



## **Identity Card Policy**

### **Identification Badge Policy**

#### **Policy**

In order to promote security, safety and patient confidence in the Indigo Childcare Group, all staff and students are required to display a photo identification badge in a visible position at all times during working hours.

#### **General provisions of the policy:**

- Staff or students travelling between work sites will not be required to display their badges.
- Staff or students whose work involves tasks where the wearing of badges would pose a health and safety risk (ie using machinery) must carry their identification badge but not display it.
- Staff or students caring for babies may choose to clip their identification badge at waist level rather than wearing it on a lanyard.
- Every member of staff should be prepared to challenge individuals without identification badges where it is safe to do so, or to inform their manager, where people without identification badges are found in the Indigo Childcare Group sites.
- Line managers are responsible for enforcement of wearing photo identification badges for all employees.
- All staff are responsible for enforcement of wearing photo identification badges for all students.
- Identification badges must not be left unattended. They should be locked away or removed from the premises out of hours, and reported as missing if lost or stolen.
- In the event that staff lose or misplace their badge a £5 charge will apply

Date Implemented: 27<sup>th</sup> June 2011

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