



## STAFF AND STUDENT ID CARD POLICY

Approved by: Executive

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Review period: Annually

Date reviewed:

Owner: HR Department

# STAFF AND STUDENT IDENTITY CARD POLICY

## Introduction

In the interests of safety and security, the University for the Creative Arts operates an Identity Card scheme and requires all UCA employees, students, contractors and visitors to wear and have clearly visible an Identity Card/Pass at all times whilst on its premises. The ID card should be displayed using the coloured UCA lanyard and holder issued. Clips may be used in circumstances where a lanyard poses a potential Health and Safety risk e.g. workshops.

The UCA lanyards and holders are coloured to aid identification as follows:

Students – Orange or Purple

- Orange - Undergraduate and Postgraduate students
- Purple – FE students

Visitors including contractors - White

Staff - Black

Safeguarding Officers will be allocated Yellow ID cards.

Your card serves a number of functions including:

1. Personal identification and confirmation that you are a member of staff/student or visitor at the University for the Creative Arts.
2. Swipe card for access to some University buildings.
3. Library card.
4. Access to print and copy facilities.

The ID card remains the property of the University at all times (not the individual user).

## Eligibility

All UCA employees, wherever based, with a current employment contract, will be issued with an Identity Card once they have completed and returned a Staff ID Card Application form and uploaded a recent passport (style) photograph (staff can choose to have their photo taken at the library). Once the application has been received and the photo submitted a card will be issued within 3 weeks.

All temporary employees/agency staff will be required to report to Reception, sign the visitors' book and wear and have clearly visible, a visitor's Identity Card for the duration of their employment.

All fully enrolled UCA students, on any level of course and campus, will be issued with an Identity Card on or shortly after enrolment.

## Obtaining an Identity Card

A flowchart detailing the process for arranging the production and issue of Staff ID cards can be found at Appendix 1. Further guidance can be obtained from the Human Resources

Department. A flowchart detailing the process arranging the production and issue of Student ID cards can be found at Appendix 2.

New students are expected to upload a photograph for their Identity Card as part of Online Enrolment. Students who complete this task before physical enrolment commences will be able to collect their Identity Card at their published enrolment session.

In the event that a student is unable to complete this upload task ahead of enrolment, they will have their photograph taken for their Identity Card at the physical enrolment session for their new course at UCA. In these circumstances the Identity Card will be available for collection from the campus Library within fourteen days of the date of the enrolment session.

For staff, the Identity Card contains the holder's name, job title, date of issue and photograph. For students, the Identity Card contains the name of the student, student ID number, photograph, course name, course start date, valid to date, and course code.

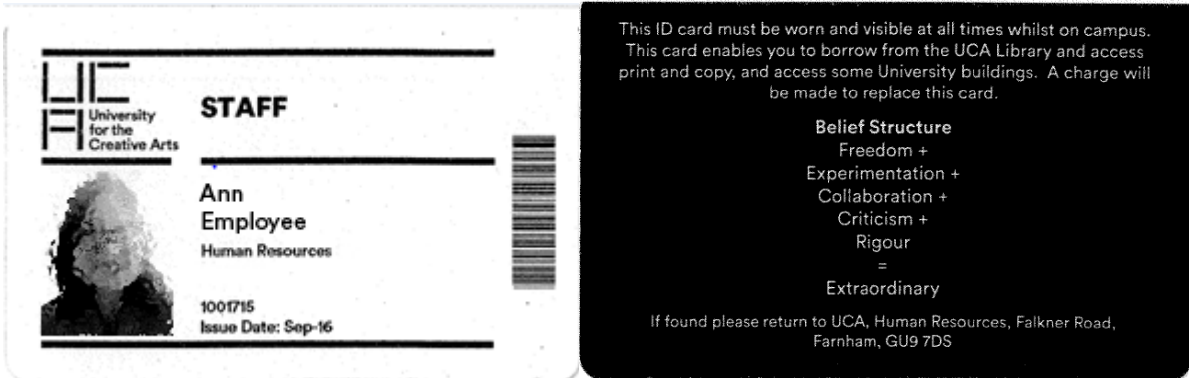
### ID Card Use

All cards carry a bar code which enables the holder to borrow books from any UCA library.

