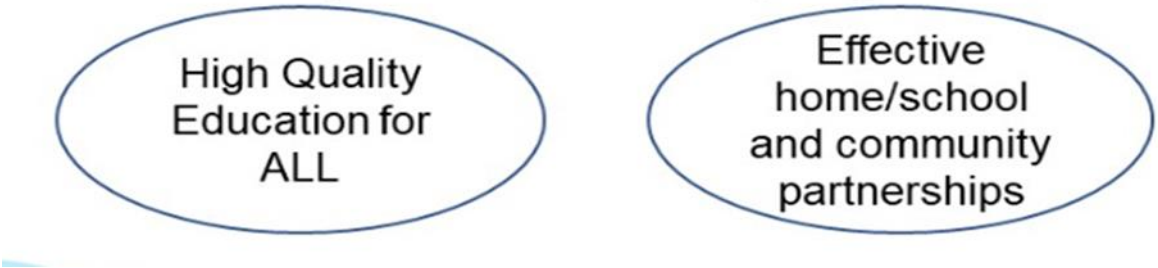
# Asset Management Policy

**Our Shared Vision**

**Striving for excellence in everything we do**




**Equality Mission Statement**

We are committed to ensuring equality of educational opportunity and support for all pupils, parents, carers, staff and visitors irrespective of age, sex, race, disability, religion or belief, sexual orientation, pregnancy, gender reassignment, and socio-economic background. We aim to provide a fully inclusive school in which every person feels proud of their identity and is able to participate fully within the school community. We believe that a diverse school community is a strength which should be respected and celebrated by all those who learn, teach and visit here.

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| **Approved by:** Estate & Financial Management Committee | **Date:** |
| **Signature (Chair of Committee):** | **Signature (Headteacher):** |

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| **Last reviewed on:** November 2026 | **Next review date:** November 2027 |

A copy of this policy can be found on the school website and signed copy is held on file.

**Introduction**
The purpose of this policy is to set out clear procedures for the maintenance of the school inventory. These procedures satisfy the requirements of internal audit and protect the interests of staff and governors by defining decision processes concerning the disposal of assets

**General Procedure**
The Governing Body is responsible for the stewardship of the school's assets as well as maintaining the security, at all times, of the school buildings, furniture, equipment etc. The school ICT support staff have the day-to-day responsibility for managing these assets.

1.1 The register contains: all new and disposed-of equipment:

- ✦ Asset tag number
- ✦ items with a value in excess of £1000
- ✦ portable, desirable, high-value items (interactive screens, laptops/chrome-books, iPads, some power tools, etc)
- ✦ date of acquisition;
- ✦ description, and serial number if applicable;
- ✦ original purchase cost;
- ✦ location of item;
- ✦ details of disposal or write-off.

1.2 The register forms part of the school's financial assets and only staff designated by the Headteacher have access to it.

1.3 All new items added to the asset register should be security-marked by either the ICT Support staff, Strategic Business Lead or Site Manager. Items that are security marked should not be moved to another location without updating the register.

1.4 The school's Strategic Business Lead is responsible for ensuring that an annual asset check is completed, which is reported to the Estate and Financial Management Committee. Any discrepancies including lost, stolen and damaged equipment will be promptly investigated in line with this policy and the Write Off Policy.

1.5 If items are not located at the annual stock check, the following actions should be taken:

a) Complete annual stock check
b) Email all staff and discuss at staff meeting(s)
c) Email individuals who had responsibility for the item previously
d) Record the item as 'missing' on the stock check record and continue to look.
e) If it is still missing at the end of the next annual stock check it will be written off.

1.6 School property should not be removed from premises without permission of the Headteacher. All ICT items on loan should be signed in and out using the Becontree ICT device/ equipment loan agreement forms (see Appendix A & B). There is a record sheet for signing-in/out non-ICT items that are taken off-site (see Appendix C).

**Disposal of Equipment**

The Governing Body has the authority to declare equipment, furniture or any other assets or stores, surplus to requirements and to arrange for their sale or write-off, provided the items concerned were purchased in full or in part from its delegated budget. (land and buildings are always excluded from this authority).

2.1 Where the estimated disposal value of surplus or redundant assets (equipment or stores) is less than £250 and sale is to be by public auction or competitive tendering, authority for disposal can be given by the Headteacher.

2.2 The prior approval of the Governing Body is required where:

- the estimated disposal value is between £250 and £500;
- the sale is not to be by public auction or competitive tendering.

2.3 A list of equipment disposed of will be presented to the SFM Committee annually. This list will show, so far as may be known, the item, location, date of manufacture or purchase, values when new and when made redundant (estimated where necessary) and disposal value.

2.4 The school's inventory will be amended to show disposals and such entries will be endorsed by the Headteacher.

2.5 The net income from the sale of surplus or redundant assets or stores purchased from the school budget will be credited back to the school budget.

2.6 The school will dispose of all surplus ICT equipment in a manner which prevents the transmission of personal data, infringement of licenses or copyright, is cost effective, and which complies with both environmental requirements and the United Kingdom Directive on Waste Electrical and Electronic Equipment (WEEE).

**Monitoring and Review**

This policy will be monitored by the SFM committee and reviewed annually.

