

# BARTON PRIMARY SCHOOL AND EARLY YEARS CENTRE.



## Recording and Disposal of Assets Policy

DATE: October 2011

TO BE REVIEWED: October 2013



## **Aims**

This policy sets out the procedure for disposal of assets on Barton Primary School's Inventory and Barton Primary School's IT inventory.

## **Asset Inventories**

All equipment that comes into the school over £100 in value will be security marked. The Office Manager will hold the inventory of marked items in the school office.

All IT equipment that comes into the school will be security marked by the IT Technician and a record kept of the area to which it has been allocated and/or the person it has been issued to. There will also be a record of whether or not the item is to be routinely allowed off the premises.

These inventories will be checked at the end of each financial year.

Any asset held by a member of staff (such as laptops) may be checked at any time by the Headteacher or a person nominated by the Headteacher, usually the Office Manager or IT Technician.

There is an obligation on the part of any member of staff who holds an asset belonging to Barton Primary School to immediately report any loss, damage or theft of the asset and to provide a police report number if appropriate.

## **Asset Disposal**

Any registered asset which is no longer needed in the area it has been issued to must be returned to the jurisdiction of the Office Manager or IT Technician. If the asset is still in good working order then it will be reallocated within the school. If it is not reallocated then it will be held in storage for a period of 1 year. If it is still surplus to needs then the asset may be disposed of by the following procedure:

- The item(s) will be brought to the attention of the Headteacher by the Office manager or IT Technician
- The Headteacher will examine or receive a demonstration of the item to ensure that it has come to the end of its useful life
- The IT Technician will clear any sensitive or school related information from any IT device
- The Headteacher will sign the asset register to approve the disposal and the destination of the item will be recorded on the register
- The IT Technician or the Office Manager will arrange waste disposal of the item in an approved environmentally aware manner