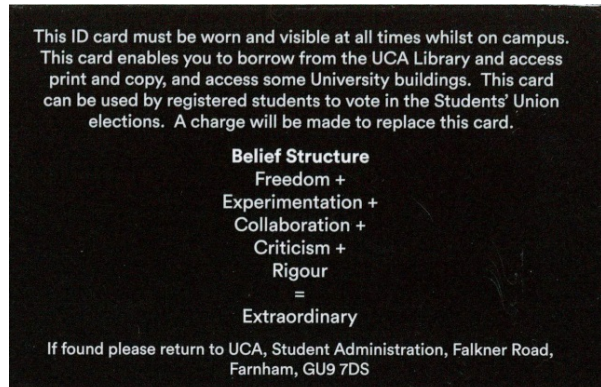
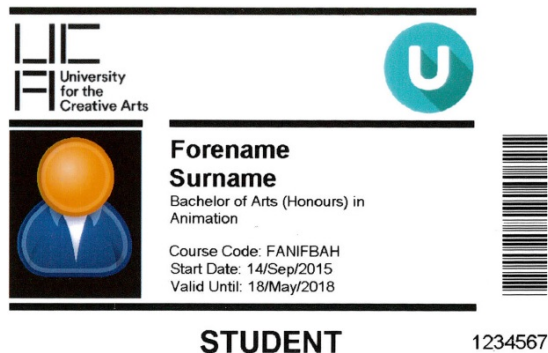
Cards provide access to print and copy through the multi-functional devices located at various points on each site.

The card also provides swipe card access to buildings, rooms and limited-access areas across the University. Access is programmed by Estates according to operational need and security requirements.

### Example Staff Card



## Example Student Card



## Replacing Damaged, Lost or Stolen Cards

Staff or students who have damaged their Identity Card, have reason to believe that they may have lost their card or that it has been stolen, must report it and request a new card as soon as possible. Staff should do this by contacting the HR Department immediately at [staffidcards@ucreative.ac.uk](mailto:staffidcards@ucreative.ac.uk). Students should request a replacement card via myRecords within myUCA. The old card will be deactivated and the account disabled until a replacement card is produced. A temporary card must be obtained from Reception and used until receipt of the replacement card.

A charge of £10 is levied for the replacement of a lost or damaged ID card. Fees should be paid for at the library on the relevant campus.

## Replacing Faulty Cards

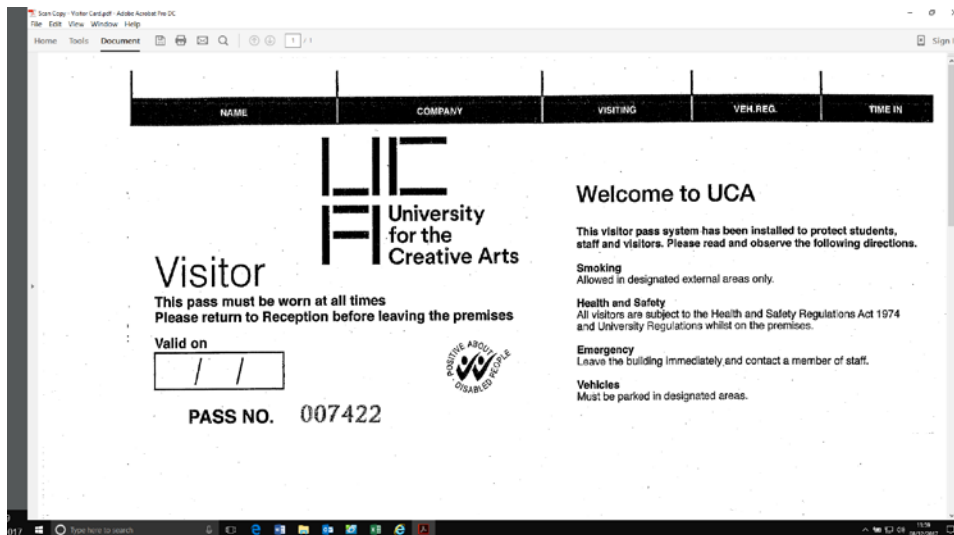
Where a Staff Identity Card ceases to work, but is not damaged, it should be returned to the HR Department. HR will verify that the card is faulty and will replace the card, without charge.

