

LOAN OF EQUIPMENT

1. Rationale:

1.1 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.

2. Aims:

- 2.1 To enhance teaching and learning opportunities for staff and students.
- 2.2 To strengthen relations with community groups and organisations.

3. Implementation:

- 3.1 Staff members may borrow specific items of school equipment for the purpose of completing school work at home, but must consult with the Principal and 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 DET insurance, will be borne by the borrower. The item will be viewed by the Principal or Assistant Principal both before borrowing and upon its return, signed off in the book and placed in the original location.
- 3.2 Community organisations and groups may borrow specific items of school equipment, but must arrange to do so with the Principal. 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 DET insurance, will be borne by the borrower. The item will be viewed by the Principal or Assistant Principal both before borrowing and upon its return, signed off in the book.
- 3.3 All school assets will be recorded on the CASES21 assets register, and is identified as school property by the serial number of the equipment as recorded against its asset number. An annual stock take will determine the location and condition of each recorded asset.
- 3.4 All instances of inappropriate activity involving lent 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.

4. Evaluation:

- 4.1 This policy will be reviewed as part of the school's three-year review cycle. This policy was ratified by School Council on 16th May 2016.

PERSONAL LOAN OF SCHOOL EQUIPMENT

BORROWER'S NAME _____

DESCRIPTION OF ITEM _____

ASSET NO _____

SERIAL NO _____

DATE TAKEN _____

EXPECTED RETURN DATE _____

ACTUAL RETURN DATE _____

I declare that I will maintain this item in good condition whilst it is in my possession and that I will pay for any replacement or repairs as a result of misuse, loss or theft of this item, while it is borrowed in my name. If this item is stolen while I have borrowed it I understand that I will be responsible for filing a police report as well as providing the replacement cost of the complete item.

BORROWER'S SIGNATURE _____

OFFICE USE ONLY

APPROVAL GIVEN BY _____

CONDITION REPORT _____

SIGNATURE OF RETURNING OFFICER: