

LOAN OF EQUIPMENT

POLICY

Rationale:

- Teaching and learning opportunities for staff members and students can be enhanced by the school lending equipment for school related purposes. Similarly, relationships with groups and organisations can be strengthened by the school making available equipment for community use.

Aims:

- To enhance teaching and learning opportunities for staff and students.
- To strengthen relations with community groups and organisations.

Implementation:

- Staff members may borrow specific items of school equipment for the purpose of completing school work at home. Any costs resulting from loss or damage will be borne by the borrower.
- Community organisations and groups may borrow specific items of school equipment, but must arrange to do so with the principal. A representative of the group must complete an entry in the borrowing book located in the school office, including a declaration that any costs resulting from loss or damage will be borne by the borrower.
- All school assets will be recorded on the CASES assets register, and where possible will be labelled or identified as school property. The location and condition of each recorded asset will be assessed during the school audit.
- All instances of inappropriate activity involving loaned equipment (including loss, vandalism, arson, theft and burglary) are to be reported to the police and the Office of Emergency Management ph: (03) 9589 6266 as soon as detected.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

May 2020



Cavendish Primary School is committed to Child Safety – We have a zero tolerance for child abuse.