



Loan of Equipment Policy

ODBST Level 2 Statutory Policy:	ALL Schools require this policy, which may be adapted where identified to suit local requirements and schools may add their own branding. LGBs will note adoption of this locally adapted policy in LGB meetings. Review will take place at Trust level, and schools will be notified of updates and review dates as necessary.
Other related ODBST policies and procedures:	ODBST Finance Manual Fixed Assets Policy
Committee responsible:	FRAPP
Approved by:	FRAPP
Updated & Approved:	27th November 2025
Date for Next Review:	Autumn 2028

In reviewing this policy the Trust Board has had regards to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged.

Purpose and Scope

Items of equipment belonging to the Trust (including its academies), for example laptops, cameras or musical instruments which are to be removed from academy premises must be recorded in a "Register of Equipment Loans", which must be signed by the academy's Headteacher/Finance Officer, and by the member of staff who is taking the item. No such items may be loaned to anyone who is not a member of staff of the Trust or the academy.

The equipment remains the property of the Trust and may be recovered at any time.

The person borrowing the equipment must ensure that they have adequate insurance cover in place to pay for a replacement item should it be lost, stolen or damaged while it is on loan. The equipment must not be left in an unattended vehicle.

If negligence is found to be a contributing factor in loss or damage (e.g. leaving a laptop unattended in a vehicle), the employee may be required to contribute to repair or replacement costs.

No benefit in kind may accrue to the person borrowing the equipment, as this may give rise to a tax liability.

The ODBST "Register of Equipment Loans" form follows.

There are two forms, one used by an academy and one used by the Central Team.

For Schools

**ODBST
Register of Equipment Loans**

Academy	
Employee name	
Employee contact details	
Nature of equipment	
Loan start date	
Reason for loan	
Name of person authorising the loan	
<p>I understand: (1) that no benefit-in-kind is to accrue to me personally arising from the use of this equipment; (2) that the equipment shall remain the property of the school and may be recovered at any time without prior notice; (3) that the equipment is insured by the school for accidental damage and theft only providing it remains in the school.</p>	
<p>I confirm: (1) that the equipment will be insured during the journey to my home and will not be left in any vehicle unattended; (2) that the equipment will be insured while it is in my home; (3) that I shall treat the equipment with care and ensure that it is kept safe.</p>	
Signature of person borrowing equipment:	
Signature of Headteacher or Finance Officer:	
Date:	



For Central Team

Oxford Diocesan Bucks Schools Trust (ODBST) Employee Equipment Loan Agreement

To borrow information technology equipment -including but not limited to computers, laptop computers, data projectors, mobile phones, cameras and other IT hardware and peripherals, the employee must read and sign this document, agreeing to the terms as stated:

- I understand that this equipment is provided to me for instructional and administrative purposes and solely for the completion of my job requirements ODBST.
- I agree to use the equipment in a legal and ethical manner, abiding by all aspects of the Trust's agreements and policies and national laws.
- I understand that downloading and sharing unlicensed audio and video content violates copyright laws and is prohibited.
- I understand that I may not install personal software, change system settings, or tamper with the hardware or existing software.
- I agree that I will not leave the laptop or equipment unattended at any time, and I will protect it from damage.
- I agree to return the equipment to the Trust when software installation and/or repairs are necessary.
- I agree to return all equipment in working condition upon termination of employment.

Confidentiality

During my employment with ODBST, and beforehand where equipment is provided prior commencement of employment, I understand I will have access to and gain knowledge of confidential and proprietary information belonging to the Company.

- Under the terms of my signed contract of employment and this agreement I will, at all times, maintain the confidentiality and security of information gained by me during the course of my duties for ODBST.
- I will treat all information, whether corporate, staff or pupil information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 2018.
- I agree to abide by ODBST's data protection policy, code of conduct for staff and any other ODBST policy or procedure that relates to the proper use of company

equipment or information. (Copies of policies and procedures are available on request).

- I understand that Company laptops must be password protected and mobile phones must be accessed by using either a PIN code or biometric data. Passwords and PIN codes must never be shared.
- I agree to promptly return all Confidential Information to the Trust upon the Company's request or the termination of my employment.

I understand that this agreement, will be kept on file by the Trust, is binding and enforceable during the entire period in which I have equipment privileges at ODBST.

Equipment Type	Manufacturer/Name	Serial Number

Employee name:

Signature:.....

Date