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Identification Policy

The purpose of wearing an identification badge is for staff to be able to identify who is on the Foresight premises. Foresight identification badges must be worn by all Trustees, staff, volunteers, carers, support workers and visitors at all times whilst in Foresight buildings.

Responsibilities

All Trustees, staff, volunteers, carers, support workers and visitors that are on Foresight premises are responsible for:

- Wearing the identification badge at all times whilst accessing the Foresight premises, their name and “role” must be shown at the front of the badge.
- Ensuring their identification badge can be easily read without any obstructions
- Managers are responsible to ensure all staff in their team are wearing their identification badges when walking around Foresight premises
- Receptionists are responsible for issuing badges to all carers, support workers and visitors that enter the building
- Volunteer Coordinators are responsible for issuing badges to all volunteers and ensuring they are worn at all times when on Foresight premises

Definitions

The identification badges are plastic badges that come with a lanyard; they present the Foresight logo and will display the staff members name, photograph and role. For volunteers the identification badge will display their name and photograph. For carers/support workers the identification badge will state that they are a carer or a support worker. The visitor identification badge will state that the individual is a visitor to the building.

The identification badge is connected to a lanyard which is to be placed around the individual’s neck.

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Procedure

Foresight Trustees and staff:

Human Resources or Line Managers will issue an identification badge to all Trustees and staff members; the badge will include their name, job role and picture.

Visitors, carers and support workers:

Reception will issue a visitor badge to any individual that has authorisation to visit the Foresight premises by staff. Reception will issue an identification badge to any individual that is accessing the premises as a carer or support worker for a service user.

Volunteers:

The Volunteer Coordinator will issue a volunteer identification badge to each volunteer; the badge will include their name and picture.