



Please Note: This policy is currently under review and is still fit for purpose.

Identification Badge Policy

This procedural document supersedes: CORP/HSFS 24 v.1 – Identification Badge Policy



Did you print this document yourself?

The Trust discourages the retention of hard copies of policies and can only guarantee that the policy on the Trust website is the most up-to-date version. **If, for exceptional reasons, you need to print a policy off, it is only valid for 24 hours.**

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Author/reviewer: (this version)	David Mace – General Services Coordinator
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Next review date:	June 2021 – extended to December 2022
Target audience:	All staff and General Managers

Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	Date Issued	Brief Summary of Changes	Author
Version 2	29 November 2018	<ul style="list-style-type: none"> • Oracle ordering system included for name badges • Telephone numbers updated 	David Mace
Version 1	3 rd December 2014	<p>This is a new procedural document, please read in full.</p> <p>This procedural documents supersedes any previous documents relating to ID badges</p>	Melanie Fox

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1. INTRODUCTION

The purpose of an identification badge (ID badge) is to ensure that all employees of Doncaster & Bassetlaw Teaching Hospitals NHS Foundation Trust (the Trust) when on duty are easily identifiable as a member of staff either to other members of staff, to patients or to visitors.

From our patient's perspective, a need to be aware of whom they are being assisted by or spoken to is a fundamental part of good customer service. The presence of an ID badge promotes an organisation of openness and builds confidence in the services we deliver and the care we provide. The ID badge should not detract staff from communicating positive greetings or introductions to our patients or visitors.

All employees including those working on behalf of the Trust must be in possession of a standard, corporate ID badge. For clarification, there are two types of ID badge available a "name badge" and a "photograph ID badge".

A name badge displays the member of staff's full name and job title alongside a DBTH NHS logo; name badges are ordered direct from the Supplies Department at Doncaster Royal Infirmary (DRI).

A photograph ID badge displays the member of staff's full name, their job title and includes an up to date photograph of the staff member, alongside a DBTH NHS logo.

Photograph ID badges are also a technological means of gaining access to secure wards and departments that have had security restrictions placed on entrances and exits. Only a pre-programmed photograph ID badge allows access into restricted areas. Each entry and exit by the person named on the photograph ID badge is logged on computer systems throughout the Trust in a number of areas namely General Offices, Security, Estates and IT thus increasing the internal security function of the hospitals wards and departments in line with the Trust Security and Electronic Door Access Control and System policies.

In some patient environments, or for health and safety reasons, the photograph ID badge is hard to read and cumbersome, if this applies a name badge is sufficient for daily use; this means that a member of staff that works on a ward or in a safety environment may hold more than one type of ID badge.

2. PURPOSE

The purpose of the ID Badge policy is to promote safety and security of patients, staff and those who work for and on behalf of the Trust and the property across all areas of the Trust.

This policy applies to all employees working for or on behalf of the Trust, including SLA employees, agency and contractor workers, volunteer or temporary staff, irrespective of their age, nationality, ethnicity, gender, race, religion or status.

3. DUTIES AND RESPONSIBILITIES

It is the responsibility of the Trust to ensure that all employees are made aware of this policy and it is the responsibility of all staff and managers to familiarise themselves with the procedures in obtaining an ID badge as soon as possible once employment commences.

3.1 Responsibilities of the Line Manager

It is the responsibility of the line manager in line with the Trusts Local induction policy to ensure that each member of staff within their remit is in possession of an ID badge and that all staff wear or carry an ID badge at all times whilst on duty in keeping with this policy. Where there is a significant security threat to staff as part of their duties and do not wish for their full name to be displayed. The Line managers should perform an individual risk assessment to justify the need for an unidentifiable photo ID badge. A copy of the risk assessment should accompany the ID badge request form to advise General Office staff of the authorisation.

It is the responsibility of ward and department managers to authorise access for staff into restricted areas and should be approached in the first instance in line with the Electronic Door Access Policy.

3.2 Responsibility of the Employee

It is the responsibility of each member of staff to ensure that an ID badge is worn and visible at all times whilst on duty unless this is not possible for safety reasons.

Photograph ID badges must not be left unattended; they at all times should either be locked away or kept upon the person. Photograph ID Badges or name badges must not be lent to any other person.

Stolen or lost photograph ID badges must be reported to your line manager and documented as soon as possible via the Trusts Datix web risk management recording website available at <http://dbhdaticweb/datic/live/index.php>.

4. GENERAL PROVISIONS

Name badges that display the staff member's full name and job title only are requested from the Supplies Department at DRI. A requisition must be completed on the Oracle portal by the line manager.

Photograph ID badges are produced in house in the respective sites General Offices. A photo ID badge request form for the individual staff member is required prior to a photograph ID badge being produced and issued.

