Disposal Policy

XXXXXXX School

**Date Approved -------------------**

**August 2022**

1. Definitions

1.1 The purpose of this policy is to provide protocols for the disposal of school assets. This policy will help to ensure that equipment is properly accounted for prior to disposal and that the disposal is by appropriate method, minimising any risk to the school and London Borough of Hillingdon

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1.2 ‘Assets’ applies to the terms ‘asset(s)’, ‘item(s)’, ‘equipment’, throughout this policy and refers to any item listed on the school inventory.

1.3 Non-disposal of obsolete equipment not only takes up space, but potentially incurs on-going maintenance costs. The school should therefore dispose of such assets in line with the processes set out in this policy.

2. Rules for Disposals

* 1. Assets can be written off by the Head Teacher if it is below £………. In value and
	2. broken and cannot be repaired
	3. failed by safety inspections
	4. obsolete
	5. no longer used by the school
	6. Electrical equipment must not be given away or sold for health and safety reasons, it will be disposed of appropriately.
	7. All items must be destroyed or recycled in accordance with legislation (for example there are certain legislative requirements for the disposal of batteries, recycling of electrical and white goods etc).
	8. All ICT equipment must have any information & applications removed before being disposed of to ensure compliance with the Data Protection Act. Schools will contact an IT asset disposal company who will come and collect the equipment for and dispose of it as per the WEE regulations. The school will obtain a certificate which contains a record of the items disposed of.
	9. If any asset is sold to outside organisations, individuals or staff, Governors permission must be sought and minuted
	10. A minimum price should be agreed by Governors and this should at least cover the costs connected to the disposal, for example those related to clearing data from a PC or Laptop etc.
	11. All goods for sale should be advertised appropriately giving all interested parties an equal opportunity to purchase the goods.
	12. If when originally purchased the asset was subject to VAT, then VAT at the appropriate rate in force, must be charged on the agreed sale price and schools should process as Vatable income when paid into the main schools budget.
	13. Goods should be advertised as “sold as seen” with no guarantee given.
	14. A receipt of purchase will be provided
	15. The amount received and date will be entered into the inventory
	16. All monies received will be paid into the school delegated budget account
	17. The school may authorise the donation of equipment to another organisation. In the main such donations should be to organisations or schools and not individuals. Details of who the items were donated to should be held on the inventory and any donations should be approved by the Head teacher.
	18. Disposal of assets over the value of £100 must be approved by the Governing Body
	19. Any disposals above the value of £5000 must have written authority from the Chief Financial Officer of the Local Authority