**Appendix A**

**Becontree Primary School ICT device/ equipment loan agreement form (for staff).**

The Headteacher has agreed to loan device/s to you while you remain employed at this school. This
loan is subject to review on a regular basis, and can be withdrawn at any time
As a member of staff to whom school equipment has been loaned I have read and agree to the following terms and conditions that apply while the device/s detailed overleaf are in my possession:

1. The device/s and any accessories provided with it, remains the property of Becontree Primary School and is strictly for my sole use in assisting me to fulfil my role.
2. I agree to treat the school devices/s with due care and will not leave it unattended in class without being secured.
3. Should any faults occur, I agree to notify the school's ICT staff as soon as possible so that they may undertake any necessary repairs. Under no circumstances should I, or anyone other than ICT staff, attempt to fix suspected hardware, or any other faults.
4. I agree that home Internet access is permitted at the discretion of the Headteacher. I understand the school will not accept responsibility for offering technical support relating to home Internet connectivity.
5. I agree that any telephone/broadband charges incurred by staff accessing the Internet from any site other than school premises are not chargeable to the school.
6. 1 understand insurance cover provides protection from the standard risks but excludes theft from a vehicle. If the equipment is stolen from an unattended vehicle or a house left unattended for longer than 48 hours, I will be responsible for its replacement.
7. I agree to adhere to School and LA policies regarding the following, updated as necessary:
    - Acceptable Use;
    - Data **Protection** Act 2018;
    - Computer Misuse;
    - Health and Safety;
    - Staff code of conduct;
    - Safeguarding

**Note on Insurance**
For ICT equipment to be covered automatically under the school's policies at no extra charge, they need to be included on the school's inventory. The standard All Risks insurance policy covers the ICT equipment for theft (where there are signs of forced entry), and accidental or malicious damage. Those Schools who have opted for the additional Buildings and Contents policy will also receive cover for flood/water damage, storm damage etc. All equipment in Schools is automatically covered for fire, lightning and explosion.

ICT equipment are not covered by the school policy:

- Whilst in vehicles,
- Left unattended in a locked household over 48 hours.

Any theft should be immediately reported to the police and a crime reference number should be obtained and provided to ICT staff. If stolen or damaged from an employee's home, County would first ask for a claim under the staff member's household policy. Claims from the School policy will only be made if this were unsuccessful.

Please note that regardless of the policy stolen ICT equipment is claimed under, a claim will not be considered unless there are signs of forced entry or assault.

| Equipment type and make | Model | Serial Number | School Asset Tag |
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1. **Personnel Details**

Loan Authorised by ……

Head teacher (signature) ……. Date .....

**I accept responsibility for the equipment and any data being used off site.**
**I will immediately inform the school of any data breach as per GDPR rules in the UK General Data Protection Regulations.**

Name of Member of Staff .....

Received by (signature): ..... Date .....

**2. Return**

Returned by (signature): …… Date: ……..……

Appendix B

# Device loan agreement for pupils

## 1. This agreement is between:

1) Becontree Primary School **Asset Tag No:** _____

2) Pupil name: _____

Home address:

_____

And governs the use and care of devices assigned to the parent's child. This agreement covers the period from the date the device is issued through to the return date of the device to the school.

All issued equipment shall remain the sole property of the school and is governed by the school's policies.

1. The school is lending the pupil a device ("the equipment") for the purpose of doing schoolwork from home/special project, etc

2. This agreement sets the conditions for taking a Becontree Primary School device ("the equipment") home.

## 2. Damage/loss

I understand that I and the pupil are responsible for the equipment at all times whether on the school's property or not.

If the equipment is damaged, lost or stolen, I will immediately inform Becontree Primary School, and I acknowledge that I am responsible for the reasonable costs to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police. The school will not take responsibility for the item once responsibility has been passed to the parent.

I agree to keep the equipment in good condition and return it to the school on their demand, in the same condition.

- Keep the device in a secure place when not in use
- Not leave the device in a car or on show at home

- Not eat or drink around the device
- Not lend the device to siblings or friends
- Not leave the equipment unsupervised in unsecured areas

## 3. Unacceptable use

I am aware that the school monitors the pupil's activity on this device.

I agree that my child will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Accessing inappropriate websites
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language
-

I accept that the school will sanction the pupil, in line with their behaviour/discipline policy, if the pupil engages in any of the above **at any time.**

## 4. Personal use

I agree that the pupil will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

## 5. Data protection

I agree to take the following measures to keep the data on the device protected:

- Keep the equipment password-protected - strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Make sure my child locks the equipment if it's left inactive for a period of time
- Not share the equipment among family or friends
- Update antivirus and anti-spyware software as required
- Install the latest updates to operating systems, as prompted

If I need help doing any of the above, I will contact the School's Network Manager.

## 6. Return date

I will return the device in its original condition to the school no later than, the end of the Summer Term. A further loan can be arranged at the beginning of the next academic year if needed.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.

## 7. Consent

By signing this agreement, I agree to take full responsibility for the loan equipment issued to the pupil and I have read or heard this agreement read aloud and understand the conditions of the agreement.

If parents are collecting the equipment, please complete the details and signature below:

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.
I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the pupil will adhere to the terms of loan.

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| **PUPIL'S FULL NAME** | |
| **PARENT'S FULL NAME** | |
| **PARENT'S SIGNATURE** | |

**Staff Information:**

Loan authorised by: Mrs Ziane / Mrs Stonier (delete as appropriate)

Signed: .....…… Date .....

Returned: …… Date: ……

Appendix C

# Loan Form (non-ICT items)

This form is kept in the main office.

All loans should be authorised by a member of SLT, both when taken and returned. It is the responsibility of the individual who is loaning the item to ensure that this is done on both occasions.

| Date of loan | Name | Item | Authorised by (SLT): | Date of return | Authorised by (SLT): |
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