

**ID Badges Policy and Procedure**

Staff, visitors and volunteers must wear an ID Badge during any Innov8 Sportz session.

These ID Badges help participants, parents and clients identify Innov8 Sportz personnel.

On joining Innov8 Sportz, staff will be issued with an ID Badge, in a holder with an appropriate lanyard attached. Once a member of staff has completed their DBS checks and probation period, a photo ID Badge will be made up for them.

Photo ID Badges give details of the employee’s name, role, key qualifications and DBS number.

It will be the responsibility of the member of staff to ensure their ID Badge is worn at work and kept in good condition. Innov8 Sportz reserves the right to make deductions from staff wages for replacement ID Badges.

**Innov8 Sportz operates a system of colour-coded lanyards:**

**Cleared member of staff: Black- “STAFF” text in white**

**Uncleared member of staff: Red**

**First Aider: Green**

This policy was adopted by: Innov8 Sportz CIC in September 2016, was reviewed September 2018, with further review due September 2019. Signed: