

Identification Badge Policy 2021

The Link Academy Trust is a company limited by guarantee and an exempt charity, regulated by the Education & Skills Funding Agency (ESFA). All Members of the Board of Trustees are Directors of the company as well as Trustees of the exempt charity; the term 'Trustee' used in this Policy also means Director. 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 within the academies by ensuring all employees, governors, trustees and visitors are identified at all times and to identify persons who **do not** have legitimate access to the academies.

2. PRINCIPLES

This policy applies to all Trust 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 are required to display a photo identification badge in a visible position at all times during working hours. All governors and trustees are required to display a standard identification badge showing their role within the Trust.

Staff whose work involves tasks where the wearing of badges would pose a health and safety risk, e.g. kitchen staff, should attach their badge using a clip provided rather than a lanyard.

All staff are expected to wear their badges whilst at work at all times.

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, academy 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 external post.

It is the responsibility of each member of staff, governor, trustee and visitor 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 Trust HR Officer, Sue Howard hr@thelink.academy
- 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 on request to the Trust HR Officer (contact details above) providing their full name and academy they are based at.

4.1 Change of Name/Significant Change of Appearance

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

4.2 Leavers

As part of the termination process staff, governors and trustees **must** return their identification badge for disposal.

4.3 Loss of Badge

Staff, governors and trustees must inform the HR Officer as soon as possible so that a replacement can be ordered.

This Policy is reviewed by the Board of Trustees on a 3-yearly cycle.

Approved by the Board of Trustees: 11 October 2021