

ID CARD & VISITOR POLICY

This policy should be read in conjunction with the Health & Safety Policy, Data Protection and GDPR Policy and Safeguarding & Child Protection Policy.

Introduction

This policy outlines the guidelines for the purpose of the Onwards 'n' Upwards ID card.

The policy outlines the guidelines for visitors entering all premises of Onwards 'n' Upwards and security measures in place.

The ID card is NOT intended to be worn by staff due to the nature of the work and young people we work with.

Purpose of the ID Card

- To provide assurance to parents/carers and young people that you are a genuine member of staff from Onwards 'n' Upwards.
- To provide you with another method of identifying yourselves formally when visiting schools or other organisations, attending meetings or representing Onwards 'n' Upwards in another capacity.

Staff must:

- Ensure that they carry the ID card at all times whilst carrying out work for Onwards 'n' Upwards.
- Inform a member of the Management Team if the ID card is lost or stolen. The self-employed worker may be liable for costs involved to replace the ID card.
- Only use the ID card when undertaking work on behalf of Onwards 'n' Upwards.
- Provide a suitable photograph showing a true likeness in the format as requested.
- Under no circumstances allow the ID card be used by anyone else other than the person indicated on the card.
- Return their ID card on termination of services or at the request of the Management Team or Director. The ID card remains the property of Onwards 'n' Upwards.

Onwards 'n' Upwards will:

- Replace worn ID cards at no cost to the self-employed worker.
- Ensure that the ID card contains the company logo, staff members name, photograph, main office telephone number and emergency contact numbers.
- Re-issue ID cards at no cost to the self-employed worker if any company details change.

Visitors to the Onwards 'n' Upwards Centre

All visitors to our centre are required to sign in on entry to the building using the visitor sign in sheet. The following information must be completed:

- Name
- Organisation
- Who they are visiting
- Reason for their visit
- Time in
- Time out

The visitor must wear a 'visitor badge' and return this at the end of their visit.

Visitor sign in information will be held in accordance to the Data Protection Act and only used in conjunction with monitoring visitors to the building.

This policy is available in hard copy at the centre, electronically on Findmyshift and on the Onwards 'n' Upwards website.

This policy will be reviewed annually.

Date updated	Policy approved by	Signed
16/01/2020	Linsey Spicer	