

Date ratified at Full
Directors' Meeting
15 July 2019

Review
Resources Committee

St John the Baptist



Catholic Multi Academy Trust

THE MAT MISSION STATEMENT

Our family of schools is united in the belief that God's love, peace, truth, and joy is for all. We are dedicated to the achievement of excellence in all we do. We cherish the uniqueness of each of our school communities and celebrate together as one Trust family. By following Jesus' example we bear witness to the greatness of God.

'To think, to feel, to do' Pope Francis

St John the Baptist Catholic MAT
Company No: 7913261
Registered Office: Surrey Street, Norwich NR1 3PB

LOAN OF SCHOOL EQUIPMENT POLICY



If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

Policy for the Loan of MAT or School Equipment

1. More expensive equipment, rarely loaned

- 1.1 It is unusual for more expensive equipment to be borrowed from the MAT or school and where this is necessary the arrangement must be sanctioned by the Headteacher in advance.
- 1.2 The attached form should be completed by the person borrowing the equipment (or their guardian if under 18) and the Headteacher. A copy should be retained by each school. All copies to be kept in a central loans register to be held within the School Office or IT Services Department.

2. Headteacher's responsibilities

- 2.1 The headteacher should make it clear to staff what equipment they can freely borrow to help in their planning, preparation and professional development and which equipment requires specific authorisation from the Headteacher.
- 2.2 Where the Headteacher wishes to borrow equipment that is not commonly removed from the school premises he or she should seek approval from the Chair of Local Governors or Chair of the Directors Resources committee.

3. General condition applicable to all loans

- 3.1 All property remains the ownership of St John the Baptist Catholic MAT.
- 3.2 All reasonable care should be taken with school equipment. Property lost or spoilt may have to be paid for at the discretion of the Headteacher. Property should not be left in vacant vehicles **at any time**.
- 3.3 All property should be returned promptly - within 14 days of the end of the loan agreement period.
- 3.4 All IT equipment will be protected with an anti-virus security system (e.g. Firewall, Norton, Sophos, AVG). Individuals loaning this equipment will be required to confirm that this is in place.

(Loan Agreement Form attached overleaf.)

LOAN OF MAT or SCHOOL EQUIPMENT AGREEMENT

This loan agreement exists between the Directors of St John the Baptist Catholic MAT and the person who has signed the loan agreement.

Equipment / Item & School	
Name of person requesting loan (must be over 18 years) BLOCK CAPITALS	
Address	
Date loan to start	Date by which the equipment must be returned
<p>I understand that the property I am borrowing remains in the ownership of St John the Baptist Catholic MAT and confirm that I have received a copy of the MAT policy for the loan of school equipment. I agree to take all reasonable care of the property and return it by the date specified above. I understand that if the property is lost or damaged I may be charged for replacement costs. I confirm that I have home insurance to cover the property within our home and will be responsible for any required claims, including excess policy payments.</p> <p>I agree to notify the school of the anti-virus security system in place within 3 weeks of the start of the loan agreement.</p>	
Signed	Date
Loan authorised by head teacher Signed	Date