**Longroyde Primary School**

**DISPOSAL OF ASSETS POLICY**

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15. **INTRODUCTION**

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.

‘Assets’ applies to the terms ‘asset(s)’, ‘item(s)’, ‘equipment’, throughout this policy

and refers to any item listed on the school inventory.

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.

Consideration has been given to identifying the risk and the areas most susceptible

to fraud. This policy is designed to minimise fraud and misappropriation.

1. **SCHOOL INVENTORIES**

The school maintains an inventory of permanent stock. The inventory will assist

in the identification of assets which require disposal.

Within the inventory, equipment should be documented with details to clearly

identify the item in question and its location. If items are scheduled for disposal, the

disposal method and authorisation is to be documented (*see disposal procedures*).

This may mean expanding and updating the inventory records where necessary to

reflect the additional information required. If it would not be appropriate to reflect the

information in the existing inventory, a separate but linked record should be

maintained instead.

Particular attention should by paid to documenting attractive/ portable/ expensive

items such as cameras, videos/ DVD/ CD players, computer equipment,

HiFi/musical equipment, televisions, electric kitchen equipment etc. These should

also carry a security mark and be identifiable through make & model number and

serial number. These references should also be recorded within the inventory.

It is very important that we maintain up to date and appropriately detailed

inventory records.

1. **REASONS FOR DISPOSAL**

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

No longer complying with occupational health and safety standards

Beyond repair but able to be sold for scrap

1. **RESPONSIBILITIES OF THE HEADTEACHER**

The Headteacher 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.

1. **OPTIONS FOR THE DISPOSAL OF ASSETS**

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

Choice of the most appropriate disposal option will normally be influenced by the

age and functionality of the equipment for disposal and by market value.

1. **SALE OF ASSETS**

The sale of assets involves assigning a minimum price to the item(s) and publicising

the items(s) availability for sale and setting a closing date for receipt of bids. This

may range from an advertisement on the Council’s web site, a newsletter

advertisement or a general round-robin email notice. Where appropriate,

consideration should also be given to selling assets back to the original supplier.

Assets should be advertised as "sold as seen" with no guarantee of lifespan given.

It is essential to adopt documented procedures, which are clear and transparent

and minimise the risk of allegations of unfairness in any process of distribution. The

school will follow the Council’s Code of Conduct for School-Based Employees,

which lays down guidelines on how schools and individual members of staff should

avoid any impropriety or any suspicion of improper conduct.

The school is to be clear and transparent in determining the appropriate minimum

prices of items. The minimum price of items should at least cover the costs

connected to the disposal, for example those related to clearing data from a PC or

Laptop etc. For all sales the school will adhere to the Council’s Financial Procedure

Rules state that official receipts should be issued (and copies retained) for

any payments received in this regard. In addition, appropriate documentary

evidence needs to be retained to allow all such income to be accounted for to the

point of banking All such income is due to the main delegated budget and should

not be paid into the school fund.

All items should be in a good and safe condition. If you are unsure if goods are

safe then you should not sell them, or offer them for sale, until you have had them

checked by an expert. Electrical goods should only be sold if the Portable

Appliance Test is in date.

Prospective buyers should be given adequate opportunity to inspect the goods prior

to collection and on collection, the inventory should be updated. The item may, on

receipt of an offer, be sold to the first person to make such an offer.

If when originally purchased the asset was subject to VAT then VAT at the

appropriate rate in force, must be charged on the agreed sale price, and schools

should indicate this as vatable income when paid into the main school budget.

1. **DONATIONS TO EXTERNAL ORGANISATIONS INCLUDING SCHOOLS**

The school may authorise the donation of equipment to another organisation or

school, updating the inventory to reflect this. In the main and with reference to the

Code of Conduct, such donations should be to organisations or schools and not

individuals.

1. **DESTROY OR RECYCLE ASSETS**

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).

Environmental Services

provide services for recycling and refuse collection.

The disposal must be authorised by the Headteacher and Governing Body and the school inventory must be updated.

1. **DISPOSAL OF PC’S AND LAPTOPS**

It is essential to ensure that any computer and laptop hard drive/ memory/ data

store is professionally 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.

The Council can arrange for computers and laptops to be destroyed

and recycled. There will be a fee for this service.

1. **DONATING OR SELLING ITEMS TO STAFF**

When offering items to staff, the school will follow the Council’s Code of Conduct for

School-Based Employees, which lays down guidelines on how schools and

individual members of staff should avoid any impropriety or any suspicion of

improper conduct. In this regard, if schools receive any such offers, they need to

consider carefully what subsequent action may be appropriate. For example, items

should be appropriately advertised within school to allow all staff the opportunity to

see what may be available. In addition, consideration could be given to allocating

items like computer equipment via a lottery if there are more interested parties than

items available.

As well as updating this inventory to reflect the donation/sale, it is essential to retain

appropriate documentation of the disposal process which are clear and transparent

and minimise the risk of allegations of unfairness in any process of distribution.

Such documentation should be retained in case of query/challenge later. Staff

should also understand that computer/ laptop hard drives will be cleared of all data

prior to any handover.

1. **UPDATING SCHOOL INVENTORY RECORDS**

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.

The following information should be recorded against all items in the school

inventory:

* Chosen option of disposal including the reason/ rationale
* The date the equipment is sold, transferred, donated, destroyed or recycled

For equipment which is to be sold, transferred or 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)

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.

If a large number of items are intended for a single destination, for convenience

these could be grouped together for sign-off.

1. **HEALTH AND SAFETY NOTICE**

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.

1. **CHECKLIST FOR DISPOSAL OF ASSETS:**
* Identify assets for disposal
* Select the best disposal option
* Seek authorisation from Headteacher/ Designated Officer/ Governing Body for
* disposal
* Remove asset strips from all items
* Remove the items from any outstanding maintenance arrangements and cancel
* contract if appropriate
* Oversee the disposal including the collection of any income and issuing of
* receipts
* Retain appropriate records to show that procedures have been followed
* Update the school inventory records and asset logs

***Additional requirements for items identified for sale or donation:***

* 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.

* Issue original documentation to recipients such as manufacturer’s instructions

and safety notices and where applicable service history.

1. **RETENTION OF RECORDS**

Inventory/ disposal/ sale records are to be retained.

***COMPLIANCE***

*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.*

*This policy does not include the disposal of fixed assets e.g. fitted furniture, sinks,*

*doors boilers etc. Please contact the Capital and Admissions Team for advice and*

*assistance for the disposal of any fixed asset.*

R J Fox November 2016

Policy approved by Governors\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_