

LOAN OF EQUIPMENT POLICY

Rationale

To enhance teaching and learning opportunities for staff and students, as well as strengthen relations with community groups and organisations.

Implementation

1. Staff members may borrow specific items of school equipment.
2. Approval must be obtained from the Assistant Principal or Principal.
3. An entry should be made in the borrowing book located in the School Office, in acknowledgement that any costs resulting from loss or damage that is not covered by The Victorian Department of Education (DET) insurance, will be borne by the borrower.
4. Community organisations and groups may borrow specific items of school equipment at the Principal's discretion. A representative of the group must complete an entry in the borrowing book located in the school office, acknowledging that any costs resulting from loss or damage that is not covered by DET insurance, will be borne by the borrower.

Evaluation

This policy will be reviewed as part of the School's three year review cycle.