



Belvoir Special School

# 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 individuals, community groups and organisations.

### Implementation:

- Staff members may borrow specific items of school equipment for the purpose of completing school work at home, but must borrow it formally through the principal or business manager.
- Any costs resulting from loss or damage will be borne by the borrower.
- All equipment is to be used in accordance with manufacturer's specifications and by responsible users.
- Community organisations, groups and individuals may borrow specific items of school equipment, but must arrange to do so with the principal. A representative of the group must sign for the equipment on borrowing and returning.
- All instances of inappropriate activity involving borrowed 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 policy cycle.

This Policy was created on

This policy was last ratified by School Council on

June 12<sup>th</sup> 2019