



## **Cotham School guidelines in support of wearing Safeguarding ID / Lanyard.**

### **Rationale:**

It is a guiding principle of law (Children's Act 2004 and Education Act 2002) that the protection and welfare of the child are always paramount. All students have an equal right to a safe environment to learn in regardless of age, gender, ability, culture, socio-economic status, race, language, religion or sexual identity.

The Cotham School Lanyard / ID policy and the guidelines below fully supports the implementation of the Safeguarding and Child Protection policy

Cotham School is committed to Safeguarding its Staff, Students and Visitors. For this reason every person on the school site is expected to wear their lanyard with Identity card at all times.

### **Students**

- ID card and lanyard should be treated as part of the school uniform
- The ID lanyards must be worn around the neck, on the front of the body, on the outermost clothing and properly display a current Cotham School ID Card. Student cardholders are BLUE, the lanyards are BLACK
- In the classroom, there may be situations, where a teacher allows students to remove their ID lanyards temporarily to complete a classroom activity (i.e. P.E., science lab, RM etc.)
- The school provides every student a school lanyard and ID free of charge when they join the school.
- It is the student's responsibility to immediately report their ID card as lost or damaged and to replace it promptly. Students will be charged for a replacement. The ID card will cost £5. A replacement lanyard and cardholder only are charged at £1. This can be obtained from the School Finance Office or a parent can obtain a replacement using the cashless payment portal online.
- Students in receipt of Free School Meals will receive one free replacement ID card and lanyard if their card is lost or damaged
- If your ID card fails to operate and is undamaged it will be replaced at the School Facilities Office free of charge.
- ID cards and lanyards are school property; they must be returned when no longer required.
- As well as supporting the Safeguarding of students, the ID card provides access to some rooms, is used for Cashless Catering and it allows a student to print their work. When the card is printed, access Control and Cashless Catering are registered.

### **Supplementary reasons for wearing ID / Lanyard as follows:**

- The school has worked hard to secure the site from unwanted outsiders. The gated systems at the front and back of school are an improvement to the 'open and insecure site we previously had'. It is not perfect, however and members of the public can still come onto site if they really try.
- Opportunist thieves and those intent on causing a fight do try to come on site from time to time. We have even had young people coming onto site wearing Cotham sweatshirt to avoid being noticed. We appreciate this is only on occasion but the gated systems and the lanyard and ID card are a constant preventative measure to anybody thinking of trying to get into school.
- The ID card / lanyard allows staff to notice at a glance that students are registered as part of the Cotham community.
- Staff lanyards (red) and visitor lanyards (green) also help students and staff to notice at a glance if there is a stranger / member of the public on site without permission.