



Disposal and Destruction Policy

Updated: March 2024
To be reviewed: March 2025
Author: Andy Walker

**EQUALITY SCHEME
EQUALITY IMPACT ASSESSMENT FOR
DISPOSAL OF ASSETS POLICY**

Staff / Committee involved in development:	L + M Committee; Headteacher / Bursar
For use by:	Staff, Governors and Parent/Carers
This policy relates to statutory guidance:	
Key related Farndon Policies:	SFVS Asset Management Plan

Equality Impact Assessment: Does this document impact on any of the following groups? If YES, state positive or negative impact, and complete an Equality Impact Assessment Form or action plan, and attach.

Groups:	Yes/ No	Positive/Negative impact
Disability	No	
Race	No	
Gender	No	
Age	No	
Sexual Orientation	No	
Religious and Belief	No	
Gender Reassignment	No	
Marriage & Civil Partnership	No	
Pregnancy & Maternity	No	
Other	No	

Reviewed by	Leadership and Management
Agreed by	Full Governors
Next Policy review date	March 2025

A copy of this form, and any related impact assessment form or action plan must be sent to the school office

Rationale

There is a register of assets which will be updated when new items are purchased. From time to time certain items will cease to be of value, or need repair that is uneconomical. This policy agreed by the Governors relates to the procedures of the disposal of items that are deemed no longer useful or beyond repair.

Purpose

This policy will enable the school to keep a check on, and control useful and serviceable assets. It will also clarify how, when and why assets should be disposed.

Introduction

In the event that the school suffers a loss of property, including assets, resources or other physical items, there is an expectation to undertake a formal write-off process.

What constitutes a loss?

When the school has lost permanently the possession or use of property:

For the purpose of a write-off, a school is considered to have suffered a loss of property when any of the following occurs:

- Accidental damage to an item rendering it irreparable
- An item is stolen, ie theft/burglary/break-in
- Fire/storm/flood/malicious/damage to property rendering the property beyond repair
- Loss of property for whatever other reasons

Other instances when equipment may no longer be used

In addition to a 'loss', some equipment may no longer be retained, and/or used in school for a variety of reasons, including:

- Surplus to requirements
- Unserviceable
- Obsolete
- Unsafe

and subject to trade-in, transfer, sale, donated or scrapped.

What property is subject to write-off?

- Any individual item that is recorded in the school's assets register
- Any individual item not recorded on the school asset register, but has a replacement value of £50 or more

What constitutes a loss?

Minor item (under £50 each)

Consumable items/stationery that are surplus to requirement, unserviceable, obsolete or unsafe and need to be removed from school.

Anything that is not owned by the school

The following items are not subject to a write-off:

- Items owned by staff
- Items owned by students

- Items on loan to the school
- Leased items

Process for a write-off

1. Identify property for write-off (due to loss, damage, surplus to requirements, unserviceable, obsolete or unsafe).
2. Discuss and receive agreement from Head Teacher if (one or more of the following): - the replacement cost is over £50 - write-off/removal from school will leave a gap in provision for one or more classes (and a replacement order may be required) - there is a possibility that other teachers (current or in the future) would be able to use the resource.
3. When agreement has been given, the Chair of Leadership and Management Committee and member of staff jointly complete and sign the 'Write-Off' form (see appendix).
4. The Chair of Leadership and Management will then arrange for the inventory to be changed to reflect the write-off.

Authorisation Levels

The Head Teacher will not inform the Governors about routine write-offs. However, the Governors will be informed when:

- There is a criminal offence (eg theft from school)
- The write-off of a major item that has a replacement value over £1,000
- The write-off of a number of duplicate items with a total replacement value of over £1,000 (eg three or more computers)

What to do with written-off property?

The items must be disposed of

Written-off items and other major assets/resources, which are surplus to requirements, unserviceable or obsolete should be disposed of by dumping, recycling or destroying.

Any other method of disposal (eg sale or trade-in) must be approved by the Leadership and Management Committee.

Where possible, items should be disposed of in an environmentally appropriate way, including recycling.

Guidelines

Electrical Goods. When servicing and testing has been professionally carried out, and items are found to be unsafe, the Admin Assistant will find out the cost of rendering the items safe for use. If the amount for repairs is higher or equal to the cost of repair, the Admin Assistant will ascertain the best price for replacing. No goods should be in use if they are deemed unsafe for use.

Computing Equipment: Obsolete ICT equipment is collected by a company arranged through the school's ICT technician. All data is wiped and it is safely disposed of.

All Other Goods. If items appear to be in need of maintenance, the Headteacher will decide if it is more economical to replace the item, rather than spend large amounts on repeated maintenance costs. The L + M Committee will be consulted when items over the value of £1000 are to be disposed, and when appropriate, replacements highlighted in the School Improvement Plan.

The Headteacher or Deputy Headteacher should make decisions about whether or not items are suitable for disposal or sale, and not individual staff members.

Assets offered for sale will be by written sealed bid with the date and time by which such bids are to be received. Only bids received by closing time will be considered. Bids to be opened by the Headteacher or Deputy Headteacher.

Name, price and number of offers to be reported to the Governors by the Headteacher or Deputy Headteacher or L + M Committee where appropriate.

Conclusion

Individual members of staff should not dispose of any items recorded in the Asset Register without consulting the Headteacher or Deputy Headteacher.

Larger items ie computers, dvd's, etc are checked regularly for safety by the LEA appointed inspectors. The Headteacher or Deputy Headteacher will take their advice into account, and inform the Finance Committee if items are for disposal, because they are broken beyond repair, obsolete or too expensive to repair.

Monitoring

The Admin Assistant will expect all staff members to keep her informed of the condition of all goods on the asset register. The Headteacher or Deputy Headteacher will make a decision about disposal and inform Governors via the Finance Committee. A reason for disposal will be recorded alongside the item.

Review Schedule

This policy will be reviewed every three years by the Leadership and Management Committee.

Dated: March 2024

Chair of Governors: Mr Michael Rudd

On behalf of the Governing Body

