

St Elizabeth Catholic Primary School

ASSET MANAGEMENT POLICY



The Governing Body of St Elizabeth Catholic Primary School

Date of Policy	January 2021
Review Date	January 2023
Chair/Committee Chair of Governor's signature	
Headteacher's signature	

Mission Statement

Inspiring and achieving lifelong learning in a welcoming Catholic community.

Safeguarding Statement

At St Elizabeth Catholic Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at St Elizabeth Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual, and emotional abuse, neglect, and bullying.

Equality statement

As a school we are committed to ensuring that equality principles are embedded within all school policies and procedures, as we endeavour to:

- Eliminate discrimination, harassment and victimisation.
- Promote equality of access and opportunity within our school and within our wider community.
- Promote positive attitudes to difference and good relationships between people with different backgrounds, genders, cultures, faiths, abilities, sexual orientation, and ethnic origins.

School Values

As a Catholic school with a strong Christian ethos we actively support and promote a value-based education. By living out our 4Rs – Relationships, Resilience, Responsibility and Respect, we encourage the whole school community to:

- Think about and reflect upon positive Christian, British and Universal values
- Experience how living out these values impacts on themselves and others, in school, in the wider community and in the world
- Instil a sense of belonging to the school, the local community, the country they live in and the wider global community
- Inspire individuals to choose their own positive personal social, moral and spiritual values
- Promote an inclusive school ethos and a learning climate that will raise aspirations and achievement
- Raise self-esteem and encourage children to take more responsibility for their own behaviour and learning

British Values

At St Elizabeth's, the school recognises and promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Through this provision of SMSC, the school will:

- enable pupils to develop their self-knowledge, self-esteem and self-confidence;
- enable pupils to distinguish right from wrong and to respect the civil and criminal law of England;
- encourage pupils to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- enable pupils to acquire a broad general knowledge of and respect for public institutions and services in England; further tolerance and harmony between different cultural traditions by enabling students to acquire an appreciation of and respect for their own and other cultures;
- encourage respect for other people;
- and encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

Data Protection

The General Data Protection Regulation (GDPR) ensures a balance between an individual's rights to privacy and the lawful processing of personal data undertaken by organisations in the course of their business. It aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data.

The School will protect and maintain a balance between data protection rights in accordance with the GDPR. This policy sets out how we handle the personal data of our pupils, parents, suppliers, employees, workers and other third parties.

Changes to data protection legislation will be monitored and further amendments may be required to this policy in order to remain compliant with legal obligations.

All members of staff are required to familiarise themselves with its content and comply with the provisions contained in it. Breach of this policy will be treated as a disciplinary offence which may result in disciplinary action under the School's Disciplinary Policy and Procedure up to and including summary dismissal depending on the seriousness of the breach.

Introduction

This policy outlines the recording, tracking, and disposal of valuable and expensive equipment at StElizabeth Primary.

The school maintains an online asset management system called Parago, the online asset management has a greater functionality over traditional stock books, as it will not only enable quick searches of assets and produce records, it also monitors software licence and registers modifications to computer hardware. Furthermore, a graphical representation of each location and its assets helps auditing and monitoring assets. The inventory record, whether manual or computerised, shall be a permanent and continuous record. Asset numbers and tags should help recording and tracking assets.

Asset Control and Asset Register information

The assets to be included in the asset registers are as follows:

- ❖ Any items (or specific group of items) costing over £50 that are considered to have a life longer than the financial year in which they were purchased.
- ❖ Any items that the person making the acquisition and/or the Asset Manager consider desirable and therefore prone to theft.
- ❖ Asset types covered by this policy are: Furniture and Electrical equipment, Computing equipment, Musical instruments, Early Years Resources and subject specific Curriculum equipment over £50 or desirable e.g. microscope for Science.

Items should be entered on arrival at the school, before deployment, by the IT technician. The IT technician will have access to order forms to obtain relevant information and will report any breaches to the Head Teacher.

All items eligible for the asset registers must be asset tagged by the IT technician on arrival and after inspection as the property of St Elizabeth Primary. The marking must be indelible and highly visible. Pictures of rooms will be taken by the IT technician for identification and/or clarification purposes, and the pictures filed on Parago.

Each asset (or asset group) will be allocated to a designated room or person (the "asset holder") and this allocation entered on Parago.

When an asset is to be reallocated to another location or person, the asset holder and/or line manager responsible for the designated room will contact the IT technician. The IT technician will check the new location or new asset holder and adjust the location or asset holder within the asset register once s/he has confirmed that the asset has been transferred.

Loaned Equipment

We regularly make items available for loan e.g. laptops for members of staff, equipment for children with special needs or for pupils to continue their learning at home, musical instruments so pupils can practice at home etc. The loan of these items has to be agreed by the member of staff involved such as the class or subject teacher, parent of the pupil, SEND coordinator or ICT Team Leader and should be sanctioned by the Head Teacher, if the item costs more than £250. The staff member responsible for making the loan has to maintain an equipment loan register and ensure that the borrower (staff member or parent/carer) signs a loan agreement (appendix 2), which states the liability/responsibility for lent items.

