



STAFF AND STUDENT IDENTIFICATION PROCEDURE

To promote security and safety in the college, ALL STAFF AND STUDENTS are required to wear an identification lanyard.

ID Cards

ID cards and lanyards **must always be worn and clearly visible** around your neck when you are in the building.

ID cards and lanyards **must be college issued:**

Purple (Lower School) Blue (Piccadilly House)

Grey (Jubilee House) Black (Northern House)

Green (District House) Burgundy (Metropolitan House)

Rainbow (ELT and Admin Staff)

Yellow (temporary) and red (visitors)

It is not permitted to wear a non-college lanyard.

ID cards **must not be lent** to anyone or passed to anyone to enter or exit the building.

ID cards **must not be left unattended** and should be reported missing if lost or stolen.

You cannot enter or exit the building without an ID card or a temporary card.

Temporary ID Cards

If you have forgotten your ID you must get a yellow temporary card from Reception.

Any cash balance will be transferred for 24 hours.

Temporary cards last for one day only and must be returned to Reception at the end of the day – they are not to be taken home!