

Identification Policy

The aim of this policy is to clarify how we will identify all Tolley staff and students with respect to lanyards. Tolley is committed to ensuring the protection and welfare of all students and staff and the lanyards play a key role in keeping everyone safe at all times. The lanyards allow staff and students to ascertain at a glance whether persons in a classroom are students. They are also crucial for students being able to identify other members of staff that can assist in a venue.

Wearing a lanyard around the neck at all times is critical for safety and any persons in the classroom environment not wearing a lanyard should be checked by the tutor.

Tolley use their own premises, Lexis House, for courses as well as other external London venues. We use First Intuition for all our regional courses who implement a similar system. The exception is Newcastle and Reading who will be following the London external venue procedure using the lanyards.

General Information about Tolley Lanyards

Staff lanyards are red with 'STAFF' on them, student lanyards are black with 'STUDENT' on them.

Lanyards are provided free of charge at the start of the course day and should be returned at the end of the day.

It should be worn round the neck, on the front of the body at all times on the outermost piece of clothing. It should be visible and not covered at all times.

Lanyards are Tolley property. Students must not deface, damage or alter the lanyards in anyway.

Tutors are responsible for ensuring that all present in the classroom are wearing their lanyard although students who are unable to wear the lanyard around their neck for medical or other reasons should let their tutor know.

Lexis House

On arrival at Lexis House, students will report to reception where they will be identified using the class lists then given a black 'student' lanyard for identification purposes. The courses take place on -1 floor and other staff members including the tutor will be wearing a red 'staff' lanyard for identification purposes.

Lanyards will need to be shown in order to exit the building and regain entry although should be left at reception at the end of each day.

Other London venues

On arrival at other London venues, they will use their own check in systems to identify Tolley staff and students. Once in the classroom black 'student' lanyards will be given to Tolley students for identification purposes. The tutor will be wearing a red 'staff' lanyard for identification purposes. The lanyards should be removed at the end of the day when leaving the classroom.

Regional Venues

On arrival at our Reading, Manchester and Newcastle centre, they will use their own check in systems to identify Tolley staff and students. Once in the classroom black 'student' lanyards will be given to Tolley students for identification purposes. The tutor will be wearing a red 'staff' lanyard for identification purposes. The lanyards should be removed at the end of the day when leaving the classroom.

For other regional courses which are held at First Intuition Bristol, Birmingham and Leeds, the students will be directed to the relevant classroom and again be provided with a lanyard and the tutors and staff at the centre will be wearing 'staff' lanyards. In Birmingham these also provide door access to toilets etc.



Jonathan Scriven – Director of Tax Markets