

Sperrinview Special School



Equipment Loan Policy [excluding C2K]

Rationale

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

Purpose

- to enhance teaching and learning opportunities for pupils and staff
- to strengthen relations with parents, community groups and organisations

Implementation

Specific items of school equipment may be borrowed for the purpose of completing school/therapeutic work at home, but a **Loan Agreement** [appendices 1 & 2] must be completed with the Principal/Vice Principal.

Conditions of Borrowing

The borrower acknowledges that the equipment borrowed:

- is the property of the school
- is not covered by any school insurance policy whilst in the borrower's care
- was despatched from the school in good condition
- the borrower must accept all responsibility in the safe and appropriate operation of such equipment
- the borrower must complete a **Loan Agreement** with the Principal/Vice Principal

During the period the equipment is in their care, the borrower consequently agrees to:

- keep the equipment in good order, ensuring no physical damage occurs
- use the equipment only for the completion of educational/therapeutic tasks
- not load any other programs or games onto the equipment
- return the equipment to school in good condition by the return date stipulated

In the event that the equipment is lost or stolen, the school will need to purchase replacement equipment of a similar type. The borrower agrees to reimburse the school for the cost of this replacement equipment. In the event that the equipment is returned in a damaged state, the borrower agrees to reimburse the school for the cost of repairs.

- All school assets will be recorded in the school inventory and identified as school property. An annual 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, burglary] are to be reported to the Police and the Principal as soon as detected.
- Any piece of specific educational/therapeutic equipment should only be used by a **trained professional**.

Policy review

A sub-committee of the Board of Governors will monitor and evaluate the effectiveness of this policy as part of a timetabled, on-going process.

Signed: _____ Date: _____

