

St. Mary's Catholic Primary School

Asset Control Policy

Date: September 2016

Review Date: Autumn 2017

Introduction

In line with the recommendations of the Internal Audit Department, this policy was produced by the Governing Body to take account of:

- the possibility of equipment being stolen/untraceable.
- the necessity to dispose of equipment which is no longer serviceable
- the necessity to dispose of equipment which is surplus to requirements
- the necessity to loan equipment to members of staff in a secure manner.

Procedures

All equipment which is both practically portable and of potential value on removal will be recorded in a Stock Book administered by the Premises Manager/Technician.

The Stock Book will be checked annually and the location of each item of equipment confirmed. This will be carried out jointly by the Premises Manager and the ICT technician-all overseen by the Headteacher. If it is not possible to trace a piece of equipment this fact will be reported to the Governing Body as soon as possible.

Should it appear that an item of equipment has been stolen, either at the time of the annual check or at any other time, the Governing Body will be notified immediately and any necessary steps involving the Police and Insurers taken by the Headteacher.

Where an item of equipment is no longer serviceable in terms of financial viability, or deemed to be surplus to requirements, it will be 'written off' in the Stock Book. Any such 'writing off' will be authorised:

1. by the Head Teacher if the current value of the equipment is less than £50
2. by the Head Teacher in consultation with the Governing Body if the current value is more than £50

Should a member of staff wish to remove school equipment from the premises for use at home, a request will be made to the Head Teacher. If the 'loan' is to go ahead, an agreement will be signed giving the date the property is to be removed and the proposed length of such a loan. Upon return, the equipment will be logged back in by the Head Teacher or Premises Manager. The responsibility for any extra insurance required will fall upon the member of staff except when agreed in writing by the Head Teacher that such responsibility will be covered by the school itself.

Review

The Governing Body will reconsider this policy as and when recommended by the Internal Audit Department.