BASIC BELIEF

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

IMPLEMENTATION

- Staff members may borrow specific items of school equipment but must complete an entry in the borrowing book located in the school library, including a declaration that any costs resulting from loss or damage that is not covered by DEECD insurance, will be borne by the borrower.
- Leased school equipment will not be available for loan.
- 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 agreement in the borrowing book located in the school library, including a declaration that any costs resulting from loss or damage will be borne by the borrower.
- The time of return of borrowed equipment must be negotiated with the Principal or Assistant Principal prior to the loan with the due date of return recorded in the borrowing book.
- All school assets will be recorded on the CASES assets register, and will be barcoded to be identified as school property. An annual stock take will determine the location and condition of each recorded asset.
- Unless resolved through the Loan of Equipment Agreement, 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 and Security Management ph: (03) 9589 6266 as soon as detected.

This policy was ratified by the Mansfield Primary School Council on 18th November, 2013

Review Date: 2016