



IDENTITY CARD POLICY

LEARNERS

Updated September 2023
Approved by the Principal

This policy refers to and should be read in conjunction with the following policies:

- Safeguarding and Child Protection Policy

- 1.1 Big Creative Academy operates an identity (ID) card system to help ensure that the identity of staff, learners and visitors to the centre is known.
- 1.2 Within one week of starting your course you must ensure that you have a Big Creative Academy ID card. The Academy will supply one card, card holder and lanyard free of charge.
- 1.3 ID cards must be worn at all times by everyone whilst at the Academy.
- 1.4 ID cards will be checked at the front door/gate at the following times:
 - Start of day
 - Morning break
 - Lunch
 - Afternoon break
- 1.5 If you forget your card you can get a temporary admission sticker from reception which you must wear at all times.
- 1.6 If you forget your card three times before the end July you will be sent home to get your card or if it is lost you must buy another one for £3. Temporary ID cards require a deposit of £1 which can be collected at the end of the day.