MANAGEMENT

EQUIPMENT LOANING POLICY

GENERAL STATEMENT
Equipment purchased by the school is intended to assist in teaching and learning for our students. This school is well-resourced and believes that equipment used must be in good condition.

RATIONALE
Teaching and learning opportunities for staff members and students can be enhanced by the school lending equipment for school related purposes such as familiarisation with new equipment and conducting of professional development.

The school making available equipment for community use can strengthen relationships with groups and organisations, which are seen to be part of the school community.

BROAD GUIDELINES
- All equipment borrowed must be returned in the condition in which it was borrowed
- If loss or damage occurs to the equipment while it is on loan, it must be replaced or restored to its original condition
- Responsibility for equipment borrowed lies with the person who has signed the borrowing book

IMPLEMENTATION
- Staff members may borrow specific items of school equipment for the purpose of completing school work at home or for familiarisation with new equipment
- All borrowers must complete an entry in the borrowing book when borrowing equipment and sign the equipment back in when returning it. At the Bundoora Campus, the borrowing book is located in the Business Manager’s office and entries must be counter-signed by the Principal or Assistant Principal. At the Watsonia Campus, the borrowing book is located in the Team Leader’s office and entries must be counter-signed by the Team Leader or Assistant Team Leader.
- Community organisations and groups may borrow specific items of school equipment, but must gain approval to do so from the Principal. A representative of the group must complete an entry in the borrowing book.
- All school assets will be recorded on the CASES21 Assets Register and will be engraved or identified as school property
- An annual stock take will determine the location and condition of each recorded asset
- All instances of inappropriate activity involving loaned equipment (including loss, vandalism, arson, theft and burglary) are to be reported to the police and the Office of Emergency Management on (03) 9589 6266 as soon as detected

EVALUATION
As part of the school’s three year review cycle