



TESTBOURNE COMMUNITY SCHOOL

SCHOOL EQUIPMENT – INVENTORY PROCEDURES

Date established by Governing Body: November 1993
Governors' Committee: Strategy & Finance
Senior Leadership Team Member: Headteacher
Review Date: Annually in the Spring Term
Date of Last Review: 23rd January 2014

GUIDANCE ON SAFEKEEPING

◆ MAINTAINING THE INVENTORY

Entries

1. The inventory should include those items which are over £250 in value and/or which are deemed to be attractive and portable. Appropriate items on hire should also be shown. The Headteacher may, if they wish, adopt a lower base figure than £250.
2. The inventory should not include consumable items, furniture or very low-cost items. A separate list may be kept if desired.
3. The overall school inventory will be collated and maintained electronically by the Senior Teachers' Assistant. The inventory should be checked and amended annually, preferably in the Autumn Term.
4. Departments/Faculties should keep an up-to-date record of the relevant equipment held in their area on line [forms provided] and submit these to the responsible member of the Admin. Staff at the time they are acquired.
5. A separate line should be used for each item detailing makes and models so that all items are readily identifiable. Makers' serial numbers must also be entered so that equipment can be identified if stolen. Where appropriate, requisition numbers should also be entered.
6. The existence of items on the inventory should be verified at least once per year or when a new Headteacher, or Head of Department/Faculty takes over.

The inventory should be endorsed with the date of the check and the entry for each item initialled.

When an item is not found, efforts should be made to establish its whereabouts and the Headteacher informed if the item cannot be traced.

7. Appropriate items purchased through the unofficial school fund or donated to the school, e.g. by the PTFA, should be entered on the inventory and clearly marked as having been obtained from this source.

◆ DISPOSAL OF EQUIPMENT

1. Equipment which is surplus to requirements, obsolete or no longer serviceable may be disposed and the Governing Body informed, at least annually. It should be signed off the relevant inventory by a member of the Senior Leadership Team.

Requests for disposal of any equipment on the school inventory must be made to the Headteacher, e.g. by the Head of Department/Faculty. No items may be disposed of without his/her knowledge and approval. Evidence must be kept.

All income received from the disposal of equipment should be receipted and paid into the School's Bank Account, via the main School Office and should be recorded in SAP.

◆ SECURITY

1. All inventory equipment [except that on loan or hire] should bear some form of deterrent marking [e.g. painting the side of a television etc.] which will make the disposal of stolen items difficult.
2. In addition to deterrent markings, all equipment should bear a mark of identification so that police may return items recovered after theft. This marking should take the form of the school's postal code written onto the equipment with a marking pen that can only be read under ultra-violet light. The Technician(s) in each Department will be responsible for ensuring equipment on the Inventory is marked – under the direction of the Head of Department/Faculty. The Teachers' Assistant responsible for correlating the Inventory will ensure remaining items are marked.
3. It is recognised that a great deal of valuable equipment such as computers, TVs etc. must be deployed in scattered locations on school sites and that it is impractical to move everything to a protected area at the end of each day. Wherever possible, however, equipment must be kept in secure rooms and areas covered by burglar alarms. Consideration should also be given to the use of screech alarms and security cabinets.

◆ TAKING HOME EQUIPMENT

Employees may take home equipment for purposes such as familiarisation, preparation of lessons, etc. They should obtain the prior permission of the Head of Department/Faculty and complete the relevant form [held by the HOD/HOF]. The period during which equipment is off the premises should not normally exceed two weeks in term time. Staff will not be held responsible for any loss or damage which may occur, provided that all reasonable care is taken. For example, where equipment is left in a car, the car should always be locked and items stored in the boot of the car, rather than left in view on seats or shelves. If a piece of equipment will not fit into the boot of a car, it would be sensible to cover it. In the home, the normal care of a prudent owner should be taken. Staff should ensure that when equipment is returned the necessary entry is recorded in the loans record. Failure to do this could result in the borrower being held responsible for any future loss. All entries should be in ink.

In exceptional circumstances the Headteacher, or a person designated by the Headteacher, may authorise students to take equipment home and the same procedure should be used as for staff.

