



Resource Loan Policy

Purpose

This policy establishes clear guidelines for HST staff and tutors loaning equipment to ensure proper usage, care, and accountability. It aims to protect resources while promoting their effective use for educational purposes.

Responsibilities

Matt Jones:

- Oversee inventory is regularly maintained for items over the value of £50.
- Maintain a log of items loaned, which includes Tutor, Venue, Student, date logged out or returned for items over the value of £50.
- Ensure items are in good condition before loaning.

HST Admin Team:

- Ensure inventory is updated and regularly maintained for items over the value of £50

Tutors:

- Agree to handle loaned items with care.
- Report any damage, loss, or issues immediately to Matt Jones.
- Return all items purchased as part of a complex case budget which are still usable to HST at the end of the provision and/or at the end of the academic year.

Loaning Procedure

Request Process:

- Tutors book a slot on Matt Jones' calendar.
- Tutors meet Matt at the Home-School Tutoring central office at the designated time.

Loan Agreement:

High Value Equipment:

Tutors borrowing high value equipment such as iPads are responsible for ensuring iPads are stored in a locked cupboard at venues and are used in line with the HST ICT & Technology Policy. A record of all loans with details such as the date, serial number, item number, student's name, venue will be held by HST. If iPads need to be reassigned, HST Management will ensure the log is updated with relevant details.

Admin Staff borrowing high value equipment such as mobile phones are responsible for ensuring mobile phones are used in line with the HST ICT & Technology Policy.





HST Management will record all loans on the log with details such as date of issue, serial number of phones, International Mobile Equipment Identity (IMEI) and staff member's name. Admin staff will ensure mobile phones are returned to HST Management when their self-employed contract with or employment at HST terminates.

Resources:

All other equipment such as books, games, puzzles, etc will be collected by tutors and are to be used with students during sessions. Tutors are responsible for ensuring that:

- Items are used for their intended purpose only.
- Items are stored safely.
- Any consumables associated with the loaned item (e.g., batteries) are replaced if necessary (replacement batteries can be purchased through budget allowance).

Loan Duration:

Tutors may loan equipment as long as it is needed.

Lost or Damaged Items

Tutors need to inform HST Management or the Complex Case Team if any items get lost or damaged.

Prohibited Uses

- Borrowed items must not be loaned to third parties.
- Borrowed items may not be used for non-educational or any other purpose other than providing education to students funded through HST.
- Unless approved by HST, borrowed items must not be given to students to use outside of the venue/outside of sessions.

Return Procedure for Resources:

- Tutors book a slot on Matt's calendar.
- Tutor to return to the HST main office at the designated agreed time.
- Tutor informs HST Management of any issues with equipment.