In some patient environments, or for health and safety reasons, the photograph ID badge is hard to read and cumbersome, if this applies a name badge is sufficient for daily use; this means that a member of staff that works on a ward or in a safety environment may hold more than one type of ID badge.

In order to ensure security, every member of staff should be prepared to challenge individuals without an ID badge where it is safe to do so, or inform security of any concerns.

Staff must ensure that they are aware of the security protocols in place within their department or building. It is the line manager's responsibility to ensure staff are advised of protocols in places as part of their induction into the team.

5. ADMINISTRATION

5.1 New Starters

New Starters will need to complete a Photograph ID Badge Request Form (appendix 1), this form should be signed by the line manager prior to the member of staff or line manager contacting General Office for a photograph to be taken as part of the Trusts local induction policy and procedures.

All photograph Trust ID Badges are produced at DRI. For MH and BDGH a photograph is taken on site and is submitted to DRI with the application form. MH and BDGH Trust ID Badges are then produced and mailed back to the appropriate site for the employee to collect. The employee should arrive time and present their completed Photograph ID Badge Request Form along with proof of the individual's identification at the time the photograph is taken.

The request for a photograph ID badge will be processed and ready for collection from the General Office within one week. The approved forms of identification that need to be seen by General Office are listed below (only one item is required):

- Passport
- Driving License
- Existing ESR Smartcard
- Registration Authority Smartcard
- Recent wage slip and Bank card (both are required)

5.2 Transfers/Name or Job Title Changes

If an employee transfers posts within the Trust, the line manager from the leaving department should repossess all ID badges that belong to the department on the last working day before he/ she leaves for the last time.

Name badges can be destroyed immediately by the line manager.

The line manager must inform the respective sites General Offices when a photograph ID badge has been repossessed so that changes can be documented and the photograph ID badge can be destroyed.

The new manager responsible for the person's new post must contact General Office to confirm a new photograph ID badge is required stating the changes i.e. old job title/ new job title.

If the staff member has already had a photograph taken in a previous request for a photograph ID badge with no significant changes to appearance, the new name or new job title is all that is required so that details can be amended and a new photograph ID badge produced using an existing photograph.

Contact details for the sites General Offices are as follows:

DRI extension 644180

BDGH extension 572753

MH extension 649001

5.3 Changes of Appearance

Any member of staff who has significantly changed their appearance must ensure their photograph ID badge is updated.

5.4 Leavers

As part of the Trust recruitment and leavers process, the manager should acknowledge the employee's intention to terminate their employment and that ID badge(s) should be handed back to their line manager on their last day of employment.

The line manager can destroy the name badge with immediate effect, or if it is a photograph ID badge where secure access has been granted, they must inform the respective sites General Office/ Service centre (BH only) where access will be removed and the line manager can destroy the photograph ID badge. This also applies for where ID badges have been requested for new members of staff that have not started employment.

If a member of staff leaves without surrendering his or her ID badge or photograph ID badge, the manager must make every effort to retrieve the ID badge from the ex-employee. Where this is not possible, the respective sites General Office/ Service centre (BH only) must be informed so that security access can be removed and failure by a member of staff to return the photograph ID badge must be documented as soon as possible via the Trusts Datix web risk management recording website available at <http://dbhdaticweb/datic/live/index.php>

5.5 Storage of Photo ID Badge Details

A record of photographs and details produced on a photograph ID Badge will be kept electronically on the photograph ID Badge system held within the General Offices.

6. TRAINING/SUPPORT

To ensure compliance of this policy all staff will be made aware of its presence during formal or informal induction.

The policy is available on the Trusts intranet, public folders or via the People & Organisational Development Department.

Staff within the General Offices will have clear written procedures in the facilitation of the photograph ID badge process and will fully engage with all members of staff offering guidance and support in line with the policy as and when necessary.

7. MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

MONITORING	WHO	FREQUENCY	HOW REVIEWED
Changes in procedures	General Services Manager Montagu	Every 2 years	Review policy document
Lost/ Stolen badges	Security Manager	Every 6 months	Statistical analysis from Datix

8. COMMUNICATION

In conjunction with the Communications team, this policy and procedure will be promoted and effectively communicated to the public and all DBTH employees.

The objective is that the public and all employees should be fully aware that all Trust employees have to display, or carry on their person, a standard corporate photograph ID or name badge.

Access to patients and to Trust premises should be denied to anyone professing to be a Trust employee if they do not have a photograph ID badge.

