

Falcons Primary School



FALCONS
PRIMARY SCHOOL

Disposal of Assets and Write-Offs Policy

School Vision and Ethos Statement

We encourage all members of the Falcons Community to respect one another, to know that everyone has an important part to play in making the school as good as it can be, to take responsibility and be responsible, to strive for excellence and to try one's best in everything we do.

Our vision for Falcons Primary School is to be recognised as a school that values uniqueness, where children are provided with the skills to enable them to become:

- * successful learners
- * responsible citizens
- * creative thinkers and
- * reflective individuals.

SIKH ETHOS

The school draws on the teaching of the Sikh faith and is committed to providing not only an academic education, but one that will also encompass an underlying message of unity, equality and respect. High morals, discipline, love, compassion and selfless service towards all regardless of faith, gender or colour. Falcon School will embrace a universal, inclusive approach to spirituality.

AIMS

To achieve our vision, we aim for all pupils, staff, governors and parents to:

- Work in unity to make Falcons School a welcoming, stimulating and successful school. Encourage good manners, self-discipline and the desire to be enthusiastic learners who grow into forward thinking responsible citizens who respect, value and care for themselves and others.
- Provide an ethos with clear boundaries and expectations, enabling all children to succeed and to reach their full potential confidently, in a safe and supportive environment.
- Become excellent lifelong learners who are independent and prepared for the wider world and aim high to achieve aspirational goals.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Falcons Primary School
Policy for Disposal of Assets and Write-Offs

Purpose of the Policy

1. To set out a clear procedure for the writing off and (when appropriate) the sale of stock and for the writing off of debt to the school.
2. To satisfy the requirements of internal audit and to protect the interests of staff, governing body and Akaal Education Trust by supporting decisions made concerning the disposal of assets.

Who can authorise a Disposal or Write Off

- 1 The Head teacher can authorise the writing off of a debt and the writing off, sale or part exchange of an item of stock, provided that the debt or item is valued (in his/her reasonable estimation) at £5,000 or less.
2. In the event that the debt or item identified for disposal has a value in excess of £5,000 the authority of the FSP Committee must be obtained.

Writing Off Debt

1. A debt may be written off when two demands for payment have been made, in writing to the debtor by the Head teacher or Chair of Governors and it is believed by the Head teacher that there is no reasonable prospect of payment without recourse to law.
2. As a general principle the governors will take legal action to recover debts in excess of £500 unless there are exceptional circumstances.

Writing Off of Stock

1. An item of stock can be written off (that is disposed of without income) where the item is considered to be beyond repair or has no saleable value.
2. A record of the disposal must be kept in the Inventory/Asset File and on the database.

Sale of Stock

1. If an item of stock is surplus to requirements or is obsolete but is considered to have a saleable value it should be sold if possible.
2. Small items under the value of £100 can be sold at the Head teacher's discretion.
3. Large items (those estimated to have a value over £100) will need to seek an estimated value from someone with more specialised knowledge related to the item e.g. IT.
4. Stock can be purchased by members of staff provided that they have had no involvement in fixing the sale price of the item.
5. A receipt should be signed on sale by the purchaser and on behalf of the Head teacher.

What Happens to The Proceeds of Sale

Wherever possible the proceeds of the sale of stock shall be returned to the account that originally funded the purchase of the item e.g. equipment, books and furniture code in school delegated budget.

The Paperwork on Writing Off or Sale

Amendment of School Inventory file / Assets file and appropriate databases

An item that is disposed of should be removed from the School's Inventory/Asset databases immediately upon disposal so that the Inventory/Asset databases remains an accurate record of stock.

Disposals Record

1. When an item is disposed of by sale or is written off without income a record of the disposal should be recorded in a separate document for signing and on the appropriate database.
2. The record shall include a description of the item and the method of disposal.
3. The record will be signed by the Chair of the FSP Committee.

DISPOSAL OF REDUNDANT ICT EQUIPMENT

Introduction

The school understands the importance of correctly disposing of redundant ICT equipment to ensure safe removal of hazardous substances and sensitive data.

Environmental Considerations

As part of European Union Waste Electrical and Electronic Equipment (WEEE) Directive (2013) and existing waste management legislation, including the Duty of Care and the Hazardous Waste Regulations, Falcons Primary School recognises their environmental responsibilities.

ICT equipment is built using a number of hazardous materials including lead, cadmium and mercury. Disposal poses a real threat of pollution to our water, air and land.

Components are also made using various materials including precious metals which it is important to reclaim.

Data Protection

The Data Protection Act (2018), protects the use of personal data and ensures that those who are authorised to use it keep it private and secure.

Formatting disks or deleting data from computer equipment in the usual way is not sufficient to safeguard information from being recovered. Although there are more thorough means of discarding this information there is not a 100% reliable method.

The school understands the importance of ensuring sufficient removal of personalised data, confidential data or any other data coming within the remit of the Data Protection Act from the disc or memory of the PC/item of ICT equipment.

This also includes deletion of data from any other computer media disposed with the PC/item of ICT equipment (e.g. floppy discs).

We therefore do not sell our ICT equipment to other organisations.

Hard Drives, floppy discs, CDs or other computer media that are faulty or cannot be wiped of data will be physically destroyed on behalf of the school through the recommended company.

Electrical Checks

The Electricity at Work Regulations (1989) requires the school to regularly test electrical equipment to ensure safety of use.

Before transfer of ICT equipment we will ensure that all electrical tests have been carried out at the appropriate intervals.

After transfer of equipment it will be the responsibility of the new owner to comply with The Electricity at Work Regulations.

Documentation and Audit Trail

The school maintains a comprehensive inventory of its ICT equipment, software and resources. When items of equipment are disposed of through waste, it is recorded against its inventory record.

All disposal of ICT equipment is documented and the following is recorded:

- Date item disposed of
- Name of person who authorised disposal of the item
- How it was disposed of e.g. waste or transfer
- Organisation and contact person details who received or handled the disposed item
- Name of person/organisation responsible for ensuring personal data items are removed and date
- Date of any electrical checks made prior to transfer of ownership and who made the check.
- Name of the person who checked/removed the software-licensing

End of Life Certificates

Falcons Primary School strives to transfer ICT equipment that has not come to the end of its usable life.

Sometimes this is not possible due to the need for the safe disposal of data (e.g. Servers) or the end of the equipment's usable life.

In such cases the school disposes of equipment through recommended company

For each piece of equipment disposed of, an end of life certificate is awarded and is recorded on the ICT audit and a copy kept in a safe place.

Other documents referred to:

- European Regulations on Waste Electrical and Electronic Equipment (WEEE) 2013 and any UK national legislation and regulation related to this.
- Data Protection Act 2018
- Environmental Protection Act 1990
- Landfill Regulations 2002
- Electricity at Work Regulations 1989
- Hazardous Waste Regulations (proposed commencement July 2005)

Policy to be reviewed every 3 years.