



## St Anne's School and Sixth Form College

### Audio Monitor – Acceptable Use Policy

Reviewed September 2018

#### 1. INTRODUCTION

This policy document was written in the Spring term 2016; in conjunction with the Safeguarding of children and young people, and the staff at St. Anne's Residence.

Employees are responsible for following the standards of conduct laid down in this policy and should understand how this policy relates to the school ethos, health and safety, safeguarding, and health care needs of children / young people.

#### 2. FUNDAMENTAL PRINCIPLES

The audio monitors in the Residence bedrooms are in place to assist with emergency situations ie. to know when a child / young person is distressed or to assist with the care of those with complex medical needs.

Not all children / young people are required to have the audio monitor switched on, if staff feel it deprives an individual's privacy, ie. if it is identified that the young person is to have private time.

All staff are required to comply with the principles of the audio monitor acceptable use policy.

- **Daily usage** – the audio monitor will be activated when a bedroom area becomes occupied. This is normally between the hours 7pm and 7am (and across the daytime for those children with profound and complex needs)
- **Staff use** – pagers should be fastened onto staff clothing, and not left in reach of young people.
- **Storage** – when pagers are not in use, they should be returned to the office.
- **Inventory** – all pagers linked to the audio monitor panel are listed on the residence inventory.

#### 3. ROLES AND RESPONSIBILITIES

All parents are required to consent to use of the audio monitor when their child is staying overnight in the residence.

Managers are responsible for ensuring the acceptable use policy is adhered to at all times in respect of the employees they manage.

Failure to adhere to the standards of conduct may result in formal disciplinary proceedings.

This policy will be reviewed yearly, or as necessary.