**ARTS EDUCATIONAL SCHOOLS**
**Visual Identification Policy**

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# VISUAL IDENTIFICATION POLICY

## 1. INTRODUCTION

ArtsEd operates a strict policy for the visible identification for all staff, students and visitors. This policy is a vital part of our safeguarding and Prevent responsibilities; it is also a key element in ensuring that the building is safe and secure. Therefore, it provides an important component in ensuring that only authorised individuals can access our buildings and helping us maintain a safe, secure learning environment.

All staff and students must wear their assigned lanyards around their necks, with the photographic ArtsEd identity card visible and facing outward, at all times when on ArtsEd sites. This supports quick visual identification, promotes a professional culture, and reflects standard industry practice.

This Visual Identification Policy reflects the unique nature of ArtsEd:

- a co-educational independent vocational school for under 18s (our pupils are aged 11-18 years);
- a professional conservatoire with two main divisions offering graduate-level degrees and Foundation courses to students mostly aged 18 and over; and
- a provider of short courses through ArtsEd Extra activities (pupils aged 4 years and above).

These present enhanced safeguarding responsibilities for those all in our community and for visitors.

## 2. PURPOSE OF THE VISUAL IDENTIFICATION POLICY

This policy aims to:

- Strengthen safeguarding and ensure our community remains protected;
- Address the challenges posed by the unique nature of ArtsEd highlighted above;
- Establish clear expectations for wearing and displaying identification; and
- Provide a consistent method of identifying all adults and students on site.

## 3. ISSUE AND WEARING LANYARDS AND IDENTITY CARDS

Lanyard protocols for the issuing and wearing of lanyards and identity cards by Staff, Trustees, HE Students, Day School and Sixth Form (DSSF) Students are detailed below:

- All staff, trustees, and students will be issued a photo ArtsEd identity card and an appropriately coloured lanyard (see Appendix 1) by the IT Department following approval by HR for staff and HE or DSSF for students;
- Lanyards, with the ArtsEd identity card, must be attached to the lanyard at all times, must be worn around the neck and be fully visible at all times while on ArtsEd premises;
- The identity photograph and the individual details on the ArtsEd identity card must not be obscured by clothing, bags or accessories;
- Lanyards may only be removed for activities, usually practical, where there is a clear risk of entanglement that has been identified by the supervising staff member - they must be replaced immediately afterwards and before leaving the studio or room;
- Lanyards and ArtsEd identity card should be worn at all times when in the corridors, open spaces and when transiting around the building; and
- Individuals without a lanyard (even if momentarily) will not have access to the Library, Canteen, or the Café.

## 4. STAFF RESPONSIBILITIES

All staff are responsible for ensuring that this policy is complied with and enforced. The following expectations apply:

- Staff must wear and display their lanyard and the ArtsEd identity card at all times, unless in a high-risk activity where removal is required;
- Staff must challenge any student or adult not wearing a lanyard and/or ArtsEd identity card; those not wearing a lanyard and/or ArtsEd identity card should be escorted to Reception or, in the case of DSSF students, to the DSSF Office;
- Staff must not permit students to enter classrooms, studios etc unless they are wearing their lanyard;
- Staff must ensure that a lanyard is removed for an activity, usually practical, where there is a clear risk of entanglement – staff must ensure that students replace their lanyards immediately afterwards and before leaving the studio or room;
- SLT/Executive staff members on entry duty will reinforce lanyard checks;
- Staff are responsible for any visitors, contractors, and temporary/visiting members of staff that they bring into the building – staff must ensure that their visitors adhere to this policy and also to all safer recruitment policy and procedures;
- Line Managers/Heads of Department will conduct regular spot checks within their departments; and
- Staff must refrain from wearing a lanyard whilst driving any vehicle on ArtsEd business, as this could cause harm or injury.

## 5. RESPONSIBILITIES OF VISITORS, VISITING STAFF, CONTRACTORS AND EXTERNAL HIRERS

### 5.1. Visiting Staff (e.g., creatives, directors)

- Must sign in at Reception upon first arrival;
- Will collect an ArtsEd identity card and lanyard from the relevant school or department; and
- Must wear the lanyard and ArtsEd identity card visibly at all times and in accordance with this policy.

### 5.2. Visitors

- Must sign in at Reception;
- Will be issued a yellow lanyard and printed photo badge which must be worn at all times; and
- Must return the lanyard and badge on departure.

### 5.3. Contractors

- Will be issued a yellow contractor lanyard, providing access only for the areas needed to carry out their work;
- Staff bringing in contractors will ensure that they adhere to this policy and also to all safer recruitment policy and procedures;
- Must wear their lanyard and ArtsEd identity card at all times, including after-hours work; and
- Must return all lanyards/ArtsEd identity card at the end of the contract.

### 5.4. Auditionees

- Auditionees will be escorted and chaperoned at all times. They will not normally require a lanyard, and will be given a visible number or a name badge that they are expected to wear at all times.

### 5.5. Special Events (Daytime)

- Matinee audiences are overseen by Front of House and do not require lanyards;
- Visitors attending authorised events (e.g., outreach, orientation) will be issued an event-specific name badge by the organiser;
- Event name badges replace the need for a visitor lanyard for that session only.

### 5.6. External Hirers

- External Hirers are required to wear their lanyards (red and white striped) at all times;
- The card issued to External Hirers will allow access to only specified and previously agreed areas of the building – they must not go into other areas, even if they can access them;
- External Hirers are expected to be fully responsible for all their visitors, staff, students and any parents before, during and after the hire; and
- External Hirers are required to escort their 'clients' to and from the rooms/studios and the Foyer.

