



# HOLTON SLEAFORD

— INDEPENDENT SCHOOL —

## Electrical Usage Policy

### **Overview**

This policy sets out the principles for all Holton Sleaford Independent School students and staff using personal electrical equipment and electronic equipment with mains connection, in school.

It is essential that this policy is abided by as failure to maintain portable electrical equipment adequately is a major cause of electrical accidents. 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).

### **Objectives**

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.

Holton Sleaford Independent School will not be responsible for personal devices which are damaged or lost whilst at school. The School will also not provide technical support for personal devices. Access to the school wireless facility is available but at the discretion of the school's Senior Leadership Team.

### **Personal Mobile Phones & Handheld Devices**

Pupils are permitted to bring to school mobile telephones or handheld devices. During the working day, these are to be handed into the class teacher before each lesson. Items used without permission will be confiscated and returned to parents at the end of the day. Staff may carry their mobile phones but must only be used in cases of emergency or for school-based usage.

## **Personal Electrical & Electronic Equipment**

For 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.

### **Laptops and iPads**

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

### **Other Electrical Equipment**

Staff needing to bring in an item of electrical equipment to school on a temporary basis should notify the Head of school who will carry out a check and give permission if appropriate and safe.

Any electrical item which is donated to the school on a permanent basis should be notified to the ICT team 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.

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