



Loan of Equipment Policy

Date Reviewed	21 st August 2019
Date Implemented	April 2016
Author	Linda Williams
Approved By	Finance Committee/College Council
Approval Authority (Signature & Date)	<i>Gail Hardman</i> 21/8/19
Responsible for Review	Business Manager
Review Date	July 2022
References	

IMPLEMENTATION

- Staff members may borrow specific items of school equipment for the purpose of completing school work at home, but must complete an entry in the Equipment Loan Register located in the Business Manager's 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 and groups may borrow specific items of school equipment, but must arrange to do so with the Business Manager. A representative of the group must complete an entry in the Equipment Loan Register located in the Business Manager's 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 appropriate staff member and the Business Manager. The student must complete an entry in the Equipment Loan Register located in the Business Manager's office, including a declaration that any costs resulting from loss or damage that is not covered by Department of Education insurance, may be borne by the borrower.
- All school assets will be recorded on the CASES assets register, and will be identified as school property. A biannual stock take will determine the location and condition of each recorded asset.
- 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 phone: (03) 9589 6266 as soon as detected.

REASONABLE CARE

- All Assets are to be treated and operated in a manner for which they were intended.
- All staff members must be conscious of security issues related to assets, and are required to ensure that asset security is maintained at all times.

EXPECTATIONS

- This policy will be reviewed as part of the College's review cycle.
1. This policy will be made available on the College's website.
 2. This policy was ratified by College Council on

21/08/2019

Child Safe Standards

"Victorian government schools are child safe environments. Seymour College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The College's Child Safety Code of Conduct is available on the school's website."