1st replacement = £1
- 2nd replacement = £3
- 3rd replacement = £5

5.5 The issue of replacement badges will be logged. Students who persistently fail to adhere to the ID Badge Policy will be subject to Maintaining Student Responsibility (MSR) Conduct Procedures. Exemptions to charges or sanctions may be made at the discretion of the Information Coordinator (Southport), Head of Student Services or Student Engagement Officers.

6. Visitors to the College

- 6.1 Most work activities are covered by the Health and Safety Act so it is important that any visitors or Contractors to the College understand the regulations and requirements stipulated by the College when working here, delivering goods or visiting the College.
- 6.2 Any visitors on College business will be required to sign in at the Visitor Reception upon arrival. Depending on the nature of their visit, Reception or Security staff will issue either a Red or Grey Visitors/Contractors identification badge. Visitors will be informed that the badge is to be worn at all times whilst on College premises and that on leaving the College, they should return to the Information desk, sign out and return their badge.
- 6.3 **Escorted Visitors - Red Badges:** Visitors to the College that may not have been security or DBS cleared, and have not been made familiar with the College or the fire alarm procedures will be issued with a red lanyard and visitors badge. Any Visitor with a red badge must be met at Visitor Reception and escorted at all times by a member of staff until they are guided out of the College.
- 6.4 **Unescorted Visitors - Grey Badges:** Regular Visitors or Contractors to the College that have been made familiar with the College site and fire alarm procedures and have been security risk assessed may be issued with a Grey Lanyard and Visitor's Badge, and will be allowed unescorted access around the College for the duration of their visit.

7. Visitors to Clouds or Concept Salon (Southport College)

- 7.1 Any visitors to Clouds Restaurant or Concept Salon that do not hold a Staff or Student ID badge must be directed to use the external lift situated to the rear of the Tony Leigh building. On no account should visitors be allowed to short cut through the College. Visitors to these areas will remain the responsibility of Restaurant or Salon staff for the duration of their visit.

8. Reporting

- 8.1 All staff are encouraged to 'stop and ask' any person found not wearing a Lanyard and ID badge or who are in possession of a Red Lanyard but unescorted.
- 8.2 Where the person does not possess a valid College Lanyard and badge then the person concerned must be escorted to the Visitor Reception or Student Hub should be informed immediately.
- 8.3 If any member of staff has a concern for their own security or personal safety and feels they cannot approach an individual not wearing College ID Badge on the Southport College site then security should be informed immediately via telephone on extension 2899 or telephone number 01704 392899.
- 8.4 At KGV staff should telephone extension 1200 or, if ringing by mobile, 01704 530601, 1, 1200.

9. Related Policies and Procedures

9.1 The following College documents provide links to this policy:

- Anti-Bullying Policy (Students)
- Code of Conduct – Staff/Students
- Contractors Policy
- Equality and Diversity Policy
- Fitness to Study Policy and Procedure
- Health and Safety Policy and Procedures
- Maintaining Student Responsibility (Conduct) Procedure

**UNESCORTED VISITORS – PERSONAL DETAILS OF NON-COLLEGE STAFF
(VISITOR)**

This form is to be completed and signed by one of the following; CMT/ Engagement Officer / Health and Wellbeing Co-ordinator

Visitor's Name (Printed)
Post / Organisation
Purpose of Visit
Contact Details:	Telephone No.
	Email Address
Duration of Visit	From To.....

Days of Visits:					
	Monday	Tuesday	Wednesday	Thursday	Friday
A.M.					
P.M.					

Disclosure and Barring Scheme

Brief details of the visitor's DBS form (if applicable) should be recorded below

If requested, a member of staff from the Personnel Department can record and complete details

Details of non-staff visitor's DBS:

DBS Number: Date of Issue

DBS seen by Southport College staff member (CMT / Engagement Officer / H&W Co)

Name Date seen

Signed Post

If any caution or conviction is stated on the DBS form then this should be referred to the Head of Personnel for immediate attention

A risk assessment by the Head of Personnel may be appropriate

Signed (Visitor) Date

Name in Print

SOUTHPORT COLLEGE

Security Form for Unescorted Visitors – Non-College Staff (Visitor)

Visitors who will have direct, unsupervised contact with students:

Is the visitor Disclosure and Barring Service (DBS) cleared?	Yes / No
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**If yes, complete the attached form and welcome pack with the visitor
Only visitors who have been DBS cleared by the College are to have direct,
unsupervised contact with students whilst in College**

Visitors who will have **no direct, unsupervised contact with students:**

Is the visitor Disclosure and Barring Service (DBS) cleared?	Yes / No
Has the visitor any form of security clearance	Yes /No
Does the visitor work for an organisation that can vouch for him/her?	Yes /No
Is the visitor from a profession that you would expect to be security cleared?	Yes / No

If the answer to all these questions is “**No**”, the visitor should **NOT** be allowed unescorted access to the College.

A red lanyard should be issued and **THE VISITOR MUST BE ESCORTED AT ALL TIMES**

If the answer to at least one of these questions is “**Yes**”, the visitor **may** be allowed an unescorted visitor’s badge (grey lanyard)

The member of Southport College staff who will be the unescorted visitor’s contact on the main site is:

Name



Annex B: Safety Brief for Unescorted Visitors

Fire

If you discover or suspect a fire:

- Sound the alarm by activating the nearest break glass call point
- Leave the building by the nearest safe route
- Take any personal belongings that are immediately to hand
- The fire assembly points are in the College car parks
- Please inform a member of staff if you know of any people who may still be within the building
- Only re-enter after the 'all clear'; a klaxon sound

Please Do Not:

- Delay evacuation for any reason i.e. collecting personal belongings
- Use the lifts
- Leave the fire assembly points

If you require assistance during an evacuation there are a number of Refuge points located around the College, all fitted with a communication system linked to the main Reception. Use the intercom informing Reception of the situation and they will provide you with the help you require.

First Aid

If you are injured and require first aid, please inform a member of staff or Reception (Southport dial 0 or 2699, KGV 1200). Reception will summon one of the College Staff that are fully qualified first aiders.

Smoking and Use of Vapes and Related Electronic Devices

Please do NOT smoke or use a vape inside any of the College buildings or near any entrances/exits. There is a designated smoking area at the College which is clearly signposted. If you are unsure, please just ask a member of staff who will direct you to the designated areas.

Visitor's Passes

Please ensure that you wear Visitors pass and lanyard (around the neck) and that it is visible at all times while in College. For the safety of all of our students, staff and visitors, if you are not wearing a valid visitor's pass, you will not be able to use some of the College facilities and may be challenged by any member of staff.

Security

In the highly unlikely event you need assistance from our Security Staff; they can be contacted on extension 2899. At KGV please telephone 1200 in the first instance.

Further Information

If you require further assistance, please do not hesitate to contact our Reception on 01704 500606 or via dialling 0 internally / 01704 530601 or ext 1200 KGV.