## 6. TEMPORARY LANYARDS

Temporary lanyards are colour-matched to the standard versions and include a white stripe to indicate temporary status and are issued in accordance with the procedures below:

### 6.1. Issuing Temporary Lanyards

Temporary lanyards may be used for a maximum of three consecutive days. If needed on a fourth day, a replacement ID/lanyard must be purchased.

- **Staff:** Must collect a temporary lanyard from Reception if their lanyard has been lost or forgotten, and must return it when leaving the building.
- **DSSF Students:** Must sign in at Reception if their lanyard has been lost or forgotten, then collect a temporary lanyard from the DSSF office. A record is kept and Heads of Key Stage apply sanctions as needed.
- **HE students:** Must collect a temporary lanyard from Reception if their lanyard has been lost or forgotten, and must return it when leaving the building.

### 6.2. Returning Temporary Lanyards

- Visitors must return lanyards to Reception when leaving;
- Contractors must return all lanyards/badges at the end of their contract;
- Temporary lanyards must be returned daily.

### 6.3. Replacing Lost Lanyards or ID

- **DSSF and HE students:** Must order replacements via the ArtsEd Replacement ID Card form (£5 fee) - ArtsEd Replacement ID Card - ArtsEd
- **Staff:** Must email the IT Department to request a replacement.

### 6.4. End of Employment/study programme

- **Staff:** Must return lanyards and ID to HR when employment ends.
- **Students:** Must return lanyards and ID to their course director (HE) or senior staff in DSSF at the end of their course.

## 7. FAILURES TO ADHERE TO THIS POLICY

Maintaining a safe environment is non-negotiable; therefore, refusal to wear a lanyard and identification will be treated with seriousness. The following measures will be taken when individuals do not adhere to the policy.

- **DSSF Pupils:** Repeat failure to wear or bring an ID card and lanyard will result in

communication home and appropriate sanctions.

- **HE Students**: Escalation follows departmental and HE conduct procedures, ensuring consistency with safeguarding expectations.
- **Staff**: If a staff member refuses to wear their lanyard, or has to be repeatedly told to wear it, then a management reprimand will be applied. If further instances occur, then formal disciplinary action will be considered. Similar measures will be taken if a member of staff does not comply with their responsibilities under this policy.

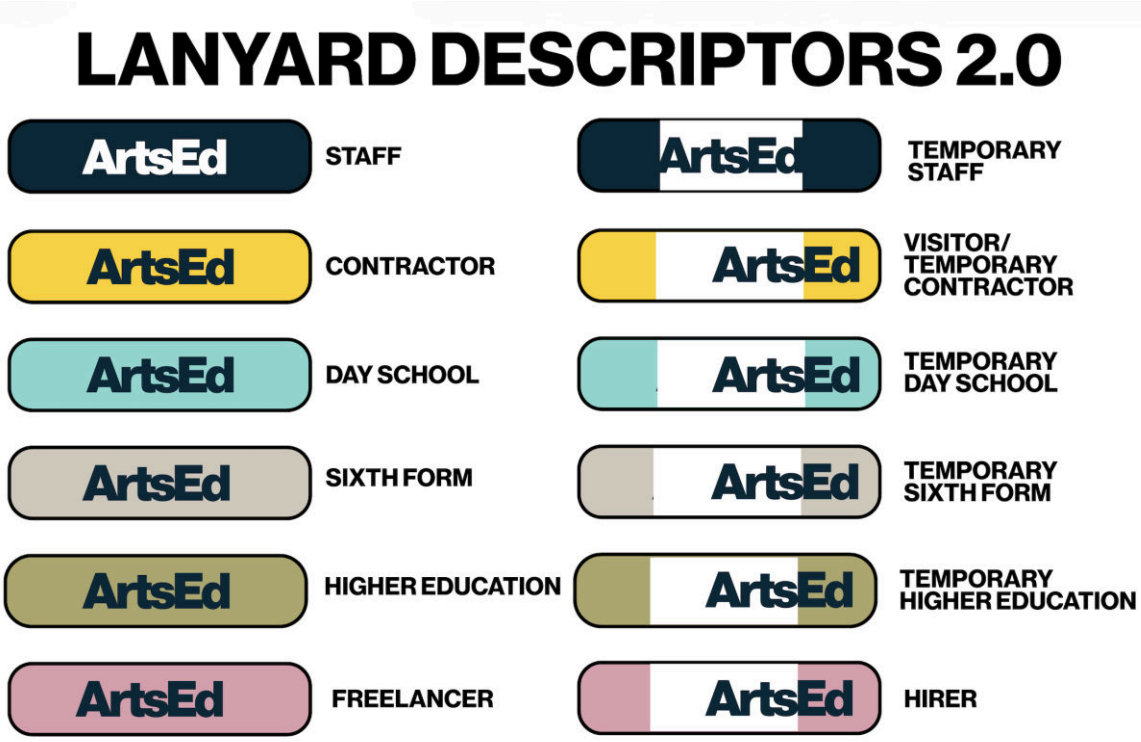
## 8. EXEMPTIONS

Safeguarding is a priority, and exemptions from wearing a lanyard around the neck are extremely unlikely. However, there may be medical or religious reasons why an exemption is requested.

When an exemption is considered, then any variation to the procedures outlined above will be implemented to ensure that the individual is easily and visibly identified, and the lanyard and identity card will be clearly visible on the upper body.

Any request for exemption must be:

- Submitted in writing to the Executive;
- Reviewed by the Executive and the Institutional Safeguarding Lead; and
- Approved or declined by the Principal, whose decision is final,

If an exemption is approved, then it would be expected that the individual would comply with all other aspects of this policy.

**Appendix 1 – Lanyard Descriptors**