Photograph ID Badges can be applied for during office opening hours of each site. Contact the required sites General Office for specific times:

DRI extension 644180

BDGH extension 572753

MH extension 649001

9. DEFINITIONS

ID Badge	Identification badge
Photograph ID badge	Photograph identification badge
Name badge	ID badge (without photograph)
DBTH	Doncaster & Bassetlaw Teaching Hospitals NHS Foundation Trust (The Trust)
SLA	Service Level Agreement
ESR	Electronic Staff Record (card)
DRI	Doncaster Royal Infirmary
BDGH	Bassetlaw Hospital
MH	Montagu Hospital

10. EQUALITY IMPACT ASSESSMENT

As part of its development, this impact on equality has been reviewed in consultation in line with the Equality Impact Assessment Group. An Equality Impact Assessment (EIA) has been conducted in line with the principles of the Equality Impact Assessment Policy (CORP/ EMP 27) and the Fair Treatment for All Policy (CORP/ EMP 4).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age sexual orientation or religious belief. No detriment was identified. There are now nine protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race – this includes ethnic or national origins, colour or nationality
- Religion or belief
- Sex, and;
- Sexual orientation

(see Appendix 2)

11. ASSOCIATED TRUST PROCEDURAL DOCUMENTS

Trust policies to be read in conjunction with this document:

- CORP/ HSFS 22 - Electronic Door Access Control & System Policy
- CORP/EMP 4 - Fair Treatment for All Policy
- CORP/EMP 27 - Equality Impact Assessment Policy
- CORP/ EMP 29 - Statutory and Essential Training (SET) Policy
- CORP/ ICT 14 - Information Records Management – Code of Practice
- CORP/ ICT 10 - Confidentiality - Code of Conduct

APPENDIX 1 – INSERT NAME OF APPENDIX

ID CARD REQUEST FORM

For **DRI staff** please drop in to General Office between 9am and 12pm or 1pm to 3pm hours Mon-Fri
 For **BDGH staff** please call General Office **Ext. 572753** to book your appointment
 For **MMH staff** please call General Office **Ext. 649001** to book your appointment

****REMEMBER****

BRING THIS FORM AND ID

(Proof of identity in either a Driving Licence, Passport, NHS Smart Card, Bank Card or Trust Payslip)

Name of Staff Member: (As it is to appear on the card - USE BLOCK CAPITAL LETTERS)

First Name:	Last Name:
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Full Job Title to appear on the Badge: (USE BLOCK CAPITAL LETTERS)

New Staff Identity Cards

Fair Processing Notice

Signing this form gives your consent for the use of your photograph for a staff ID card. Your image will only be used for the creation of your personal ID card. It will then be removed from the 3rd party system and will not be used for any other purpose.

It is your responsibility to look after the card, once issued, and report any loss to the appropriate manager. You may be asked to complete an adverse incident form in the event that the card is lost.

It is a requirement of the Trust that the ID card must be worn when on duty (CORP/EMP 20 Dress Code and Uniform Policy)

Please tick applicable box:

Permanent Employee

Bank

Fixed Term/ Secondment

Temporary (to include agency)

Date From.....To.....

Work Base.....

Department.....

ESR No.....

Ext. No.

Please tick applicable boxes:

This is a new member of staff

To renew an existing ID Badge

Lost ID Badge

Staff notes on ID Badges Issued

Applicants signature:.....

Line Managers Name.....

Line Managers Signature:.....

Date:.....

Manager Ext. No.

For General Office use only:

Photo Ref:.....

Date Processed:.....

Processed By:.....

Identification Checked:.....

Collected by:.....

APPENDIX 2 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Service/Function/Policy/Project/ Strategy	Division/Department	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
ID Badge Policy	Finance & Facilities	D Mace	Existing Policy	28/09/2017
1) Who is responsible for this policy? Name of Division/Directorate: Finance & Facilities				
2) Describe the purpose of the service / function / policy / project/ strategy? Who is it intended to benefit? What are the intended outcomes? Staff ID Badges				
3) Are there any associated objectives? Legislation, targets national expectation, standards: N/A				
4) What factors contribute or detract from achieving intended outcomes? – N/A				
5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? Details: [see Equality Impact Assessment Guidance] – N/A				
<ul style="list-style-type: none"> • If yes, please describe current or planned activities to address the impact [e.g. Monitoring, consultation] – 				
6) Is there any scope for new measures which would promote equality? [any actions to be taken]				
7) Are any of the following groups adversely affected by the policy?				
Protected Characteristics	Affected?	Impact		
a) Age	No			
b) Disability	No			
c) Gender	No			
d) Gender Reassignment	No			
e) Marriage/Civil Partnership	No			
f) Maternity/Pregnancy	No			
g) Race	No			
h) Religion/Belief	No			
i) Sexual Orientation	No			
8) Provide the Equality Rating of the service / function /policy / project / strategy – tick (✓) outcome box				
Outcome 1 X	Outcome 2	Outcome 3	Outcome 4	
<i>*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form – see CORP/EMP 27.</i>				
Date for next review:		June 2021		
Checked by:		Janice Eedes	Date:	Sept 2017