



Carrum Primary School 3385

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Equipment Policy

Rationale:

To ensure adequate levels of quality equipment are available for use by staff when needed, a planned approach to equipment purchases and maintenance must be developed and maintained.

Aims:

- To provide a process for prioritising equipment purchases so as to ensure adequate, high quality equipment is available when needed.
- To provide a level of consistency with equipment purchases that enables an ease of maintenance, portability of minor components (leads, remote controls etc). and a similarity of operation.

Implementation:

- For the purpose of this policy, equipment is defined as non-consumable classroom teaching related items that have a value of greater than \$150.00. Typical equipment items include televisions, videos, projectors, lap-tops etc.
- A staff member will be allocated the responsibility of coordinating the purchase and maintenance of all equipment purchases.
- A priority list of equipment purchases will be determined once all staff have had an opportunity for input. Priorities will be determined by need, charter priorities, equity across different sections of the school, and existing deficits.
- Once a priority list has been determined and agreed by school council, a budget will be allocated.
- All equipment purchases must be made by the teacher in charge in accordance with the priority list.
- Guarantees and operating instructions will be kept in the administration office.
- The teacher in charge will provide all staff with directions on what equipment is owned by the school, where it is stored, and how it is used.
- Equipment that is used for outside of class use must be entered into a borrowing book, via the office and returned to its rightful storage position immediately after use. A booking system will be provided.
- All staff members have a right to borrow any equipment that is not in use. Equipment will not be purchased for the sole use of a particular teacher or group.
- Groups such as the Parents and Friends Association that wish to purchase or donate equipment for the school, will be asked to consult the teacher in charge and the priority list.
- All equipment purchases will be entered on the CASES asset register and will be engraved or otherwise so that it is easily identified as property of the school.
- Dangerous, faulty or obsolete equipment will be repaired or disposed of.

Evaluation:

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

**This policy was ratified by School Council on 21/11/2017
Due for review November 2020**