



Flemington Primary School

EQUIPMENT LOANS POLICY

Rationale

An equipment loans policy is a requirement of the Department of Education as part of audit procedures. It aims to give clear unequivocal guidelines to the school community, Principal and Council as to how the borrowing of school equipment is monitored and replaced if broken or stolen.

The Department of Education requires the School Council to ensure that all equipment is secured and while equipment may be borrowed by staff private or educational purposes, is available for school use as required.

Guidelines

Any item of equipment to be borrowed by staff for private or educational use away from school premises must be authorised by the Principal or Assistant Principal.

Borrowing is recorded in an appropriate register and authorised by either the Principal or Assistant Principal.

The register is updated with an appropriate authority signature on return and the item is to be checked for damage.

Staff understand that equipment is their responsibility once removed from school premises and must be returned in good working order.

Should any item of equipment be damaged, lost or stolen, it is the responsibility of the staff member to replace or pay for the replacement of such item.

Items may be borrowed for such time as is suitable for the school. This should be no longer than overnight unless such borrowing falls on a weekend or during a school holiday period.

Consumables required in equipment such as laminators, cameras, audio equipment are not included in borrowing. These items must be supplied by the staff member.

Items recorded on the assets register must have the record number included on the borrowing register.