



LOAN OF EQUIPMENT

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 community groups and organisations.

Implementation:

- Staff members may borrow specific items of school equipment for personal and professional use 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 DEECD insurance, will be borne by the borrower.
- Where the equipment has been purchased by a Domain, approval must be gained from the Domain Leader prior to signing the borrowing book.
- Community organisations and groups may borrow specific items of school equipment, but must arrange to do so with the Principal. 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 DEECD insurance, will be borne by the borrower.
- All instances of inappropriate activity involving lent equipment (including loss, vandalism, arson, theft and burglary) are to be reported to the police and the Emergency Security Management Unit (03) 9589 6266 as soon as detected.
- Items catalogued through the College's library must be borrowed through the library system.
- Any late returns on equipment may affect future loans.

Evaluation:

- This policy will be reviewed as part of the school's three year review cycle.
- This policy was ratified by School Council in November 2011.