

# Dawlish Federation of Special Schools

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Committee	Finance
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## RESOURCES EQUIPMENT POLICY

The Governors will take all appropriate action to ensure that correct procedures are followed for the purchase and maintenance of resources and equipment purchased for use in school. The following procedures will apply:-

New audio-visual and computer equipment should be purchased through Devon Purchasing or other approved suppliers.

All items purchased over the value of £100 should be added to the inventory, held by the School Business Manager.

All resource equipment should be kept in a secure place. During the weekend period and equipment in the school and House Units that is not covered by our security system should be locked in a cupboard and during the holidays should be placed in a securely covered area.

Equipment can only be loaned from school for educational purposes. To loan equipment the following procedures should be taken:-

- (1) Authorisation must be obtained from the Principal and/or the Resource Technician.
- (2) A 'Booking Out' document must be signed by the borrower and signed back in.
- (3) Any equipment loaned must be returned to school on the agreed date, i.e. the first day back to school after the school holiday period.

All equipment that is transferred to another department, replaced or disposed of should be reported to the Business Manager to enable the inventory to be updated.

The school will use Devon County's policy for the disposal of items.

This Policy Statement has been reviewed and approved by the Governing Board

Signed