



Millfield English Language Holiday Courses (MELHC) Staff ID Card Policy

This policy applies to all MELHC campuses, referred to as 'MELHC'.

Policy statement

MELHC has a duty of care for the health, safety, security and wellbeing of all students and staff as well as any visitors on site. This duty of care includes the duty to safeguard and promote the welfare of the children and young people in accordance with the schools' Safeguarding Policy and Child Protection Procedures, which clarify that safeguarding is everyone's responsibility.

In view of this duty, the school requires that all staff, Group Leaders and governors comply with the following policy and procedures. Failure to do so may result in disciplinary action.

Objective of the policy

The purpose of this policy and the Staff ID card is to increase security and safety on school premises. The Staff ID card will assist in the identification of staff and Group Leaders and will provide access to networked printers/photocopiers.

The policy applies to:

- All staff and visiting Group Leaders/Agents employed or staying at the school.

Condition of use

- Staff will be expected to wear the ID card and lanyard visibly at all times. Exceptions to this will be to those partaking in an activity with a risk of entanglement, for example using machinery or participating in sport. Staff should use their professional judgement on removing or wearing their Staff ID card when undertaking such activities.
- ID cards, holder & lanyards are not to be changed, altered or added to in any way.
- Lanyards and card holders are not to be exchanged for other non-school lanyards.

New staff and volunteers

- The operations teams at the campuses will arrange for members of staff to have their photograph taken
- The operations team will produce an ID card and issue it as soon as possible to the member of staff
- This should be done on, or before a new staff member's first working day and it is the responsibility of their Line Manager to ensure that this is done.
- A visitor's ID card should be worn until the Staff ID card is received.



MILLFIELD

ENTERPRISES

Loss/damage of ID card

- The Staff ID card, holder and lanyard remain the property of MELHC.
- Staff are expected to take all reasonable precautions to ensure that the card is kept securely and is not lost or damaged.
- When a Staff ID card is misplaced or lost it is the responsibility of the staff member to report this to the Millfield Community Team immediately. A temporary pass must be worn until a replacement pass is issued.
- The member of staff should inform the operations team at their campus directly, and a replacement will be issued.

Leavers

- On leaving MELHC, it is the responsibility of Line Managers to retrieve the Staff ID card, lanyard and cardholder from the staff or volunteer leaver. Should the Line Manager be away for any length of time whilst the post holder is at work, it is the responsibility of the member of staff to return the Staff ID card and lanyard to another manager.
- The Staff ID card will then be appropriately destroyed.

Who is responsible for the policy?

- The Director of Holiday Courses & Events has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that those under our control comply with it.
- The MELHC Manager has primary, and day-to-day responsibility for implementing this policy as well as monitoring its use and effectiveness. Any improvements identified will be made as soon as possible.
- All staff are responsible for implementing and adhering to the policy.

Monitoring and review

- We will monitor the effectiveness and review the implementation of this policy on an annual basis, regularly considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible.
- All staff are responsible for the success of this policy and should ensure they use it to disclose any suspected danger or wrongdoing.