## Visitors and Temporary Staff

Visitors, contractors and temporary staff are required to register at the relevant campus Reception and will be issued with an appropriate identity pass and lanyard for the duration of their stay.

UCA employees entering UCA premises without their Identity Card will be treated as visitors and will be required to sign the visitors' book and carry/display a temporary identity pass.

## Example Temporary ID Pass



## Card Return, deactivation and termination

Identity Cards remain the property of UCA and are valid for the duration of the member of staff's employment, the duration of the student's course or until the expiry date printed on the card. For students, the expiry date shown on the card will reflect their expected end date shown in the University's student records system. Should an individual's expected completion date alter a new card will be issued.

When a member of staff leaves the employment of UCA, they must return their card and lanyard to either their line manager or to the HR Department.

Card access will be automatically terminated at the end of the card holder's relationship with the University (i.e. employment, contract of study period).

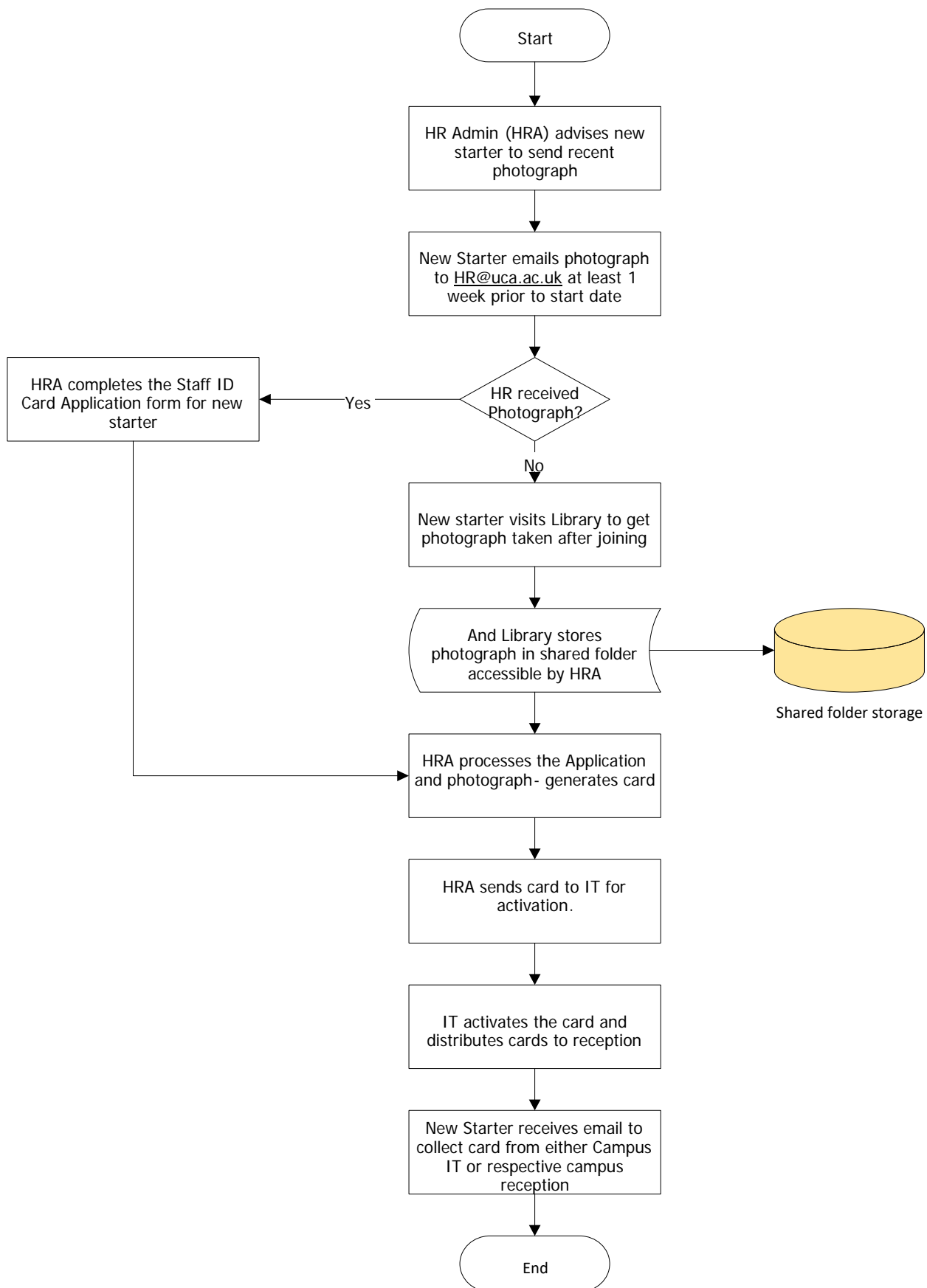
## Policy Adherence/Sanctions

Anyone not displaying a valid Identity Card/Pass will be required to proceed immediately to Reception to obtain a visitor's identity pass, or to leave the premises. Regular audits will be undertaken on each campus to monitor compliance.

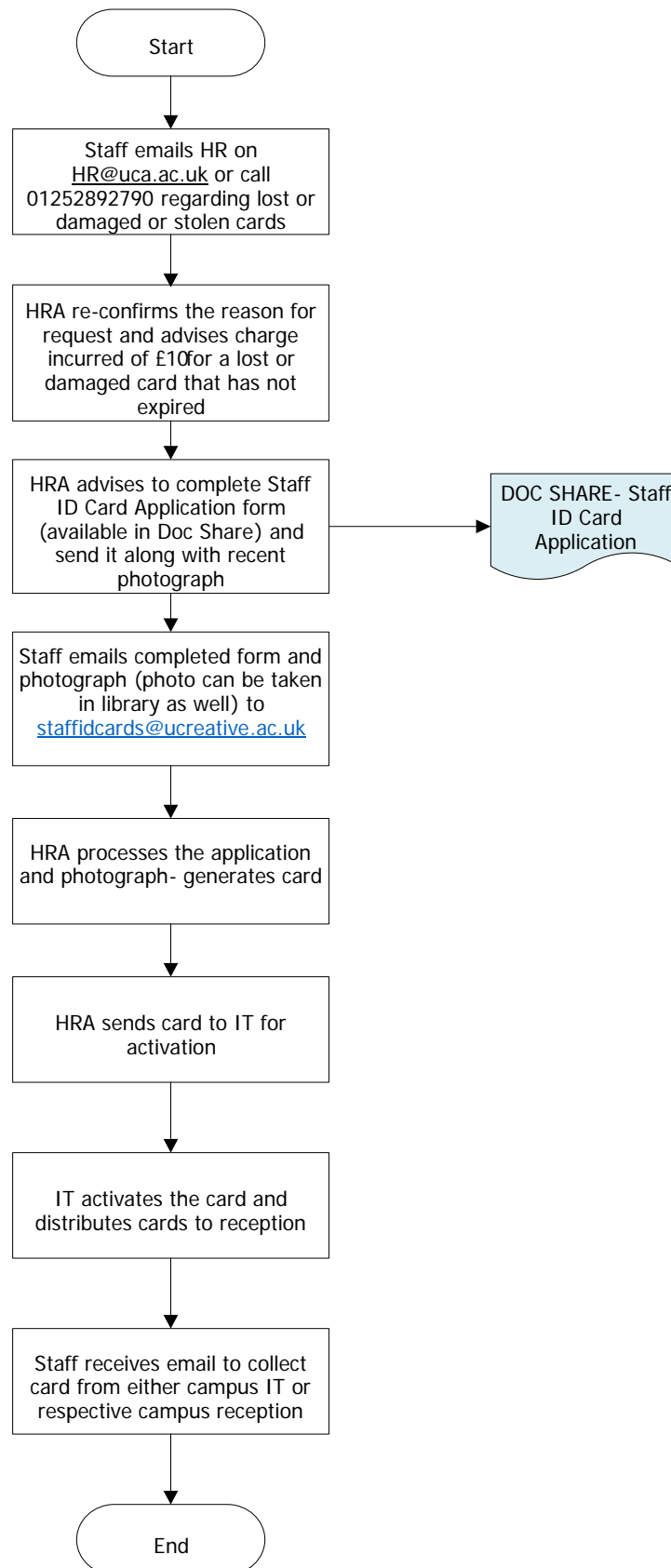
The following actions shall be regarded as a disciplinary matter:

