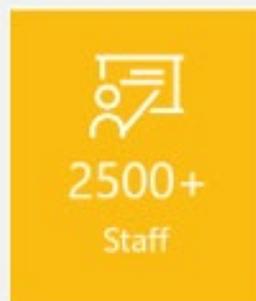




GROUP LANYARD POLICY



Document Name:	Lanyard Policy		
Document Reference:	ALE-04-Rev 00		
Circulation:	All AlephYa Schools and Central Office		
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Status	Version	Change Reference	Date	Next Review Date
Approved	00	First Group Circulation		

School Name	Responsible Lead	Signature	Date
Ajyal - Al Falah			
Ajyal - MBZ			
SMS			
HPS MOE			
HPS American			
Al Majd			
TIS			
ABQ – AZZAN			
ABQ – IMTIAZ			
ABQ – SEEB			
ABQ – SOHAR			

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1. Purpose

This policy establishes guidelines for the use of lanyards and identification (ID) cards at AlephYa Group to ensure the safety, security, and efficient operation of the organization. It applies to all staff, visitors, contractors, and other stakeholders accessing AlephYa premises.

2. Scope

This policy applies to:

1. School staff.
2. Students.
3. Visiting staff from AlephYa Central Office or affiliated organizations.
4. External personnel, such as contractors, trainers, and consultants.
5. Parents, guardians, and visitors.
6. Temporary and volunteer workers.

3. Identification and Access Control Procedures

3.1 Staff

All staff must wear their designated lanyards with visible ID badges at all times on AlephYa premises.

- ID badges must include:

- Full name.
- Job title or role.
- A recent photograph.
- Lanyards primarily serve as a means of identification and may also be used as access control tools for restricted areas in schools equipped with such systems.
- Permissions will be assigned based on job responsibilities where applicable.
- Staff must report lost or damaged lanyards immediately to the administration, which may incur a fee.
- Misuse of lanyards or failure to comply with this policy may result in disciplinary action.

3.2 Visitors

- Visitors, including parents or guardians, must obtain a temporary lanyard from reception upon arrival with a badge clearly stating "Visitor."
- Visitors must:
 - Wear lanyards visibly at all times during their stay.
 - Follow check-in procedures, including signing in and showing a valid ID.
 - Return lanyards to the reception upon departure.
- Failure to adhere to these procedures may result in access denial or removal from the premises.

3.3 Parents and Guardians

- Parents or guardians attending school must wear a lanyard provided by the school.
- Parents or guardians of KG students, or other specified groups, will be issued a designated lanyard that they are required to keep throughout the academic year.
- This lanyard must be worn visibly during each pickup or visit to the school and will include the following details:
 - Parent/Guardian Full Name
 - Student's Full Name
 - Student's Photo

- Class/Section
- School Logo or Name
- Year of Issue
- Color-Coding for KG students or other relevant groups
- These lanyards will:
 - Allow authorized access to designated pickup areas or other permitted locations.
 - Serve as a consistent identification tool for the safety and security of younger students.
- Parents are required to:
 - Ensure the lanyard remains in good condition and report any loss or damage to the school administration immediately for replacement.
 - Follow all pickup and drop-off protocols, including designated timings and areas.
 - Comply with all visitor guidelines when accessing the school premises for other purposes.

3.4 Contracted and Temporary Staff

- All contracted or temporary staff, including trainers, consultants, maintenance personnel, and other external service providers, are required to wear their designated lanyards visibly at all times while on school premises.
- These lanyards will:
 - Clearly indicate their contractor or temporary status.
 - Restrict access to pre-approved areas necessary for their assigned tasks.
 - Include key identification details, such as:
 - Contractor's Full Name
 - Role or Job Title (e.g., Cleaner, Trainer, Maintenance Technician)
 - Employer or Contracting Company Name (if applicable)
 - Authorized Access Areas or Zones (if required)

- School Name and Logo.
- Contractors and temporary staff are responsible for:
 - Keeping their lanyards in good condition and ensuring they are not misused or tampered with.
 - Reporting any lost, damaged, or stolen lanyards immediately to the school administration for replacement.
 - Returning their lanyards to the designated school authority or reception upon the completion of their contract, task, or visit.
- Additional Requirements and Guidelines:
 - Contractors must comply with all safety, operational, and safeguarding policies while on school premises.
 - All contractors and temporary staff must understand and adhere to the school's Safeguarding and Child Protection Policy, reporting any concerns to the designated safeguarding lead.
 - Temporary staff will receive a brief orientation covering the lanyard policy, safeguarding protocols, access limitations, and emergency procedures.
 - Any misuse of lanyards, such as attempting to access unauthorized areas or failing to follow safeguarding guidelines, will be considered a serious breach of security and will result in immediate termination of access, reporting to employers, and possible legal action.

3.5 Central Office and Visiting Staff

- AlephYa Central Office staff visiting the premises must wear a **white-coloured lanyard** with visible ID that clearly displays their name, position, and department.
- They must follow all security protocols, including:
 - Signing in at the reception.
 - Wearing their lanyard visibly at all times.
 - Returning the lanyard to security upon departure.

4. Color Coding System

Schools within the AlephYa group may implement a color-coded lanyard system to ensure clarity and streamline identification.

- **If a system is already in place:** Schools may continue to use their existing color-coding system if it aligns with the procedures and requirements outlined in this policy.
- **If no system is currently in place:** It is recommended to follow the suggested colours below for consistency across the group:
 - **AlephYa Central Office Staff:** white
 - **School Staff:** Blue
 - **Students:** Light Blue
 - **Parents and Guardians (during events):** Sign-in only, no lanyard required
 - **Parents, Guardians and Visitors (General):** Red, with a badge clearly stating "Visitor"
 - **Contractors and External Service Providers:** Green
 - **Volunteers/Temporary Workers:** Purple
 - **Bus Students:** Orange
 - **Early Move, Clinic, and Toilet:** Students should use passes for these purposes rather than lanyards.

5. Enforcement and Compliance

5.1 Monitoring

- Security personnel and administrative staff will monitor compliance with the lanyard policy.

5.2 Non-Compliance

- Persistent non-compliance may result in:
 - Access restrictions to specific areas or facilities.

- Disciplinary action for staff members, as determined by HR and management.
- Denial of entry for visitors.

5.3 Security Violations

- Any misuse of lanyards (e.g., allowing unauthorized access) will be considered a breach of AlephYa's security policy and may result in severe disciplinary measures or termination of contracts.

6. Review and Revision:

- This policy will be reviewed annually or as required by changes in AlephYa's operations, security needs, or external regulations.
- Feedback from stakeholders will be considered during the review process to ensure relevance and practicality.