

**Rhodes Avenue Primary School
Asset and Write Off/Disposal Policy
Spring 2018**

1. Policy Principles and Context

This policy is based on the guidance within the *Haringey Schools Financial Manual and the Schools Financial Regulations*.

The policy supports the School's ethos of maintaining 'value for money' and the safeguarding of school property. It sets out the procedures to be followed in maintaining records of portable and desirable assets within inventory records.

2. Definitions

Throughout this policy reference to 'school' is Rhodes Avenue Primary School and the named '*inventory holder(s)*' (Mr Colin Chow and MS Jo Simms) who have the delegated authority to carry out the inventory function.

3. Purpose

The aim of the policy is to safeguard school property by ensuring that items are recorded in a structured manner.

4. Scope

The policy is to be applied wholly and consistently to the categories/values identified. There are no exclusions.

5. Roles and Responsibilities

The security of a school's assets is the responsibility of the Governing Body. However, such security should be a concern of all members of staff.

The roles to be undertaken by those responsible for applying the policy are:-

- The School Governing Body is responsible for maintaining an up to date school inventory. Inventories shall contain an adequate description of furniture, fittings, equipment, plant and machinery held for the purpose of the school. Copies of the inventory shall be stored either offsite or, on the 'Cloud' and/or in a fireproof cabinet on site.
- The Head teacher is responsible for the day to day control and proper use of all items on the inventory and for arranging that a check be carried out at least once a year of the items required to be included in the Inventory against the actual inventory record. Failure to do this may cause difficulty should an insurance claim arise.
- The day to day operation of the inventory is delegated to the *inventory holder(s)* named above.
- To ensure adequate separation of duties the person carrying out the check will not normally be the *inventory holder(s)*. The date and initials of the individual carrying out the check will be entered on each record to indicate that the check has been completed.

- When the *inventory holder(s)*, leave the post or, there is a relevant change of responsibilities, a timely additional inventory check will be completed.

6. Processes

i). Security of Assets

- Periodically the governing body will consider increasing awareness throughout the school on the need to maintain vigilance, in particular the security of portable computer equipment (e.g. laptops and ipads).
- An ultra-destructible label with the schools address and individual asset number is currently used to label items.
- The *inventory holder(s)* will ensure that portable school assets, including those items recorded within the school's inventory, are security marked (items £500+).
- The school will weigh the cost of their property marking system against the replacement value of the item and the associated risk of loss.
- Particular recorded and publicised arrangement should be in place to ensure that only approved access is given to areas used to store school equipment.
- The system for access to keys and combinations and computerised security access shall be maintained at all times as part of the schools overall security policy.
- This will include arrangements for access outside normal school hours. A lapse in standard security arrangements such as removal of keys from the premises outside normal school hours could invalidate insurance arrangements.

ii.) Inventory Checking

- Inventory to be checked annually by the above named *inventory holders*.
- Any discrepancies discovered during an inventory check will be recorded in writing with supporting explanations.
- Prompt investigation shall be carried out.
- Where discrepancy carries a value exceeding £500 the inventory holder will supply written report to the Governing Body. Such a report will include:-
 - The circumstances surrounding the discrepancy;
 - What action has been taken to recover the loss including, where appropriate, notification to the Police;
 - What arrangements have been put in place to prevent any such future event.

iii.) Removal of items from the Inventory

- Adjustments to items on the school's inventory will occur where a loss is discovered as part of an inventory check, or where equipment has been properly disposed of.

- Disposal can be caused from such events as irreparable damage, theft, obsolescence, surplus to requirements or sale. In any event, the removal shall be fully documented and approved in writing by the head teacher to the inventory holder.
- A clear documented audit trail must be maintained that starts with the decision to remove the asset and ends with disposal itself. A named individual must be recorded as responsible for handling the disposal process.
- In the case of sales involving individual assets valued in the inventory at greater than £1,000 the matter shall be reported to the Governing Body.
- The report will include the reasons for the disposal, circumstances and value of the associated sale and replacement costs.
- All IT equipment must only be disposed of in accordance with the Local Authorities IT standards and the requirements of the Data Protection Acts relating to the removal of all personal data.
- Rhodes Avenue will also ensure that any other confidential or security data is also removed prior to disposal. If necessary specialist advice must be sought as merely deleting files is not sufficient cleaning.
- Any person who determines that an asset is surplus to requirements or is involved in the disposal must never attempt to purchase that item or take it for themselves.
- Governing bodies and head teachers are under a duty when disposing of school owned and therefore publicly owed property to achieve the best all round return for it back to the public purse.
- All removals from the inventory shall be accompanied by a note in the inventory of the date of removal, circumstances of the removal and a cross reference to any supporting report to the headteacher or governing body as appropriate.

iv.) Removal of Equipment from School

- Items of school property shall not be removed from school without the appropriate written delegated authority.
- Approval will be given by a head teacher (on a standard form) securely held at the school until return of the item(s).
- When official property is removed from (loaned by) the school, the recording process must cover the following:
 - Date of removal;
 - Description of item (if possible its inventory reference);
 - Name of staff member taking responsibility for the item and their signature;
 - The position on insurance cover for the item whilst away from school;
 - Where the item will be stored and secured when off the premise;
 - The expected date of return;
 - Date of return and signature of receiving member of staff.

v.) Retention of Records

Records relating to the movement of assets shall be retained for at least 2 years after completion of the transaction/return of the asset. Inventory records shall be retained whilst any items contained within them are still part of the school's property and for a further three years following disposal of the last item.

Procedures for policy monitoring and dissemination

The policy will be reviewed according to the Schedule of Policies. Our review mechanisms will ensure that we assess the effectiveness of this policy through consultations with staff, governors and relevant professionals. All members of staff and governors will have access to this policy in digital or hard copies.

Persons Responsible:

Adrian Hall (Head Teacher)
Shane Claridge (Deputy Head)
Tracy Graham (Business Manager)
The Resources Committee