Borrowing Of School Owned Equipment Policy

Rationale:
This policy provides information for the School Council and community regarding the Borrowing of School Equipment by staff or members of the community where the equipment is taken away from the school property. The school will allow the borrowing of equipment to support staff and the community to support educational and community activities.

Aims:
To ensure there is a complete record of the borrowing and return of school property.
To ensure that all borrowing of school equipment is authorised.
To ensure all borrowers are informed of their responsibility for the return of the equipment in working order and good repair.

Implementation:
All requests to borrow equipment from the school will be reviewed by the Principal and approved in writing.
All borrowings will be recorded in the school equipment register kept in the Office safe.
The register will record the type of equipment, name and contact details of the borrower and the date of sign out and sign in of the equipment.

Evaluation:
- School property is loaned at the discretion of the Principal to support community activities and the location of all items of school property will be recorded at all times.
- All will be for 3 year review unless otherwise stated.