

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: PROPERTY & EQUIPMENT
PROCEDURE: RTLB Resources and Equipment

Resources and work equipment are required to support RTLB work in Te Hā o Te Manawa RTLB Cluster schools.

Guidelines

1. RTLB and Te Hā o Te Manawa RTLB Cluster 20 schools will have reasonable access to a range of resources and work equipment to support RTLB work.
2. Resources, resource books including textbooks for RTLB Qualification study, and work equipment purchased by Te Hā o Te Manawa are considered a cluster resource.
3. Te Hā o Te Manawa RTLB Cluster 20 resources and work equipment will be stored in designated RTLB hubs and/or offices, and will be recorded by the RTLB Practice Leader on the relevant Asset Register, with serial numbers where appropriate.
4. RTLB resources and work equipment will be available for staff of cluster schools where appropriate.
5. RTLB will sign resources and work equipment out from, and return them in an acceptable condition, and in a timely manner, to the same resource area.
6. RTLB will ensure an *Electronic Resource Loan Agreement* is signed by the cluster school for all electronic resources loaned to them. A signed copy will be passed on to the RTLB Practice Leader for the cluster records.
7. RTLB will collect loaned RTLB resources from cluster schools at the end of the term as appropriate, and/or before the end of the school year, for storage in RTLB offices over the school holiday period.
8. RTLB will be encouraged to use work equipment safely, support and/or training being provided where appropriate.
9. RTLB will take all possible and reasonable care of RTLB resources and work equipment.
10. Loss and/or damage of RTLB resources and work equipment will be reported to the RTLB Practice Leader and/or RTLB Cluster Manager as soon as possible. RTLB management team will ensure ongoing maintenance of work equipment where possible.

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REVIEW: This policy will be reviewed according to Te Hā o Te Manawa's triennial programme of self-review February 2020, or as required.

DATE CONFIRMED: 28 February 2017