	Name of School	**Corbets Tey School**
	Policy Review Date	**11 November 2020**
	Next Review Date	**Autumn 2021**
	Reviewed by	**Governor Name: Julie Lamb** **Governor Signature:**

Inventory Control Policy & Procedures

1.0   Purpose of an Inventory

1.1   An inventory must be maintained to ensure that the school has a detailed record of all the equipment of which it has custody.

1.2   The reason for maintaining such a register is to correctly record all items of value held. Also, in the case of fire or theft, there would be a record showing exactly what has been "lost" together with its cost, identifying serial numbers etc. This would assist in either an insurance claim and/or a police investigation.

2.0 Responsibility for keeping inventories

2.1   The Governing Board maintains the responsibility for this Inventory Control Process. Day to day management is delegated to the _Headteacher_, the _Business Manager_ and the _Finance Officer._ The responsible officer is to ensure the policy and procedures are followed and will report to the Governing Board or the Leadership and Management Committee on a regular basis as detailed within this policy. The Governing Board must approve any further delegation of the duties covered in this policy.

2.2   Responsibilities within our school are shown under each part of the control process detailed in the following sections.

2.3   When, a responsible officer leaves the school, the responsibilities will automatically transfer to the new post holder. Where there is a gap in recruitment, the Headteacher will nominate a temporary responsible officer. If the person is not being replaced, the Headteacher will ensure that the responsibilities are transferred to another member of staff without delay.

3.0 Process – Purchase of Inventory

3.1   All purchases of inventory must follow the procurement process and rules as documented in the School's Finance Policy and be consistent with purchasing guidelines in the London Borough of Havering Financial Regulations for Schools.

3.2   Additional approvals if required must be sought in writing before purchase of such items.

3.3   Where purchase of upgraded equipment or replacement items make existing assets redundant or obsolete, disposing of the asset follows the guidelines set out in Section 8.

3.4   The Finance Officer and the Business Manager hold the responsibility of ensuring the correct process is followed.

3.5   The Finance Officer and the Business Manager will ensure that all schedules are kept up to date.

4.0 Items to be recorded

4.1 Generally, items of equipment, tools and furniture with a value over _£250_ are recorded on the Inventory Register. However, the register contains items below this value that are considered "desirable" and may be open for theft or damage.

4.2 Detailed recording of tables, desks and chairs is also maintained for the purposes of insurance.

4.3 The table below shows the items recorded on the School's Inventory Register. The list is regularly amended to include any items purchased and inclusion on the inventory register is deemed necessary.

Office	Premises	Classroom	Other
Office Furniture	Electric Fans	Audio Visual Equipment	Amplifiers
Safe	Floor Polishers	ICT Equipment	Musical Instruments
ICT Equipment	Vacuum Cleaners	Interactive White Boards	T.V.s
Photocopiers	Hand blower	Laptops	Camera
Laptop	Testing Equipment	iPads	DVD

4.4 The responsibility of determining which items should be recorded on the Inventory Register lies with the Business Manager and the Headteacher.

5.0 Details to be recorded

5.1 The main inventory records all items except Laptops, iPads and student specific specialist equipment, which are held on separate spreadsheets maintained by the IT Technicial and site team respectively.

5.2 The inventory register holds detail of the descriptions, locations, cost and condition of assets held by the school. Details of disposal if applicable are also recorded. This is summarised as follows:

Details	Costs	Disposal Detail	Inventory Checks
Equipment No	Supplier	Date of Disposal	Date of Check
Description	Unit Cost	Method of Disposal	Condition of Asset
Serial Number	Quantity	Reason for Disposal	Location of Asset
Brand / Model	Invoice No	Authority Given	Checked by
Category	Invoice Date		
Holder	Gross Value		
Location	VAT		
Security Marking	Net Value		
Support Contract			
Insurance Policy Detail			

5.3 The information entered into the description box is a comprehensive as possible.

5.4 Where available a unique identifier or serial number is recorded in the relevant box.

5.5 When a new item is purchased all details of description, identification and purchase are recorded in the appropriate boxes.

5.6 When items are disposed, lost, stolen, these details are recorded in the Disposals section (See Section 8 – Disposal & Write Off).

5.7 At least termly, the "Current" register is updated to include all additions as recorded in the Additions section and all disposals are removed from the current list to the disposals listing.

5.8 When Inventory checks are carried out, details on the condition of assets are also recorded. (See Section 6 – Inventory checks).

5.9 The responsibility of adding all new purchases on the register rests with the Finance Officer and the Business Manager.

6.0 Inventory Checks

6.1   At least annually, and usually in the Autumn Term, a physical check on inventory is conducted.

6.2   All items recorded in the register checked for location and condition.

6.3   The check is also used to identify items that may have been missed off the original register.

6.4   Where the condition of assets has deteriorated, it is noted for repair, disposal and/or replacement.

6.5   Where assets are no longer used, and are considered to be obsolete, this is reported to Management and decisions made for disposal.

6.6   *The Finance Officer* will control the process of Inventory Checks (except laptops and iPads).

6.7   *The IT Technician* will control the process of Inventory Checks of Laptops and the *iPad Technician* will control the process of inventory checks of iPads.

6.8   *The Finance Officer* conducts the checks for all office equipment.

6.9   *The Finance Officer* will prepare a report on the findings of the inventory checks that is presented to the *Leadership and Management Committee*.

6.10   The *Leadership and Management Committee* will use the information to make decisions on disposals, replacements, security of assets.

7.0   Security of Assets

7.1   All valuable equipment (attractive to thieves or easy to remove) is security marked with the name of the school and postcode, wherever possible in a highly visible manner to discourage theft. However, care is taken not to reduce any resale value of the assets. Sticky labels are not sufficient as these can be removed.

