



## Lanyard and ID Policy

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## **1. Overview**

The overall aim of this policy is to clarify the responsibilities of staff, students and visitors with respect to lanyards and ID (Identification) cards and visitor badges.

Laurel Park is committed to ensuring the protection and welfare of all students, staff and visitors. All students, staff and visitors have an equal right to a safe environment to learn, teach and visit regardless of age, gender, ability, culture, socioeconomic status, race, language, religion or sexual identity.

Safety of our student, staff and visitors is key priority and the lanyards and ID cards and visitor badges play a key role in keeping all members of the community safe at all times. The School's use of lanyards and ID cards allows staff and students to ascertain at a glance whether persons on site are members of the Laurel Park community. This policy imposes a duty on all members of the Laurel Park community to immediately report any persons not wearing their lanyard to the relevant reception on site.

Wearing a lanyard with ID card around the neck at all times on school premises is essential at Laurel Park. It is critical for the safety of everyone that all members of the Laurel Park community fully commit to this.

Laurel Park has two student entrances (Wilmer Way and Powys Lane) and one public entrance (Wilmer Way). For the purposes of this policy, the gates on the street act as the beginning of the School premises. Therefore, when entering through these gates all members of the Laurel Park community are expected to wear a Laurel Park lanyard and ID. When leaving the building, all members of the Laurel Park community must continue to wear their lanyard and ID card until they are outside of the School's premises.

## **2. Students**

### **2.1 General information about lanyards and ID cards**

2.1.1 Student lanyards are colour coded for each year group

2.1.2 Wearing a lanyard and ID card is a non-negotiable at Laurel Park. Failure to comply with this rule will be dealt with using the Behaviour Policy.

2.1.3 The School provides every student with a lanyard and ID card free of charge upon joining the School.

2.1.14 Students ID card and lanyard should be treated as part of the school uniform

### **2.2 Responsibilities with regard to lanyards and ID cards**

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2.2.1 The wearing of the lanyard and ID card is compulsory and must be worn at all times when on the School premises. The lanyard should be worn around the neck, on the front of the body and on the outermost piece of clothing and properly display a current Laurel Park School ID Card.

2.2.2 The ID must be visible and not covered.

2.2.3 If a student forgets their lanyard and ID card they must go immediately to Roll Call. A replacement will be issued in return for a deposit (e.g. an oyster card), which will be held until the replacement lanyard and ID card is returned at the end of the School day.

2.2.4 There may be circumstances when a teacher allows students to remove their lanyards in order to participate in a classroom activity (e.g. P.E, Science, Technology or Drama). Lanyards must be worn upon completion of the relevant activity.

2.2.5 ID cards must be brought to all official examinations that take place.

2.2.6 Lanyards and ID cards are School property. Students must not deface, damage, or alter their lanyards or ID cards in any way, and they must return them to the School on leaving the school.

2.2.7 If a student identifies another individual on Laurel Park's premises who is not wearing their lanyard and ID card or Visitors badge, they should ask them to report to the reception immediately.

2.2.8 All students are required to have a copy of their timetable kept with their ID badge at all times.

### **3. Staff**

#### **3.1 General information about lanyards and ID cards**

3.1.1 Staff lanyards are Rainbow.

3.1.2 The School provides every staff member with a lanyard and ID card free of charge upon joining the School.

3.1.3 Lanyards and ID cards are School property.

#### **3.2 Responsibilities with regard to lanyards and ID cards**

3.2.1 The wearing of the lanyard and ID card is compulsory and must be worn at all times when on the School premises. The lanyard should be worn around the neck, on the front of the body and on the outermost piece of clothing.

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3.2.2 The ID must be visible and not covered.

3.2.3 If staff forget their lanyard and ID card they must go immediately to the reception desk of the building that they are in to receive a replacement. The lanyard and ID card should be returned to the reception desk at the end of the day.

3.2.4 Staff heading meetings are responsible for ensuring that all present in the room are wearing their lanyard and ID card before the commencement of the lesson/meeting. In cases where individuals are not wearing their lanyard, the teacher, or other staff member in charge, must ask those individuals to wear their lanyard.

3.2.5 If a staff member identifies another individual on Laurel Park's premises who is not wearing their lanyard and ID card they must instruct them to report to the reception of that building immediately.

### **4. Visitors**

#### **4.1 General information about lanyards and ID cards**

4.1.1 Visitors do not wear lanyards. They have printed ID badges that are stickers.

4.1.2 The School provides every visitor with a ID sticker

4.1.3 ID stickers are School property and should be returned at the end of the visit.

4.1.4 Visitors will be issued with a visitor ID sticker after signing in.

#### **4.2 Responsibilities with regard to ID stickers**

4.2.1 The wearing of the ID sticker is compulsory for all visitors and must be worn at all times around the neck, on the front of the body and on the outermost piece of clothing.

4.2.2 Visitors must return the sticker to reception upon being signed out of the School premises.

### **5. Lost or damaged cards and lanyards**

The School provides every student and staff member with a lanyard and ID card free of charge upon joining the School. It is the cardholder's responsibility to immediately report their lanyard and ID card as lost or damaged and to replace it promptly by reporting it to the school office.

### **6. Special circumstances**

Students who are unable to wear a lanyard around their neck for medical or other reasons must seek permission from the Headteacher with written support from any relevant parties,

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e.g. a doctor. Students granted permission may attach their lanyard and ID card to their clothing so it is clearly visible at all times.