The **IT Lead/Head of Admin** will check staff and pupil leaving records and collect equipment on loan from people (staff and pupils) who are leaving St Elizabeth.

When updates are necessary, a physical check on each asset should be carried out by the IT technician.

All asset holders and line managers responsible for assets in designated rooms should report missing or damaged items promptly to the IT technician.

A formal audit of assets by an independent third party will be performed annually with an audit report submitted to the school and Governing Body.

Discrepancies between the audit and the registers will be investigated promptly by the school.

Expected life of assets

The decrease in value of assets depends very much on the asset itself. The following table for asset groups is to be used as a guideline:

Asset Group	Expected life
Furniture	10 yrs
Curriculum Resources	8 yrs
Musical Instruments	7 yrs
Computer Equipment	5 yrs
Early Years Resources	3 yrs

Disposal

The staff member requesting a write off or disposal must list the item(s) on a Disposal Authorisation Form (appendix 1), detailing model and serial numbers (where appropriate), a brief description of the item and the reason for write off/disposal.

The form should be signed and dated by the member of staff requesting write off/disposal and then authorised by the relevant person (Headteacher/SBM).

The Scheme of Delegation states that the Head Teacher can perform the following actions regarding stock and inventory records:

- Authorisation, in accordance with the instructions in the Schools Finance Handbook, of the disposal of individual items of equipment and materials that have become surplus to requirements; unusable or obsolete with a realisable value of less than £500. All such authorisations should be in accordance with the Schools Finance Handbook and be formally reported and minuted at the following Finance Committee meeting.

The Finance & Premises Committee can authorise disposals with a realisable value of between £501-£1000. The Full GB can authorise disposals with a realisable value of over £1001-£5000.

The Governing Body will be presented with an annual overview of disposed assets.

1. Disposal of redundant Computers, Peripherals and Audio-Visual Equipment

The school understands the importance of correctly disposing of redundant ICT equipment to ensure the safe removal of hazardous substances and sensitive data. The disposal of redundant computers, peripherals and audio-visual equipment is subject to additional regulations and legislation.

The school policy for disposal of equipment that is surplus to the requirements of the School or Department that originally purchased it is as follows;

- 1.1 Equipment that has significant residual value will be sold.
- 1.2 If the equipment cannot be reused, then it should be recycled or disposed of in an environmentally-friendly manner through approved services and adhering to the Waste Electrical & Electronic Equipment (WEEE) directive. Where possible this should be at a minimal cost to the school. An environment agency waste transfer note should be obtained from the disposal service.
- 1.3 Obsolete or broken items of equipment should be formally condemned by two officers, e.g. SBM or Computing Leader and a member of the Management Team, and notified at the next meeting of the F&P Committee.

2. Data and Software removal

Before disposing of any computer system, it is vital to remove all traces of data files and school licensed software.

- 2.1 PCs may have school sensitive data on the hard disk, this must be removed and where appropriate backed up and /or transferred to another PC. This is to satisfy the requirements of the Data Protection Act.
- 2.2 Software is purchased and licensed for use within the school and is therefore not transferable with a PC. All software must be removed from hardware that is being disposed of and a data removal certificate should be obtained if this is carried out by a third party.
- 2.3 To ensure that these considerations are taken into account all PCs must be checked by the IT technician prior to disposal or donating.

St Elizabeth Primary School Disposal of Equipment

Item to be disposed of:	
Reason for disposal:	<ul style="list-style-type: none"> - Broken - Surplus to requirements - Irreparable - Obsolete - Other <p><i>(delete as appropriate)</i></p>
Residual Value (if appropriate)	£
Action to be taken:	<p>Disposal / Sale</p> <p><i>(delete as appropriate)</i></p>
By Whom: (Staff member)	<p>Signed:</p> <p>Date:</p>
By Whom: (SLT member)	<p>Signed:</p> <p>Date:</p>

The Headteacher (£1-£500) / F&R Committee (£501-£1000) /

Full GB (£1001- £5000) confirm their agreement to the disposal/sale of the above: *(delete as appropriate)*

.....
(Signed as above)

.....
(Date)

For Finance Office and Asset Management use:

Value obtained for item:	£
Allocated to which Budget or Fund	
Removed from fixed asset register:	Date:

St Elizabeth Primary Loan From

Name of Staff Member (Loanee):	
Address:	
Telephone:	
Personal Email:	

Loan Details:

Loan Date:		Due Date:		Date Returned:	
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Equipment Details:

Type	Make	Model	Serial Number	Asset Number

Accessory Details:

Quantity	Description

Any equipment that is loaned to you from **St Elizabeth Primary School** belongs to **St Elizabeth Primary School** and must be returned when the loan period has expired or when you cease employment at the school. The loanee is responsible for the equipment from when this form was signed. Any damage to or loss of the equipment, the loanee organisation will be responsible for paying in full, the cost of either the repair or replacement of the equipment to **St Elizabeth Primary School**.

I have reviewed the Equipment Loan Agreement and agree to comply with the terms:

Printed Name: _____

Loanee Signature: _____ **Date:** _____

Issued on behalf of the school by : _____ **Date:** _____