

## Personal Identification

### 1. INTRODUCTION

The purpose of this policy is to set out the procedures relating to the display of personal photo-identification by Employees whilst they are carrying out their public duties.

### 2. POLICY

- 2.1 All employees will be issued with a personal photo-identification tag which will state:
  - a Full name
  - b Signature
  - c Job role (i.e. Receptionist, Social Worker, etc)
  - d Date of issue and date of expiry; be
  - e signed by the Manager and have
  - f a recent passport sized photograph.
- 2.2 Photo-identification (PI) tags will renewed every three years
- 2.3 PI Tags will be worn by all Employees at all times whilst carrying out their duties in public either by way of a neck loop or clipped to outer clothing in clear view.
- 2.4 Where an Employee engages with a new client the Employee shall show the client the PI tag as a means of positive identification.
- 2.5 The loss of a PI tag must be reported to the Manager immediately.
- 2.6 PI Tags must not be used for non work related personal identification purposes

### 3. RESPONSIBILITY

- 3.1 Individual Employees are responsible for following the above practices where appropriate.
- 3.2 Managers are responsible for ensuring their staff follow this policy where appropriate.

### 4. COMPLIANCE

- 4.1 Any established breach of this policy may constitute serious misconduct and will be dealt with in accordance with the Employer's Policy on Discipline and Dismissal Procedures for Serious Misconduct.

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Responsibility for Procedure:	Manager
Approving Authority:	Manager
Reference:	Service

**5. REFERENCES**

5.1.CYF Standards for Approval 2000

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