



Devon Intermediate School
Te Kura Takawaenga o Ngāmotu

STAFF USE OF SCHOOL PROPERTY POLICY

No 404

Rationale

Staff occasionally may wish to make use of school property or facilities for either personal use or to increase skills, to complete work off site or for other related school purposes.

Policy Statement

This policy is intended to:

1. ensure the safety and integrity of school property, facilities, and equipment.
2. safeguard staff from allegations of theft or misuse.
3. facilitate upskilling of staff and to expedite task completion.

Policy Guidelines

1. School facilities and property is regarded as Crown Asset provided for the education requirements of its children.
2. All use of school equipment and facilities is allowed for at the complete discretion of the Board, which may be delegated to the principal.
3. All conditions of the school's contents insurance must be met.
4. Where appropriate the user's own insurers should be contacted to safeguard equipment
5. Prior permission must be sought from the principal and the appropriate form completed.
6. The dates and times when the facility/equipment is used and returned are recorded at the school office when issued and returned.
7. Staff using facilities/equipment must accept full responsibility for safety, repair and insurance against theft, loss, or damage.

Ratified by Board: 4 December 2023

Next Review: December 2026
