



# YEA PRIMARY SCHOOL

## Plant/Equipment Loans Register Policy

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### **Policy Statement**

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.

### **Purpose**

- to enhance teaching and learning opportunities for staff and students
- to strengthen relations with community groups and organisers

### **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, except the transportation directly from the school to and from the borrower's home
- was despatched from the school in good condition
- the borrower must accept all responsibility in the safe and appropriate operation of such equipment

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 school tasks
- not load any other programs or games onto the equipment if a computer
- 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 similar type. The borrower agrees to reimburse the school for the cost of this replacement equipment which may be up to the value of \$3000. In the event that the equipment is returned in a damaged state, the borrower agrees to reimburse the school for the cost of repairs.

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 Plant Loans Register located in the school office, including a declaration that any costs resulting from loss or damage that is not covered by DEET insurance, will be borne by the borrower

- All school assets will be recorded on the CASES assets register, and will be bar coded 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 and burglary] are to be reported to the Police and the Office of Emergency Management as soon as detected.

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Date Ratified at School Council \_\_\_\_\_ Principal signature \_\_\_\_\_

S.C. President signature \_\_\_\_\_ Next Review Date \_\_\_\_\_



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## Plant/Equipment Loans Register Policy

### STAFF BORROWING AGREEMENT

Borrower's Name:

Serial No:

Equipment Description:

Department/Faculty:

Signature of Department/Faculty Head:

Pick up Date:

Agreed Return Date:

Date Returned:

Witness Signature:

#### **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, except the transportation directly from the school to and from the borrower's home
- Was despatched from the school in good condition.

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 school tasks
- Not load any other programs or games onto the equipment
- Return the equipment to the school in good condition by the return date above
- Use the equipment in accordance with the manufacturers operations manual

In the event that the equipment is lost or stolen, the school will need to purchase replacement equipment of similar type. The borrower agrees to reimburse the school for the cost of this replacement equipment which may be up to the value of \$3000.

In the event that the equipment is returned in a damaged state, the borrower agrees to reimburse the school for the cost of repairs.

I have read the Agreement above and will abide with the stated conditions:

BORROWER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Date Ratified at School Council \_\_\_\_\_ Principal signature \_\_\_\_\_

S.C. President signature \_\_\_\_\_ Next Review Date \_\_\_\_\_