



Equipment and Assets Policy

Version 2.6

<p>Important: This document can only be considered valid when viewed on the Trust's website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p>Name and Title of Author:</p>	<p style="text-align: center;">Matt Wadsworth</p>
<p>Name of Responsible Committee/Individual:</p>	<p style="text-align: center;">Executive Board/ Matt Wadsworth</p>
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<p>Target Audience:</p>	<p style="text-align: center;">All Trust Staff</p>
<p>Related Documents</p>	
<p>References</p>	<p style="text-align: center;">ICT Acceptable use Policy</p>

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1. Aims

- 1.1. This policy sets out to state the Trust's position regarding the use of Trust equipment and assets outside of their normal day-to-day use on and off the Trusts premises. This policy also aims to make clear the expectations of using said equipment whilst under short-term or long-term loan to staff, students or external third parties.

2. ICT Use Policy

- 2.1. Refer to the ICT acceptable use policy for further guidance on the use of trust equipment and assets for personal use.

3. Policy Content

- 3.1. All equipment and assets of the Trust that meet the following conditions must be entered into the individual school's asset register:
 - The asset is an electronic or electrical item
 - The asset is worth over £500
 - The asset is worth less than £500 but more than £100 and is considered an item that could be taken for personal use or an easy resale, examples include but not limited to digital cameras, iPads, Chromebooks or other items that could easily fit unnoticed into a bag or pocket.
 - The asset does not meet any of the three above points, but is going to be made available to users for short-term or long-term loan
- 3.2. It is the responsibility of the ICT department (for ICT equipment) or the Premises Department (for all other items) or School Business Manager/ Senior Administrator depending on school setting to ensure that all items within the above criteria are entered into the individual school's asset register.
- 3.3. Any user can request a copy of items recorded as loaned to them through the IT Department
- 3.4. All assets that are entered into the register must hold the following information:
 - Unique asset reference number
 - Location of the asset
 - Description of the asset
 - Serial number (if present) of the asset
 - Make and model of the asset
 - Capital value of the asset
 - Purchase date and any warranty information about the asset
 - The company the asset was purchased from
 - The Purchase Order Number the asset was purchased under
- 3.5. The asset register which this policy refers to is separate from the accounting fixed asset register that needs to be maintained for accounting purposes, by the finance team.
- 3.6. Any asset that is going to be issued on short-term or long-term loan should have the additional information entered into the asset register:
- 3.7. Responsible person - the responsible person is deemed to be the authorised person who will be responsible for the loan and return of the equipment

- 3.8 It is the responsibility of each school to ensure that the procedure is being adhered to. This should be checked at least bi-annually by selecting a sample of items from the finance system and agreeing them to an entry in total risk manager or asset spreadsheet depending on site and a physical verification where possible.
- 3.9 Any equipment or asset that is under the care of a member of staff or a student, on or off-site, shall be considered loaned equipment.
- 3.10 Any asset that is going to be issued on short-term or long-term loan should have the following information recorded in a log by the authorised person:
- The name of the user that has loaned the item from the school or an appropriate list/ spreadsheet of device items if loaned in bulk with names of the user loaned to
 - If the user is a student, the tutor group of the student
 - If the user is an external third party, the company name of the third party's employee
 - The description of the asset
 - The unique asset number of the asset
 - The date the asset is loaned
 - The staff initials or signature of the authorised person, to confirm the date of loan
 - The date the asset is due to be returned
 - The staff initials or signature of the authorised person, to confirm the agreed date of return
 - The date the asset is returned
 - The staff initials or signature of the authorised person, to confirm the date of return
 - Details of any faults or malfunction of the asset whilst under loan
 - The date and signature of the user upon the loan of the equipment
 - The date and signature of the user upon return of the equipment
 - If the device is loaned to a student, they must sign a user agreement declaration to take ownership of the device, which records should be kept by the school/ member of staff handing out the device
- 3.11 The authorised person may wish to create an additional set of guidance notes with regards to the type of assets they are loaning, for example, the correct usage of cameras.
- 3.12 If any training is required in the use of the loaned assets, it is the responsibility of the authorised person to ensure that the user has received this guidance.
- 3.13 It is the responsibility of the user that has borrowed the asset to report any damage or malfunction to the authorising person, upon return of the asset.
- 3.14 Any user that has an asset loaned to them by an authorised person, cannot pass the equipment or asset onto another person. The asset must be returned to the IT Department before it is loaned to another user.
- 3.15 The borrowing user is responsible for the equipment whilst it is under loan to them.
- 3.16 The period of loan shall not be considered finished until the authorised person (IT Department) has recorded the return of the asset.
- 3.17 Trust devices should not be taken outside of the UK, unless they need to be contactable for work matters and this should be agreed with the Headteacher or CEO.
- 3.18 Once an asset has been loaned to a user by an authorised person within the IT Department, the user must take all reasonable steps to ensure that the equipment is sufficiently protected against theft, loss or damage (i.e. stored securely out of plain sight)

- 3.19 Any asset or equipment loaned may not be used to breach the copyright agreement of any materials
- 3.20 Upon returning loaned equipment, including staff devices, the user returning the equipment must be aware the device will be wiped and no backup made of that device.
- 3.21 Any damage to Trust assets or equipment whilst under loan to a user will be charged under the individual school's Charging Policy. The authorising person will make the user aware of the consequences of damage or loss to the asset when issuing the loan, which may be drawn up within the signed user loan agreement to expect reasonable costs of repair or replacement i.e. the cost of the replacement, cost of part to replace a damaged item or the insurance excess in line with school's Charging Policy.
- 3.22 All users will, when requested, return any asset to the school for yearly asset register / electrical testing / IT upgrades and health check.

- 3.23 Bags or carrying equipment will only be made available from the IT department, where strictly agreed in writing that the bag or carrying equipment is suitable and the person responsible for the loan equipment (user being loaned the equipment) has self-assessed the suitability.
 - 3.23.1 The form below can either be used directly or amended to suit to the individual school's requirement.

<https://forms.office.com/e/JhyEpb0YPV>

(Form link will only work for those who have a school or trust email address)

Template of loan agreements

Allocation of an asset belonging to *location

Staff or Student Name: _____

Date of issue: _____

Item issued: _____

**As a Parent/Guardian of a student at The Snaith School you have been issued with the above item/s.*

Serial (last 5 Characters if a Chromebook) / Asset Number : _____

As a member of Staff of a student at *location you have been issued with the above item/s.

The product is in _____ condition and is in full working order.

Please note any noticeable damages here _____

Any asset should be used in accordance with the Equipment and Assets Policy which can load located <https://theeducationalliance.org.uk/wp-content/uploads/Equipment-and-Assets-Policy.pdf>

Any IT equipment should be used according to the ICT Acceptable use Policy <https://theeducationalliance.org.uk/wp-content/uploads/ICT-Acceptable-Use-Policy.pdf>

Any items issued should be returned to school on request or when the member of staff leaves The Snaith School.

Signed by Staff _____

Issued by _____

Appendix of policy updates following each review

January 2025

Amended policy to reflect TEAL as of 2024 to include responsible persons – senior administrators, school business managers who may manage an asset register

Added a statement to confirm this register is different from the financial accounting asset register

Confirmed wording ie rather than “authorised person” – It states – IT Department

Added a statement to ensure that carrying equipment/ bags are self-assessed and signed as approved by the person loaning the equipment.

Added paragraph section numbers for ease of reading

New TEAL logo added