

Identification Badge Policy 2018

This Policy applies to all academies within the Link Academy Trust.

1. INTRODUCTION

The purpose of The Link Academy Trust's identification badge policy is to promote security and safety confidence to all staff and governors within the schools by ensuring all employees, governors and visitors are identified at all times and to identify persons who **do not** have legitimate access to schools.

2. PRINCIPLES

This policy applies to all Link Academy employees, irrespective of age, race, colour, religion, disability, nationality, ethnic origin, gender, sexual orientation or marital status, domestic circumstances, social and employment status, gender reassignment, political affiliation or trade union membership.

3. IMPLEMENTATION

In order to improve security all staff and governors are required to display a photo identification badge in a visible position at all times during working hours.

Staff whose work involves tasks where the wearing of badges would pose a health and safety risk, e.g. working with moving machinery, should carry their identification badge but not display it. Staff are expected however to wear their badges whilst moving around the school.

In order to ensure security, every member of staff should be prepared to challenge individuals without identification badges where it is safe to do so.

The identification badge will carry a photograph of the individual, along with their name, school and the organisation logo. Identification badges must not be left unattended. They should either be locked away or removed from premises out of office hours. Identification badges must not be sent through the internal/external post.

It is the responsibility of each member of staff and governor to:

- Ensure that a badge is worn and visible at all times whilst on duty unless this is not possible for safety reasons;
- Report lost or damaged badges to the Academy Administrator, Sue Howard academyadmin@thelink.devon.sch.uk
- Not lend their photo ID badge to another party.
- To return their ID badge upon leaving the organisation.

4. Procedures for the Issue of ID badges to new staff

New Staff are required to provide and email a head and shoulders photograph to the Academy Administrator academyadmin@thelink.devon.sch.uk providing their full name and school they are based at.

4.1 Change of Name/Significant Change of Appearance

Any member of staff or governor who either significantly change their appearance or change their name must ensure their ID badge is updated.

4.2 Leavers

As part of the termination process staff and governors **must** return their identification badge to their Head of School for disposal.

4.3 Loss of Badge

Staff and Governors must inform their Head of School or the Academy Administrator as soon as possible. Staff and Governors are expected to pay £1 towards a lost badge replacement.

This Policy is reviewed by the Local Boards on a 3-yearly cycle.

Approved by the Local Boards: October 2018