LOAN OF EQUIPMENT

POLICY

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, organisations and individuals 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, organisations and individuals.

Implementation:
- All borrowing and/or loan of school equipment must be approved by the Principal.
- Staff members may borrow specific items of school equipment for the purpose of completing school work at home or for personal use, 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, groups and individuals may borrow specific items of school equipment, but must arrange to do so with the principal. A representative of the group or the individual 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.
- A student may borrow specific items of school equipment, but must arrange to do so with the Principal. The parent/guardian of 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 Department of Education insurance, will be borne by the borrower. A parent’s written permission is required before a student can borrow equipment.
- All school assets will be recorded on the CASES 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 ph: (03) 9589 6266 as soon as detected.

Evaluation:
- This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council on.... 15.10.2014

References: Office of Emergency Management ph: (03) 9589 6266