

**CEF N SAESON
COMPREHENSIVE SCHOOL**



DISPOSAL POLICY

1. INTRODUCTION

- 1.1. The purpose of this policy is to provide protocols for the disposal of school assets. This policy will help to ensure that equipment is properly accounted for prior to disposal and that the disposal is by appropriate method, minimising any risk to the school.
- 1.2. 'Assets' applies to the terms 'asset(s)', 'item(s)', 'equipment', throughout this policy and refers to any item listed on the school inventory.
- 1.3. Non-disposal of obsolete equipment not only takes up space, but potentially incurs on-going maintenance costs. The school should therefore dispose of such equipment in line with the processes set out in this policy.
- 1.4. Consideration has been given to identifying the risk and the areas most susceptible to fraud. This policy is designed to minimise fraud and misappropriation.

2. SCHOOL INVENTORIES

- 2.1. The school must maintain an inventory of permanent stock. The inventory will assist in the identification of assets which require disposal.
- 2.2. Particular attention should be paid to documenting portable/expensive items such as cameras, videos/DVD/CD players, computer equipment etc. These should be identifiable through make and model number and serial number. These references should also be recorded within the inventory.
- 2.3. It is very important that the school maintains up to date and appropriately detailed inventory records.

3. REASONS FOR DISPOSAL

- 3.1. Items can be available for disposal because they are:
 - Not capable of running required operational software systems or being upgraded to do so.
 - No longer required, due to changed procedures, functions or usage patterns.
 - Beyond repair.

4. RESPONSIBILITIES OF THE HEADTEACHER/DESIGNATED OFFICER

- 4.1. The Headteacher/Designated Officer must be aware that:
 - They are accountable for all decisions they take in the disposal process.
 - Accounting and control procedures should be observed and all decisions documented and reported to the Governing Body.

5. OPTIONS FOR THE DISPOSAL OF ASSETS

5.1. Assets identified for disposal may be dispensed using the procedures outlined below. Acceptable methods of disposal are:

- Sale of assets
- Donation of assets to a community service organisation or school
- Destroy assets
- Recycle assets

5.2. Choice of the most appropriate disposal option will normally be influenced by the age and functionality of the equipment for disposal.

6. DONATIONS TO EXTERNAL ORGANISATIONS INCLUDING SCHOOLS

6.1. The school may authorise the donation of equipment to another organisation or school, updating the inventory to reflect this. In the main such donations should be to organisations or schools and not individuals.

7. DESTROY OR RECYCLE ASSETS

7.1. Items with no market value and no use to any other organisation or person may be destroyed in an appropriate and safe manner. Items must be destroyed or recycled in accordance with legislation (for example there are certain legislative requirements for the disposal of batteries, recycling of electrical and white goods etc.).

8. DISPOSAL OF PC'S AND LAPTOPS

8.1. It is essential to ensure that any computer and laptop hard drive/memory/data store is cleared of such data prior to disposal. This is to ensure that the school adheres to data protection legislation and minimises the risk that sensitive information is exposed to unauthorised individuals.

9. UPDATING SCHOOL INVENTORY RECORDS

9.1. Asset disposal decisions and the reasons for taking them should be documented. Not only does this assist in audit and other examinations, but it also highlights successes and problems for future reference.

9.2. The following information should be recorded against all items in the school inventory :

- Chosen option of disposal including the reason.
- The date the equipment is donated, destroyed or recycled.

9.3. For equipment which is to be donated the following information should also be recorded:

- Where the equipment went and who handed it over (with signature) and who received it (with signature).

9.4. For equipment to be recycled/destroyed, the following information should also be recorded:

- Who disposed of it (with signature) and counter-signature of a second member of staff as witness.

10. HEALTH AND SAFETY NOTICE

10.1. For all equipment ensure the recipient signs the following health and safety notice:

- The school will not be liable for any Health and Safety issues surrounding the use of the equipment. It is the recipient's responsibility to ensure that the equipment is suitable and safe for its intended use, installed correctly and that it can be used without risk to health or safety. It is the recipient's responsibility to obtain any instruction for and advice on the installation and use of the equipment and to carry out or to have competent persons carry out all necessary checks appropriate to the equipment. The school will not be liable for any loss, damage, or injury arising out of the installation or use of the equipment, however caused.

11. CHECKLIST FOR DISPOSAL OF ASSETS;

- Identify assets for disposal
- Select the best disposal option.
- See authorisation from Headteacher/Business Manager/Governing Body for disposal.
- Remove asset strips from all items.
- Remove the items from any outstanding maintenance arrangements and cancel contract, if appropriate.
- Retain appropriate records to show that procedures have been followed.
- Update the school inventory records and asset logs.
- Ensure items are in a good and safe condition.
- Ensure Portable Appliance Tests are in date for all electrical appliances.
- Issue the health and safety notice to recipients (in writing) and request a signature from the recipient.

12. COMPLIANCE

12.1. It is essential to retain appropriate documentary evidence to demonstrate that the school has followed these procedures. Such evidence may be inspected from time to time to ensure that the school is complying with the requirements of these procedures.

Chair of Governing Body signature

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