



Lanyard Policy

Approved by:	Brian McGorry	Date: 01/09/2025
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Version control:	V1	

1. PURPOSE

The purpose of this policy is to ensure the safety, security and safeguarding of all members of The Fowler Academy community by enabling clear identification of students, staff and visitors on site at all times.

2. SCOPE

This policy applies to:

- All students enrolled at The Fowler Academy
- All staff employed by or working on behalf of The Fowler Academy
- All visitors to the Academy site

3. GENERAL REQUIREMENTS

- All students, staff and visitors **must wear a Fowler Academy-issued ID badge on a visible lanyard at all times** while on site.
- ID badges must be clearly visible and presented when requested by staff or security personnel.
- Failure to comply with this policy may result in refusal of entry to site and/or further action in line with relevant Academy policies.

4. FORGOTTEN OR MISSING BADGES – ENTRY PROCEDURE

If a student, staff member or visitor arrives on site without their ID badge:

1. They must immediately inform the security personnel at the site entrance.
2. Security will contact The Fowler Academy Reception, who will attend the security hut to manage the situation.

5. STUDENT PROCEDURES

5.1 First Occurrence in an Academic Term

- If a student forgets their badge for the **first time in an academic term**, a **temporary badge** will be issued for that day only.

5.2 Second Occurrence in the Same Academic Term

- If a student has already forgotten their badge once during the same term and forgets it again:
 - The student will be **refused entry to the site**.
 - The student must return home to collect their badge before being permitted back on site.
 - Failure to return to site will be recorded as an unauthorised absence.

5.3 Third or Subsequent Occurrence in the Same Academic Term

- For a third (or subsequent) offence in the same term:
 - The student will be required to return home to collect their badge before re-entering the site.
 - Failure to return to site will be recorded as an unauthorised absence.
 - Parents or carers will be contacted.
 - The matter will be addressed in accordance with the Academy's Behaviour Policy.

6. STAFF PROCEDURES

- If a staff member forgets their badge, a temporary badge will be issued for that day.
- Repeated instances of a staff member forgetting their badge will be managed in line with the Staff Code of Conduct.

7. VISITOR PROCEDURES

- All visitors must report to security personnel at the entrance on arrival.
- Security will inform The Fowler Academy Reception of the visitor's presence.
- A member of The Fowler Academy staff will bring a visitor badge to the security desk.
- Visitors must wear the issued badge for the duration of their visit and comply with all site security requirements.

8. TEMPORARY BADGES

- Temporary badges issued to students, staff or visitors must be returned to The Fowler Academy Reception at the end of the day.
- Failure to return a temporary badge will result in a £5 penalty charge and may result in further action in line with applicable policies.

9. ISSUING AND REPLACEMENT OF ID BADGES

- All staff and students will be issued with an Academy ID badge free of charge when they join The Fowler Academy.
- Replacement badges are available from The Fowler Academy Main Reception at a cost of £5 per badge.

10. MONITORING AND COMPLIANCE

Compliance with this policy will be monitored by Academy staff and security personnel. Non-compliance may result in action being taken under relevant Academy policies.

11. REVIEW

This policy will be reviewed periodically to ensure it remains effective and aligned with safeguarding and security requirements.

17 OTHER RELEVANT DOCUMENTS

17.1 The following documents and procedures are available from Main Reception or on the College website:

- Behaviour Policy
- Staff Code of Conduct
- Safeguarding Policy
- Data Protection Policy
- Health and Safety Policy
- Complaints, Compliments and Comments Policy

For clarification on any of the above points please contact enquiries@fowlercademy.co.uk