



# Equipment and Assets Policy

## Version 2.0

<b>Name of Responsible Committee/Individual:</b>	Board of Directors
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<b>Related Documents</b>	
<b>References</b>	

# Equipment and Assets Policy

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### 1. Aims

This policy sets out to state the Trust's position with regard to 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. Policy Statement

Students and staff are not permitted to use Trust equipment and assets, for any purposes outside of an asset's normal environment, unless an authorised person has given prior consent.

Trust equipment and assets should not be used for purposes that do not relate to the Trust's business. An authorised person shall be any member of the Executive Team, Leadership Group, Faculty Head, Area Leader or Associate Staff Manager.

### 3. Policy Content

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 could be considered to be an attractive or portable item
- 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

It is the responsibility of the ICT department (for ICT equipment) or the Premises Department (for all other items) to ensure that all items within the above criteria are entered into the individual school's asset register.

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

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:

- Responsible person - the responsible person is deemed to be the authorised person who will be responsible for the loan and return of the equipment

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 Asset-I and physical verification where possible.

Any equipment or asset that is under the care of a member of staff or a student, on or off-site, shall be considered to be loaned equipment.

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
  - a. If the user is a student, the tutor group of the student
  - b. 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 <sup>2</sup>
- 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

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.

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.

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.

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 authorised person before it is loaned to another user.

The borrowing user is responsible for the equipment whilst it is under loan to them.

The period of loan shall not be considered to be finished until the authorised person has recorded the return of the asset.

Trust insurance does not cover use abroad. Any user that is going to use a school asset in such locations must ensure they have adequate insurance in place to cover the asset before agreeing to the loan

If the loaned asset is going to be used in areas not covered by the Trust's insurance, they must provide written evidence that they have adequate insurance in place before the loan can be authorised

Once an asset has been loaned to a user by an authorised person, 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)

Any asset or equipment loaned may not be used to breach the copyright agreement of any materials

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 i.e. the cost of the replacement or the insurance excess in line with school's Charging Policy

All users will, when requested, return any asset to the school for yearly asset register / electrical testing / ICT update tests