



Borrowing of School Equipment Policy

BLACKALL RANGE INDEPENDENT SCHOOL

Borrowing of School Equipment Policy

PURPOSE OF THE POLICY

The purpose of this policy is to set out the policies and procedures in relation to the borrowing of equipment by school staff and community members.

Scope

The policy covers all property belonging to the school, the procedures for borrowing, and the responsibilities of the borrower

Responsibility **Principal / office**

Point of Contact **Principal / Office**

DEFINITIONS

'Equipment' refers to all school property, including motor vehicles, electronic equipment, teacher resources and audio-visual equipment.

POLICY

It is the policy of the school that staff are permitted to use school equipment and facilities for private purposes from time to time, on the understanding that the priority in all cases is that the equipment and facilities are available in good condition for the primary purpose of teaching or providing facilities for students.

Staff members or others wishing to borrow school equipment or use school facilities for private purposes or off school grounds are required to follow the procedures outlined below:

1. Permission to borrow school equipment must be sought from the Principal.
2. All equipment to be taken for home use must be 'signed out' by the borrower. The Borrowed Equipment Log is in the school office.
3. Special arrangements must be made with the Principal for borrowing during the school holidays.
4. Motor vehicles, including buses, are not loaned other than in exceptional circumstances and with the direct permission of the Principal or Executive.
5. All equipment is to be returned and return is acknowledged by signing the 'returned' column of the Log.
6. Damage or loss of property is to be recorded in the sign-out book.
7. By signing out equipment, the borrower accepts the following:
 - that the School is not liable for accident or damage in the process of such use;
 - that damage to borrowed equipment is the responsibility of the borrower;
 - that occupational health and safety guidelines are followed;
 - that where there is any cost to the School of using the equipment or facilities that there be a prior agreed reimbursement; and
 - that borrowing is a privilege and requests may be refused.

POLICY RELEASE DETAILS

Date of Policy *January 2009*

Approved by Executive Signature:

Date:

Review Date *Annually*

Disclaimer: The information contained in this policy is to the best of our knowledge and belief correct at the date of publication. However, no warranty or guarantee is or can be given by Blackall Range Independent School or any member of its staff, and no liability is or can be accepted for any loss or damage resulting from any person relying on or using the information contained in this policy.