



# Court de Wyck Church School

## Loaning School Equipment Policy

Last updated: November 2020

## Contents:

Statement of intent

1. Legal framework
2. Definitions
3. Roles and responsibilities
4. The loaning procedure
5. Maintenance, service and storage
6. Damaged and stolen goods
7. Fines for late returns or damage
8. Monitoring and review

## Statement of intent

Court de Wyck Church 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 ESafety Policy 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 Mrs J Thomson, 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 Office Team is responsible for the maintenance and day-to-day running of the equipment and the loans process with instruction from the Head of Schools

3.4. Allocation of laptops during COVID19 pandemic will be overseen by the Executive Headteacher (3.2) and will be prioritised as set out below. The Executive Headteacher has the authority to adapt the priority list as required to best meet the needs of a COVID situation and may recall laptops from families, this will be avoided and only be done in extreme circumstances:

- disadvantaged children (children entitled to free school meals) who are isolating or in lockdown
- isolating children
- isolating families that need a device
- isolating families that need an extra device.

3.5. The Office Team is responsible for:

- Resolving/ reporting issues with equipment.
- Carrying out checks on equipment before and after use.
- Raising access issues and security issues with the Head of School

- Reporting any signs of misuse and abuse of equipment to Executive Leadership Team
- Keeping loan records
- Ensuring safe storage of all equipment not out on loan.
- Sending and drafting letters concerning overdue equipment to parents, teachers and senior leaders
- Demonstrating how to use equipment before use (basic information)
- Liaising with Head of Schools to maximise pupils' use of the equipment.
- Assisting the Executive Leadership Team with their investigations if any equipment is lost or stolen.

#### 4. The loaning procedure

- 4.1. Correspondence detailing potential charges for late returns and damages, as well as the loans procedure, is sent to all parents.
- 4.2. Loans are requested can be request in person, phone or via email to the school
- 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 Office 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 request information (as required) on the use of the equipment, including learning how to store and handle equipment, and how to undertake any maintenance, e.g. changing batteries. This information can be shared in person or over the phone
- 4.6. Only the familiy who has requested the equipment may collect it.
- 4.7. The maximum loan period is unlimited
- 4.8. Overdue returns could incur a fee of £10 per piece of equipment per day overdue – these costs are outlined in the correspondence sent to parents.
- 4.9. When equipment is returned, the Office Team checks all components and makes sure it is in full-working order. 'Switch on' check for IT equipment.

#### 5. Maintenance, service and storage

- 5.1. Servicing and storage of the equipment is the responsibility of the Head of School
- 5.2. Visual checks are carried out by the Office Team before and after each use. 'Switch on' check for IT equipment.

- 5.3. Thorough checks of the equipment are carried out termly
- 5.4. Regular checks for updates are carried out on all laptops and tablets.
- 5.5. Equipment is stored in secure space.
- 5.6. Regular stock takes are undertaken to ensure the whereabouts of each piece of equipment is known.
- 5.7. 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 Office Team of any damage when returning the item.
- 6.2. Parents or Carers are liable for any missing or damaged items.
- 6.3. The Office Team carries out a visual check on returned equipment. 'Switch on' check for IT equipment
- 6.4. If any damage is found, it is assessed by the Head of School
- 6.5. If the damage is superficial, e.g. a mark 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 Executive 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 Office Team must be informed at the earliest opportunity and no later than the scheduled return date of the equipment. The Office Team must also be given the crime reference number.
- 6.10. It is the parents/ carers responsibility to ensure that devices and equipment (including laptops) that access home wifi networks are set up with internet filtering and children only use the laptop for school work and do not download files that are not linked to school work. The school will support families with information on how they can set up filtering on their home internet networks.
- 6.11. No applications are to be installed on school devices by children or families. Families may be charged if unauthorised applications damage the devices or IT support is required to remove applications, downloads or installed programs.

## **7. Fines for late returns or damage**

- 7.1. Fines for late returns may be incurred if any equipment is returned over one day late.
- 7.2. In the event of late returns, the Office Team will phone the pupil's parents/carers to inform them that equipment has not been returned – during the phone call, the Office Teams will tell the parents that a fine may be administered for the late return.
- 7.3. Fines are charged at a rate of £10 per piece of equipment per day.
- 7.4. In the event equipment is returned late, the fine must still be paid and invoices will be sent to the pupil's address.
- 7.5. If fines are not paid by the end of the following half term the debt may be passed on to an external debt collector.
- 7.6. Fines for damage to equipment may be charged at a full replacement or repair cost.
- 7.7. Costs are reviewed by the Executive Headteacher on a case-by-case basis.

## **8. Monitoring and review**

- 8.1. All members of staff directly involved in the use of the equipment are required to familiarise themselves with this policy.
- 8.2. The scheduled review date for this policy is November 2022