7.2   All easily removable items, e.g. laptops and audio-visual equipment, are locked away securely when not in use.

7.3   *The staff member responsible for the inventory* maintains a log of all equipment loaned out to staff, parents and pupils especially if the equipment is to be taken off site. Staff using the loan facility agree to ensure the security and safe usage of the equipment whilst in their possession.

7.4   Staff and parents *responsible for* school equipment on loan must ensure the security and safekeeping of the equipment whilst in their possession and as such accept the responsibility at the time of the loan.

7.5   Any equipment loaned out for personal use is not covered by the school's Insurance policy and as such will not be loaned unless adequate insurance cover is provided or an undertaking is taken for the borrower to bear the cost of any damage or loss.

7.6   Any leased equipment is not marked without first referring to the leasing contract/company.

7.7   The *Site Manager* is responsible for ensuring all premises related equipment is security marked.

7.8   The *Business Manager* is responsible for ensuring office related assets are security marked and stored securely.

7.9   All classroom equipment is security marked by the *Site Manager* on receipt of goods.

7.10   *All teachers and staff* are responsible for ensuring equipment used by them is correctly stored when not in use.

8.0 Disposal & Write-Off

8.1   Assets are disposed only if they no longer have any use to the school. Inventory is not generally used to generate a profit by sale. However, sale of redundant assets is carried out.

8.2   The table below shows the reasons for disposal and the methods of disposal used by the school:

Reasons for Disposal	Method of Disposal
Obsolete	Destroyed
Damaged Beyond Repair	Donation
Upgraded Equipment Purchased	Offered for Sale
Faulty	Confidential Disposal
Theft	Environmentally Friendly Disposal
Fire Damage	Dumped
Missing	Sold for Scrap
	Missing
	Stolen

8.3   When Items are to be disposed, authority to dispose is sought from Management who have the appropriate delegation. This is in line with the original purchase price of the asset or its replacement value. The Authority to Dispose / Write Off Inventory Form may be used for one-off disposals. Where multiple disposals are proposed it may be more appropriate to produce a spreadsheet of items to approve for disposal.

8.4   The authorising manager has a higher delegated power than the person who has decided to dispose of an asset.

8.5   The authorising manager checks that the asset is disposed in the most appropriate method.

8.6   In the case of disposal of computer equipment that may contain confidential school information, disposal involves the security deletion of data from the memory. This is done prior to disposal by sale or donation. Ideally, such assets are destroyed.

8.7   Items sold are to be supported by a sales VAT invoice wherever possible.

8.8   When items are either sold or donated to staff members, the full Governing Board is consulted prior to the transaction.

8.9   When items of inventory are disposed, the item is removed from the current list and recorded on the disposals list.

8.10   Annually, all items to be disposed will be printed as a Disposals list for Governors to approve.

8.11   _The Finance Officer_ and the Business Manager control the process of disposal and reports all disposals to the _Leadership and Management Committee_.

9.0 Inspection

The inventory must be made available for inspection as required by the Internal / External Audit Service or by any other employee authorised to do so by the Borough's Section 151 Officer.

10.0   Reporting

10.1   _The Business Manager_ reports at least annually to the Leadership and Management Committee. This report is prepared by the Business Manager after the Autumn term inventory check. The report is structured to include the following:

- Missing inventory
- Condition of Assets and damaged items
- Security of Assets
- Items considered obsolete
- Items for disposal
- Assessment of when items will need replacing
- Items stolen

10.2   The _Headteacher_ reviews the report before it is presented to the Governing Board.

10.3   The Governing Board will use the report to plan future Inventory Control.

10.4   If assets are damaged, involved in accidents, lost or stolen and are essential for running of the school, the Headteacher will contact the Chair of Governors to agree what action is to be taken.

10.5   Decisions made in these situations are documented and countersigned by the staff making the decision and the Chair of Governors.

Corbets Tey School
Authority to Dispose / Write Off Inventory

NB: All disposals will be recorded on the School Inventory Register

Inventory Record No:	

Requester

Name	**Position**	**Date**	**Signed**

Asset Details

Equipment No	**Description**	**Serial Number**
Purchase Value		**Location**

Reason for Disposal

Obsolete	Damaged beyond Repair	Upgraded	Uneconomical to Repair
Theft	Fire Damage	Missing (Lost)	Other (Specify)

Replacement		**Insurance**	
Is this item to be replaced (Y/N)		Is this covered by Insurance (Y/N)	
Is Replacement budgeted (Y/N)		If yes, has a claim been lodged (Y/N)	
If not budget how is it being financed?		Claim Reference	

Authority

Name	**Position**	**Date**	**Signed**

The Authoriser must have delegated powers in excess of the value of the asset being disposed.

The Authoriser must hold a more senior position to the requester.

Once authorised, the disposal must be recorded on the Inventory Register.

Corbets Tey School
Declaration of Inventory Check

I certify that I have carried out a check and count of inventory as requested by

_____

I have used the inventory list given to me and have reported all discrepancies as requested:

Name: _____

Signed: _____

Date: _____

Inventory Sheets are attached

**Corbets Tey School
Annual Inventory Check Process
Management Declaration**

I certify that the school's inventory has been checked by:

_____

All check lists are attached and I am satisfied that all discrepancies have been investigated.

A report has been presented to the Governing Board / Leadership and Management Committee for formal approval on:

_____

Name: _____ (Headteacher)

Signed: _____

Date: _____

Certified By

Name: _____ (Governor)

Signed: _____

Date: _____