- persistent and wilful refusal to wear and have clearly visible an Identity Card/Pass as required by the Policy;
- any attempt to reproduce or to forge an Identity Card/Pass;
- to use a card/pass in a way that is inconsistent with the purposes for which it was issued;
- to allow a card/pass to be used other than by the person to whom it was issued; and
- failure to co-operate in the implementation and continued operation of the Identity Card/Pass scheme.

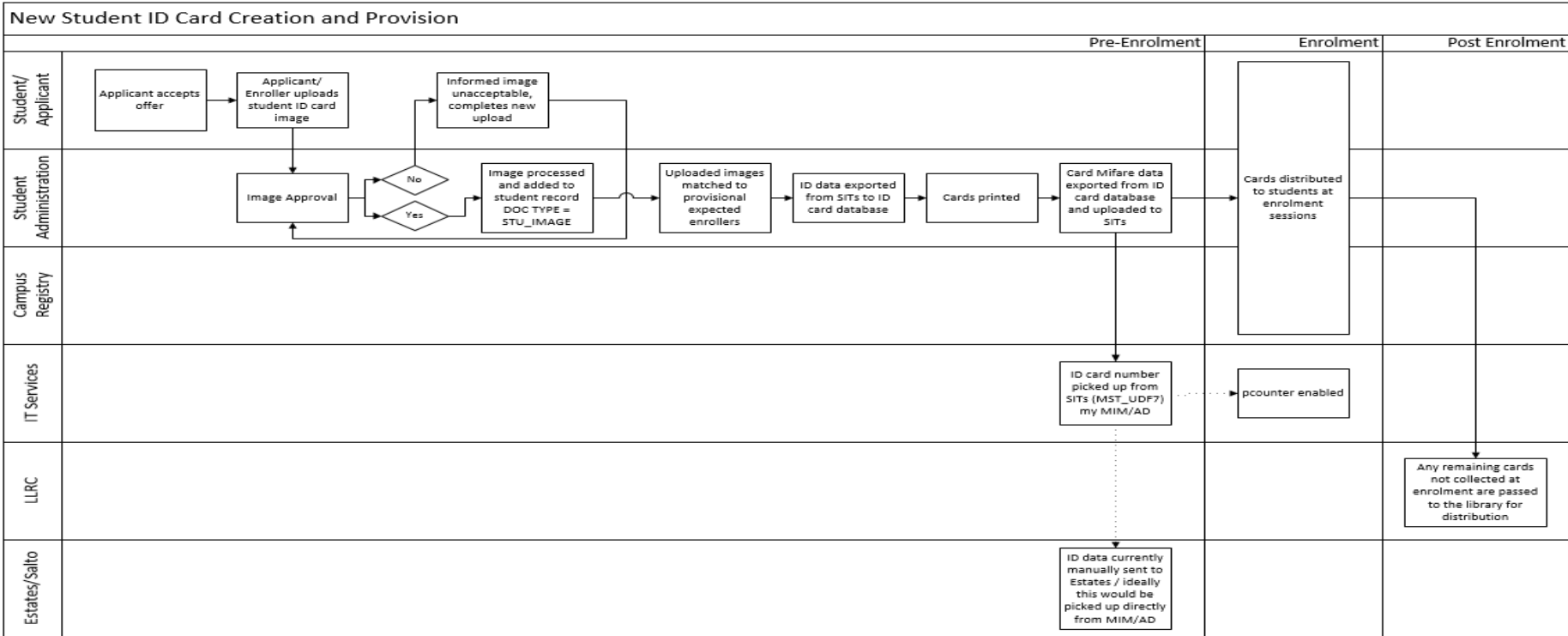
Staff ID Card Process for New Starters



Staff ID Card Process for Existing Staff





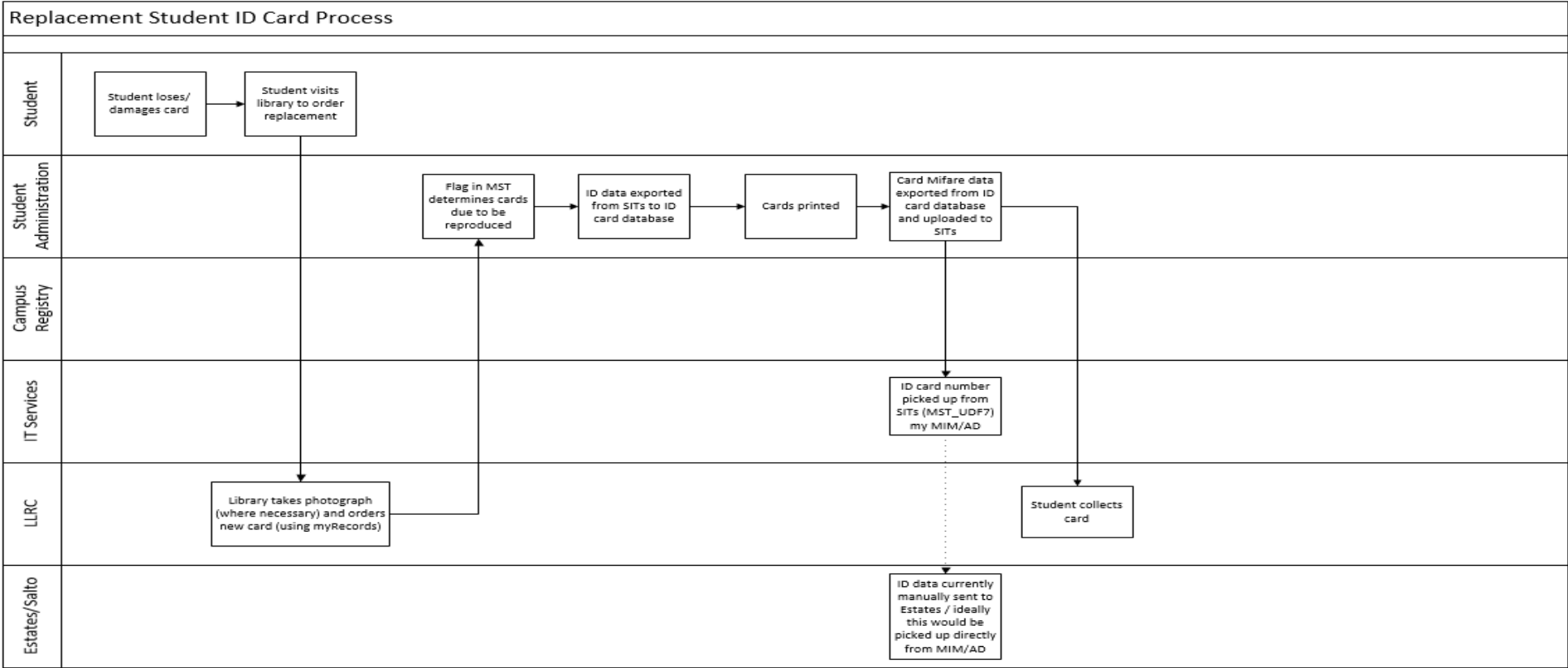


**SITs tables used for ID card production:**

- MST – Card productions status stored in MST\_UDF
- DOC – Student image saved in DOC with file attached using DTY/FTY STU\_IMAGE
- STU – Source of student name details printed on card
  - STU\_FNM1 = Forename
  - STU\_SURN = Surname
- SCE – Source of current course details
  - SCE\_CRSC – Course Code
- CRS – Source of translation for course code to course name
  - CRS\_TITL – Course Title [from Course Code]
- SCJ – Source for course start and end date
  - SCJ\_BEGD
  - SCJ\_EEND

**Data displayed on card:**

- Forename
- Surname
- Course title
- Course start date
- Course end date
- Student code (printed)
- Student code (barcode – code 39 format)



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