

ID CARD POLICY

Introduction

1. The safety and security of our students, staff, and visitors is a top priority. Requiring everyone on campus to carry and visibly display their university-issued ID cards is a key part of our commitment to maintaining a secure and welcoming environment.
2. As part of our commitment to campus safety, we strongly advise all staff and students to always wear their ID cards on the provided university lanyard while on campus. This is considered best practice and supports a culture of visibility, accountability, and community awareness.

Campus Safety & Access Control

3. It is essential to ensure that only authorised individuals are accessing university facilities. ID cards serve as a primary means of verifying affiliation with the university, helping to prevent unauthorised entry, and enhancing the safety of everyone on site.

Discouraging Tailgating and Misuse

4. Tailgating through secure doors undermines safety. Each person must swipe in and out using their own card, ensuring accurate access records, and preventing unapproved access to university spaces.

Supporting Emergency Response

5. In the event of an emergency, visible ID cards help security personnel, and first responders quickly identify students and staff, enabling faster and more effective response efforts.

Policy Requirements

6. **ID Card Use:** All students and staff must always carry and wear their university-issued ID card visibly while on campus. Cards must be used to swipe in and out of all university buildings and secure areas.
7. **Card Sharing:** Never lend your card to another person. Following someone through a secure door without swiping your own card is strictly prohibited.
8. **Lost or Forgotten Cards:** If you forget your card, please report to the Estates & Facilities or Security team at the front desk for temporary access assistance.
9. Lost cards must be reported immediately. A replacement may be subject to a cost of £20.

10. **Visitors:** All visitors must sign in at reception and always wear a visible visitor pass while on campus.
11. If any member of the University community has a concern about a potential unauthorised guest or observes someone who does not appear to have the appropriate identification, they are encouraged to promptly contact the security desk.

Compliance

12. All members of the University community are obliged to comply with this policy in line with their staff contract or the Student Code of Conduct. Concerns about non-compliance of this policy can be emailed to estates&facilities@richmond.ac.uk

VERSION MANAGEMENT

Responsible Department: Estates and Facilities			
Approving Body: University Board (on recommendation of Operations Committee)			
Version no.	Key Changes	Date of Approval	Date of Effect
1.0	Initial Version	August 2024	September 2024
2.0	Formatted and reapproved for 2025-26 AY	24 July 2025	September 2025
2.1	No changes to the policy; reviewed and approved by University Board for AY 2026–27.	02 June 2026	September 2026
		Restricted Access? <i>Tick as appropriate:</i> Yes ☐ No ☒	