

Holy Cross Catholic Primary School



Loaning School Equipment Policy

We care, we share, we value.

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Statement of intent

Holy Cross Catholic Primary School is dedicated to providing pupils with the best education possible. We understand the key role technology plays in maximising pupils' access to learning, as well as making lessons more exciting and interesting. We are committed to ensuring pupils have access to the necessary facilities to carry out their work. We believe it is important for pupils to be confident and competent users of equipment and the resources they allow access to.

Staff, pupils and parents are expected to familiarise themselves with this policy and the school's Acceptable Use Agreement before loaning any equipment. Copies of these will be made available on request.

1. Legal framework

- 1.1. This policy has due regard to statutory legislation and guidance including, but not limited to, the following:
 - Data Protection Act 2018
 - DfE (2020) 'Keeping children safe in education'

2. Definitions

- 2.1. The term 'goods and equipment' refers to all school property including video and digital cameras, audio equipment, laptops, tablets and any other electronic devices.

3. Roles and responsibilities

- 3.1. Overall responsibility for oversight of the equipment and loaning process lies with the headteacher.
- 3.2. The headteacher makes decisions regarding:
 - The allocation and provision of resources.
 - How the equipment is utilised to benefit the aims and objectives of the school.
- 3.3. The senior leadership team is responsible for overseeing the review of this policy.
- 3.4. The IT Technician and School Business Manager is responsible for the maintenance and day-to-day running of the equipment and the loans process.
- 3.5. The IT Technician and School Business Manager member of staff and is responsible for:
 - Resolving issues with equipment.

- Carrying out checks on equipment before and after use.
- Adjusting access rights and security privileges with the school's ICT technician.
- Monitoring pupils' use of equipment with the ICT technician.
- Reporting any signs of misuse and abuse of equipment to the headteacher.
- Classifying and cataloguing resources, including undertaking a termly stocktake.
- The safe storage of all equipment not out on loan.
- Sending and drafting letters concerning overdue equipment to parents, teachers and senior management.
- Sourcing, purchasing and cataloguing relevant equipment.
- Demonstrating how to use equipment before use.
- Liaising with ICT teachers to maximise pupils' use of the equipment.
- Assisting the headteacher with their investigations if any equipment is lost or stolen.
- Implementing this policy with the headteacher.
- Implementing relevant parts of the school's ICT Curriculum Policy.

4. The loaning procedure

- 4.1. Correspondence detailing potential fines for late returns and damages, as well as the loans procedure, is sent to all parents.
- 4.2. Loans are requested in writing and pupils must give at least five working days' notice. Pupils must obtain their parents' signatures on their equipment request.
- 4.3. By loaning equipment, pupils and parents agree to the terms of use as set out in this policy.
- 4.4. If the equipment is no longer needed, pupils must notify the school as early as possible to allow the equipment to be made available to someone else.
- 4.5. Once the request has been reviewed and accepted, pupils are required to undergo training to use the equipment, including learning how to store and handle equipment, and how to undertake any maintenance, e.g. changing batteries.
- 4.6. Only the pupil who has requested the equipment may collect it.
- 4.7. The maximum loan period is decided by the headteacher for each individual according to their circumstances.
- 4.8. Pupils require special consideration from the headteacher to loan equipment over weekends and school holidays.
- 4.9. When equipment is returned, the IT Technician and School Business Manager checks all components and makes sure it is in full-working order.

5. Maintenance, service and storage

- 5.1. Servicing and storage of the equipment is the responsibility of the IT Technician and School Business Manager.
- 5.2. Thorough checks of the equipment are carried out termly.
- 5.3. Weekly checks for updates are carried out on all laptops and tablets.
- 5.4. Regular stock takes are undertaken to ensure the whereabouts of each piece of equipment is known.
- 5.5. A list of all equipment is kept in the storage room; a computerised version of this is also made available.
- 5.6. All superficial damage is noted, in order to keep track of problems and to avoid wrongly charging someone for damage not caused by them.

6. Lost, damaged and stolen goods

- 6.1. Pupils are required to notify the school of any damage when returning the item.
- 6.2. Pupils are liable for any missing or damaged items.
- 6.3. The IT Technician tests returned goods and carries out a visual check.
- 6.4. If any damage is found, it is assessed by the IT Technician.
- 6.5. If the damage is superficial, e.g. a scratch on the case, there will be no charge.
- 6.6. More serious damage may incur a charge depending on the severity
- 6.7. If the IT Technician and headteacher decide that the school requires a partial or full contribution towards repairs, a letter is sent to the pupil's parents.
- 6.8. The costs of the repairs must be reflective of the damage caused.
- 6.9. In the event loan equipment is stolen, the borrower must immediately report the matter to the local police to obtain a crime reference number. The School Business Manager must be informed at the earliest opportunity and no later than the scheduled return date of the equipment. The School Business Manager must also be given the crime reference number.
- 6.10. Pupils loaning equipment are briefed on the security measures they must take.

7. Fines for late returns or damage

- 7.1. In the event of late returns, the School Business Manager will phone the pupil's parents to inform them that equipment has not been returned – during the phone call, the School Business Manager will tell the parents that a fine has been administered for the late return.
- 7.2. In the event equipment is returned late, the fine must still be paid and invoices will be sent to the pupil's address.
- 7.3. If fines are not paid by the end of the Summer term, the debt will be passed on to an external debt collector.
- 7.4. Fines for damage to equipment may be charged at a full replacement or repair cost.
- 7.5. Costs are reviewed by the headteacher on a case-by-case basis.

8. Monitoring and review

- 8.1. This policy is reviewed every two years by the headteacher and School Business Manager.
- 8.2. Any changes made to this policy are communicated to all members of staff and parents.
- 8.3. All members of staff directly involved in the use of the equipment are required to familiarise themselves with this policy.