

# Student ID Policy

## 1. Purpose

The purpose of this policy is to establish guidelines for the issuance, usage, and management of identification (ID) badges for students at Solihull College & University Centre to ensure safety, security, and smooth operations within the campus.

## 2. Issue of IDs

### 2.1 Eligibility

All enrolled students and employees of Solihull College & University Centre are eligible to receive an ID badge.

### 2.2 Enrolment Process

Students will receive an online enrolment link, which must be completed and a suitable photo uploaded when completing the online form. Guidance on suitability of photos is provided with the enrolment link. Once enrolments are processed, ID badges will be printed by the Frontline Services Team.

### 2.3 ID Badge Design

The ID badge will prominently display the individual's name, photograph, unique ID number, and the college logo.

### 2.4 Badge Distribution

ID badges will be printed by Frontline Services upon verification of the enrolment and photograph. These will be then distributed by personal tutors during induction.

## 3. Usage and Responsibilities

### 3.1 Mandatory Carrying

Students must wear their ID badges, which must be clearly visible at all times, while on campus.

The ID badge should be presented upon request to college officials, security personnel, or any authorized personnel

### 3.2 Proper Usage

ID badges should be used only for their intended purpose, which is to verify the identity of the student and to allow access to College buildings and services.

Sharing or lending ID badges to others is strictly prohibited and will constitute gross misconduct, as referred to in the Student Disciplinary Procedure.

### 3.3 Reporting Lost or Stolen IDs

In the case of a lost or stolen ID badge, the individual must report it immediately to Student Services.

A replacement badge will be issued with a nominal replacement fee of £2.00.

## **4. Security and Privacy**

### 4.1 Data Protection

All personal data collected for the purpose of ID badge issuance will be handled in compliance with data protection laws and college policies.

### 4.2 Badge Security

Students are responsible for the security of their ID badges and must report any suspected misuse or tampering.

### 4.3 Badge Deactivation

Upon termination of enrolment, the ID badge will be deactivated, and access privileges will be revoked.

## **5. Compliance and Enforcement**

### 5.1 Compliance

All students are expected to adhere to this policy.

### 5.2 Enforcement

Non-compliance with this policy will result in warnings and may result in disciplinary action.

## **6. Consequences of Failing to Carry an ID Badge**

### 6.1 Absence of ID Badge

Any individual who fails to carry their ID badge will not be allowed access to the College premises.

The individual will be marked as absent in the college attendance register for the respective day/classes, indicating the failure to comply with the ID policy.

## 6.2 ID Warnings

### 6.2.1 Stage One ID Warning

Failure to carry the ID badge for the first three occasions will result in a Stage One ID Warning.

The individual and, if the learner is under 18, their parents, will be notified in writing, emphasizing the importance of carrying and presenting the ID badge while on campus.

### 6.2.2 Stage Two ID Warning

Subsequent instances of failing to carry the ID badge, on a further two occasions, will lead to a Stage Two ID Warning.

The individual and, if the learner is under 18, their parents, will be notified in writing about the repeated violations.

## **7. College Disciplinary Procedure**

### 7.1 Stage Three Disciplinary Meeting

After reaching seven instances of failing to carry the ID badge (ie two further occasions following a stage two ID warning) the individual will progress to Stage Three of the College Disciplinary Procedure.

A disciplinary meeting will be conducted, in line with the disciplinary procedure, to hold a formal review of the violations.

### 7.2 Appeals Process

Individuals subject to disciplinary actions have the right to appeal the decision following the college's established appeals process.

## **8. Conclusion**

This policy outlines the consequences of failing to carry the ID badge and the associated warnings, including notifications to learners, and parents if appropriate, at each stage of the warnings. It aims to maintain the security and integrity of ID badges within Solihull College.