

# Beaucroft Foundation School & College



## Personal Electrical & Electronic Equipment Policy

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| <b>Date Adopted: 09/01/2025</b>                       |
| <b>Review term: 1 year</b>                            |
| <b>School Lead: Joe Barnett/Diane Makariou</b>        |
| <b>Linked Governor: Anthony Braine</b>                |
| <b>Signed By: Anthony Braine – awaiting signature</b> |

# **Personal Electrical & Electronic Equipment Policy**

## **Introduction**

This policy sets out the principles for all Beaucroft Foundation 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 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 the schools SLA with Dorset County Council and 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. Beaucroft Foundation School will not be responsible for personal devices which are damaged or lost whilst at school. The school will not provide technical support for personal devices. Access to the school wireless facility is allowed in accordance with the school's ICT Acceptable Use Policy. Staff must ensure no school data or images of pupils are kept on personal devices.

All plugs and connecting leads for personal devices must be PAT tested as part of the school's PAT testing Bi-annual programme.

### **Requirements for use- Mobile phones**

Staff are permitted to bring mobile phones into school but must ensure they are used in accordance with the school's Mobile phone policy.

Staff are not permitted to bring personal laptops and iPads into school, only laptops and iPads issued by the school should be used for school-work in accordance with the school's ICT Acceptable Use Policy.

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

Staff needing to bring in an item of electrical equipment to school on a temporary basis should notify the Site team and carry out the following visual checks:

- The electrical supply cable, make sure that it is not cut, frayed or broken and there are no internal coloured wires visible at the end of the cable where it joins the plug.

- Damage to the outer casing of the plug or bent pins
- Any taped together joints
- Burn marks or staining on the plug lead or equipment itself that might indicate overheating
- The equipment should be in good order with no loose parts, screws cracks or broken areas in the outer/ external casing any breakages should be reported to Site Manager and/or the IT Manager.

Items will then be PAT tested as part of the schools bi-annually PAT testing rota. Any electrical item which is donated to the school on a permanent basis should be registered with the Site Manager, in the case of IT equipment, the IT Systems Manager. It will be given an initial formal visual inspection and PAT Test. The item will then be PAT tested as part of the routine Bi-annual PAT testing programme. Any item failing an informal or formal visual inspection, or a PAT test must be removed from use immediately and repaired or disposed of as appropriate.

Sign and agreed: .....

Date: .....