



Beechwood Primary School

Assets and Disposals Policy

Overall aim:

The aim of this policy is to provide a system that manages and protects the School's assets, enabling identification and establishment of ownership of equipment, identifying missing items following burglary or other theft and supporting claims when items are destroyed by fire.

Inventory

An Inventory of equipment is maintained with details of the date of acquisition, description (including make and model number information), serial number, location and a unique identification number.

A value of £... has been set, above which an item must be included in the Inventory.

The School decides on the policy for determining the appropriate value by considering the following factors:

- Minimum practical value
- Desirability and portability of items
- Whether the item is likely to attract thieves

(See separate section for items brought in by staff from home and used in the School.)

The Inventory is maintained by the Finance Officer as items are acquired.

The Inventory (showing each item with its unique identification number) is maintained in an Inventory Book in permanent marker; errors crossed out and not altered with correction fluid. The book is kept securely locked in A photocopy of the Book is made regularly and this copy is kept off-site.

OR

The Inventory Spreadsheet is of the form attached, showing each item with its unique identification number. The spreadsheet is backed up as part of regular IT backups, and an up-to-date paper copy is kept in, a secure location. A backup copy of the spreadsheet is kept off-site together with a backup paper copy.

Asset Identification

Assets included in the Inventory are visibly marked with a permanent identification number that is included on the item's record in the Inventory.

Monitoring of Inventory

Once a year the Inventory should be checked by an independent person, (*insert title of person here – eg Governor*) i.e. not the person who maintains the Inventory throughout the year. This person confirms that each item on the Inventory is still in School. A hard copy of the Inventory should be signed as correct and stored safely. When the Inventory has been satisfactorily checked, this fact is recorded in the Governors' Minutes.

Disposals of Inventory Items

(Amend this section for amounts/signatories as appropriate)

The School takes steps to ensure that, wherever possible, value is realised from the disposal of larger items.

In particular, equipment that is disposed of, that has been recorded within the Inventory, must be authorised by the Headteacher, or a senior member of the staff, and witnessed by a second member of staff. This is a necessary control against the inappropriate or unauthorised disposal of equipment and protects against misappropriation of stock.

If any item on the Inventory is felt to be irreparable, unsafe or surplus to requirement, the Headteacher is to be notified. This item is to be checked by the Headteacher and may then be withdrawn and disposed of. Each such disposal must be noted in the Inventory, dated and signed by the Headteacher.

If any item over £500.00 is to be disposed of, a Governor is also to be involved and is to countersign the Inventory. A report of all these disposals is to be given to the Finance Committee every term.

Any item that is not on the Inventory may be disposed of at the discretion of the Headteacher.

Any computers that are to be disposed of must first be securely cleared of data, programs and operating system software.

Off-Site Register

When laptops and other items recorded in the Inventory are taken off site and entry is made in the Off-Site register as follows:

Laptops – laptops which have been designated as being used by and available to a particular member of staff are covered by the following procedure:

When a member of staff is allocated a laptop for use during their employment by the School, they sign the attached schedule confirming receipt of the laptop and their understanding of the requirements for safe custody and insurance cover requirements. On termination of their employment, the School's exit policy includes returning laptop computers and/or other equipment that has been provided to them and having this fact recorded on the attached schedule. The schedule is retained on the

Other laptops and equipment recorded in the Inventory – Staff must have permission to temporarily remove Inventory items from the premises. This must be obtained from the Headteacher or Finance Officer.

Any Inventory item that is taken from the school e.g. to use on a school trip or at home, must be signed out and in again in the 'off-site' register. For lap-top computers this is kept in the and for other items the book is kept in *Insert your School's procedure here.*

Items brought in from Home – From time to time staff may bring in equipment from home. If these items are to remain in school they must be added to the Inventory, but noted as not belonging to the school. The item should be labelled but not security marked. A label should also be attached giving the name of the owner. Any such item can then be removed from school by the owner without the Headteacher's consent, but the removal must be noted on the Inventory. All items brought in from home must be PAT tested before being used in the School.

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Reviewed: April 2016

Next Review: April 2018