IMPLEMENTATION

- Staff members may borrow specific items of school equipment for the purpose of completing school work at home, but must complete an entry in the borrowing book located in the school office, including a declaration that any costs resulting from loss or damage that is not covered by Department of Education insurance, 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 Office Staff. 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 that is not covered by Department of Education insurance, will be borne by the borrower.

- A student may borrow specific items of school equipment, but must arrange to do so with the appropriate staff member. The student must complete an entry in the borrowing book located in the school office, including a declaration that any costs resulting from loss or damage that is not covered by Department of Education insurance, may be borne by the borrower.

- All school assets will be recorded on the CASES assets register, and will be identified as school property. An annual stock take will determine the location and condition of each recorded asset.

- All instances of inappropriate activity involving lent equipment (including loss, vandalism, arson, theft and burglary) are to be reported to the police and the Office of Emergency Management phone: (03) 9589 6266 as soon as detected.

REASONABLE CARE
• All Assets are to be treated and operated in a manner for which they were intended.
• All staff members must be conscious of security issues related to assets, and are required to ensure that asset security is maintained at all times.

EXPECTATIONS

This policy will be reviewed as part of the school’s 3-year review cycle.

This policy will be made available on the College’s website.