



Loan of Equipment Policy

Date of Policy:

Date of last major review:

Date of next major review:

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OVERVIEW:

Cudgee Primary School is committed to providing students and staff with the best possible equipment resources. It is expected that this equipment be used and cared for in a manner which is consistent with the values of the School.

The role of Council in managing the School's Loan of Equipment Policy is to ensure students and staff have access to appropriate equipment, assisting each student to achieve to their maximum potential.

RATIONALE:

Teaching and learning opportunities for staff members and students can be enhanced by the school lending equipment for school related purposes. Similarly, relationships with groups and organisations can be strengthened by the school making available equipment for community use.

AIMS:

To enhance teaching and learning opportunities for staff and students.

To strengthen relations with community groups and organisations.

IMPLEMENTATION:

Staff members may borrow specific items of school equipment for the purpose of completing school work at home, but must complete an entry in the borrowing book located in the school office, including a declaration that any costs resulting from loss or damage that is not covered by Department of Education insurance, will be borne by the borrower.

Community organisations, community groups & other individuals connected to the community may borrow specific items of school equipment, but must arrange to do so with the principal or administration manager. A representative of the group must complete an entry in the borrowing book located in the school office, including a declaration that any costs resulting from loss or damage that is not covered by insurance, will be borne by the borrower.

A student may borrow specific items of school equipment, but must arrange to do so with the appropriate staff member. The student must complete an entry in the borrowing book located in the school office, including a declaration that any costs resulting from loss or damage that is not covered by insurance, may be borne by the borrower.

All school assets will be recorded on the CASES21 assets register, and will be identified as school property. An annual stock take will determine the location and condition of each recorded asset.

All instances of inappropriate activity involving lent equipment (including loss, vandalism, arson, theft and burglary) are to be reported to the police and the Security Services Unit ph: (03) 9589 6266 as soon as detected.

EVALUATION:

This policy will be reviewed as part of the school's annual review cycle. Due for review in 2017