



**NORTHERN BAY P-12 COLLEGE
LOAN OF EQUIPMENT POLICY NBC042**

1. PURPOSE

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.

2. BROAD GUIDELINES

2.1. Teaching and learning opportunities for staff members and students can be enhanced by the College lending equipment for College related purposes.

2.2. 1.2 Relationships with groups and organisations can be strengthened by the College making available equipment for community use

3. IMPLEMENTATION

3.1. Staff members may borrow specific items of College equipment for the purpose of completing College work at home, but must complete the Loan of Equipment form located in the Campus Administration Office, which includes a declaration that any costs resulting from loss or damage that is not covered by DET insurance, will be borne by the borrower.

3.2. Community organisations and campus groups may borrow specific items of college equipment, but must arrange to do so with the Campus Principal or Office Manager. A representative of the group must complete the Loan of Equipment form located in the Campus Administration Office, which includes a declaration that any costs resulting from loss or damage that is not covered by DET insurance, will be borne by the borrower.

3.3. Staff members may have equipment entrusted to them in a custodial capacity, but must complete the Custodian of equipment form located in the Campus Administration Office, which includes a declaration that any costs resulting from loss or damage that is not covered by DET insurance, will be borne by the borrower. A copy of this completed form needs to be forwarded to the Asset Coordinator.

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

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

4. EVALUATION

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

Document #	Committee Responsible	Review Date	Public Location	Ratified by School Council:
NBC037	Finance / Admin	August 2016	website	
	Related document			



**Northern Bay College
Staff and Community
Custodian of College Equipment Register NBCTBAA**

Please forward a copy of this completed form to the Asset coordinator in the Admin Hub

CAMPUS: _____

Name:.....

Address Contact Number

Address

(where equipment will be used)

I acknowledge receipt of

Type of Equipment (eg Brand Name, Description)	Asset No of Equipment	IDENTIFICATION (Serial Number if appropriate)	Normal Location on Campus

And hereby agree to the terms and conditions set out below.

- This piece of equipment is entrusted to my personal use to enable me to undertake my college responsibilities to a high level of professional standards.
- If I allow access to this asset to a third party I understand that I maintain the responsibility for the item and will be accountable for its safety and maintenance.
- All allocated assets will be returned to me in good working order prior to leave or ceasing my college role or employment along with this form.

Declaration: I agree that any costs resulting from loss or damage that is not covered by DET insurance will be borne by me. (see below for DET insurance guidelines)

Signature of Staff member assigned an asset	
Signature of Allocator	
Signature of Principal/Business Manager	

Date Allocated	
Date Returned	

NB: Staff are advised for their own protection to use the Campus Borrowing Register to safeguard their liability if lending to a third party.

Under DET Insurance scheme Equipment or Instruments damaged or lost while on loan for unapproved purposes will not be covered.