



## CALLINGTON COMMUNITY COLLEGE (FOUNDATION SCHOOL)

# POLICY FOR LOAN OF EQUIPMENT

If staff have private use of college equipment they are potentially in receipt of a taxable benefit. At 31st March each year the County's Payroll Section must be notified of any circumstances where a member of staff has had private use of college equipment. This information may be forwarded to the HM revenue and Customs.

This does not arise if equipment is taken home by staff for college purposes. Some examples:

- a camera taken home to record things for subsequent classroom use;
- a lap-top taken home to develop computer skills, research or build lessons.

If an item of equipment taken home by a member of staff is declared for college purposes it cannot be used for private needs except where this is incidental

College equipment in private use is not covered by the Authority's insurance pool. The loan of equipment is only insured if the loan has been authorised by the Headteacher. In order to ensure that insurance requirements are met all equipment loans must be advised to the Finance Office after approval by the Headteacher.

Department heads are responsible for the security and safety of the equipment in their departments.

No equipment can be loaned to outside bodies. Items have to be hired out and at a cost and conditions that do not invalidate the Authority's insurance policies.