



'Aim High Be Happy'

## Personal Electrical Equipment Policy

Policy Control	
Responsible Person:	Headteacher
Responsible Governors:	Elinor Blick/Victoria Brinsley
Approved by Governors:	Summer 2019
Date due for review:	Summer 2020

**Our school policies are written with the objective of continuously improving the school in our aim of realising the school's vision:**

At Sandhurst Primary School, children come first and our priority is to deliver high quality teaching and learning whilst at the same time providing rich and truly enjoyable learning experiences for our community of children. Everything we do as a school is to ensure that the children achieve their very best; we are deeply aware that children only get one chance at their primary education and it is our job to ensure that they all reach for the highest levels of personal achievement and development. We want every child to be successful; to reach for success from the very first day that they join us and throughout their school lives so that when they leave us, they have a love of learning for the rest of their lives.

### Our School Values

Sandhurst Primary School values

**Enjoyment   Challenge   Independence   Confidence   Resilience**

and all our stakeholders are encouraged to *reflect* upon their learning and their actions.

## **Introduction**

This policy sets out the principles for Sandhurst Primary School students and staff using personal electrical equipment and electronic equipment with mains connection, in school.

## **General principles**

Failure to maintain portable electrical equipment adequately is a well evidenced major cause of electrical accidents and a potential cause of Fire.

Equipment used in the school should be purchased by the school and will be maintained and PAT tested as appropriate in accordance with the Electricity at Work Regulations 1989.

The school aims to provide staff and students with all essential equipment required.

Personal electrical or electronic device are used at the owner's risk. It is the user's duty to be responsible in the upkeep and protection of the device. Sandhurst Primary School will not be responsible for personal devices which are damaged or lost whilst at school.

The School will not provide ICT technical support for personal devices.

Access to the school wireless facility is only allowed accordance with the school's ICT Acceptable Use Policy and Online Safety Policy.

## **Requirements for use – Personal Mobile Phones & Hand Held Devices (refer to Mobile Phone Policy)**

Pupils are not permitted to have mobile phones at school or on trips.

If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:

- the parent must discuss the issue first with their child's teacher.
- the phone must be handed in, switched off, to the teacher first thing in the morning and collected from them by the child at home time (the phone is left at the owner's own risk).

Mobile phones brought to school without permission will be confiscated and returned at the end of the day.

Where mobile phones are used in or out of school to bully or intimidate others, then the Headteacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' - refer to the Anti-Bullying Policy.

Use of personal devices is governed by the school's ICT Acceptable Use Policy.

For members of staff, all plugs and connecting leads for personal devices must be PAT tested as part of the school's PAT testing annual programme or the item can only be charged by connecting it to a school PAT tested laptop or PC. Staff must only use personal Mobile Phones / Cameras in accordance with the School Mobile Phone and Pupil Images Policies.

### **Requirements for use – Other Electrical Equipment**

Staff are permitted to bring laptops and iPads into school if they are supporting their work.

Staff needing to bring in an item of electrical equipment to school on a temporary basis should notify the School Office who can organise a check.

Any electrical item which is donated to the school on a permanent basis should be notified to the School Office prior to it being brought into school. It will be given an initial check and then be PAT tested as part of the routine PAT testing annual programme.

Any item failing a visual check or a PAT test must be removed from use immediately and visually labelled "damaged – do not use".