

Inventory Policy

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Governor Responsibility:	Resources Committee
Staff Responsibility:	Marie Barber
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Governor Signature	

Principles

Accurate inventory recording is required both for insurance purposes and compliance with Haringey Schools Financial Manual 2007, Section J - Inventories of Equipment. The Asset Register has been implemented to enable the school to monitor the acquisition and disposal of several thousand pounds of assets.

Purpose of the Policy:

- To facilitate the physical control and security of these assets.
- To provide information for financial accounting purposes.
- To facilitate the provision of detailed statistical information e.g. numbers, location.

The criteria for inclusion in the Asset Register is as follows:

- Equipment
All items of equipment with a purchase price (exclusive of VAT) of £500 or more, but may include items costing less (over £50) where they are considered to be attractive and portable.
- Furniture
All items of moveable furniture with a purchase price (exclusive of VAT) of £500 or more.

Procedures

It is the responsibility of budget holders to advise the Attendance and Administrative Assistant of purchases using an Acquisition of Assets form (Appendix 1) so that all items are security marked with a UV pen, yellow Haringey security sticker and Assetrac numbered stickers and entered into the Assetrac register.

Information required for inclusion in the Asset Register:-

- Description
- Supplier
- Date of acquisition
- Cost exclusive of VAT
- Location
- Serial Number
- Haringey security sticker number
- Assetrac security number
- Details of disposal e.g. whether scrapped, sold or donated

To ensure the currency of the asset register all acquisitions and disposals are to be recorded as soon as practicable after their purchase or sale. As a minimum standard such movements should be recorded within 10 working days of the transactions by notifying the Attendance and Administrative Assistant,

Loans

Staff are required to complete a Technology policy when laptop and ipads are loaned to them. The form (Appendix 3) records sufficient details of the asset out on loan including:-

- Date of loan and date of return
- Description of asset
- Serial number
- Name of borrower and their signature
- Evidence of authorisation

Staff leaving must return all equipment on their last working day to the Attendance and Administrative Assistant.

Disposals

When assets are no longer required by the school and can no longer be used for any reason (obsolescence, beyond repair etc.), the disposal must be formally recorded using an Asset Disposal Form (Appendix 2), so that the asset register remains an accurate record of stock.

The Headteacher may arrange the sale of items of estimated value less than £500. In the case of sales involving individual revenue assets valued in the asset register between £500 to £1,000 the matter shall be reported to the Resource Committee. In the case of sales involving individual revenue assets valued in the asset register at £1,000 or more the matter shall be reported to the Governing Body. Such a report shall include the reasons for the disposal, circumstances and value of the associated sale and replacement costs. Disposals will only be made in accordance with the schools policy on the purchase and disposal of assets.

If income is received as part of the disposal process, the proceeds of the sale must be paid into the school budget and VAT identified where appropriate.

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.

It is the responsibility of staff to notify the IT Co-ordinator so that they ensure that any other confidential or security data is also removed prior to disposal. When laptops are returned from one member of staff, to be given to another, the laptops are wiped clean by IT technician. If necessary specialist advice will 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 owned property to achieve the best all round return for it.

Security of Assets

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. In particular the security of computer equipment e.g. laptops/lpads needs constant vigilance including secure storage when not in use.

Portable school assets including those items recorded in the asset register should be security marked with a UV marker pen, Haringey stickers/ Assetrac stickers. This will include such items as CD players, televisions, computers, I pads and cameras. Items with an individual value exceeding £500 is to be security marked, along with items costing over £50 where they are considered to be attractive and portable.

The system for access to keys and combinations and computerized 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.

Inventory Checking

The Attendance and Administrative Officer, with assistance from the Business Manager, is responsible for the day to day control and proper use of all items in the asset register and for arranging that a check be carried out at least once a year of the items required to be included in the register against the actual asset register. Failure to do this may cause difficulty should an insurance claim arise.

Depending on the size of the school and the asset register the annual check is sometimes better completed on a rolling basis across the school. The check will involve verifying the existence of each item against the records and taking a sample of purchases since the last check to ensure that items purchased are correctly accounted for.

To ensure adequate separation of duties the person carrying out the check will not normally be the person who maintains the asset register. 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.

Any discrepancies discovered during an inventory check will be recorded in writing with supporting explanations. Prompt investigation shall be carried out and where such a discrepancy carries a value exceeding £500 the Business Manager will supply a 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 and
- What arrangements have been put in place to prevent any such future event.

APPENDIX 1



Acquisition of Assets

Description	Purchase Order No	Supplier	Date of Acquisition	Cost excl. of VAT	Location	Serial Number	Notes

Signature of Budget Holder:

Date:

Assetrac updated by:

Date:.....

APPENDIX 3



Digital Technology Staff Use Policy Sept 2015

ICT and the related technologies such as email, the internet and mobile phones are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Annie Ashraf- school e Safety coordinator.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on G2) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will not browse, download or upload material that could be considered offensive or illegal.
- I will not send to pupils or colleagues material that could be considered offensive or illegal
- Images of pupils will only be taken (including on camera phones) and used for professional purposes and will not be distributed outside the school network without the permission of the parent/ carer.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Head teacher.
- I will respect copyright and intellectual property rights.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate to the e-safety co-coordinator.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended system.
- While teacher laptops is on loan I will take full responsibility for its security and safely and not leave it unattended at any time. Loss, theft or damage should be reported to the school as soon as possible.

- I will also take full responsibility for the security of the any ICT resource (laptops, cameras, ipads). Loss, theft or damage should be reported to the school as soon as possible. Please do not lend any of these resources to anyone outside your year group. Please not if an ICT resource is lost, the school may charge you for replacing this.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute too are not confused with my professional role and appropriate privacy settings put into place.
- I agree and accept that any laptop, usb stick, camera loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any “significant personal use” as defined by HM Revenue & Customs.

User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the school

Laptop: Model

Make

Security Tag

Haringey Security Tag

Ipad

Security Tag

Haringey Security Tag

Signature Date

Full Name(printed)

Job title