

Visual Impairment Equipment Home School Loan Agreement

Name of Pupil:

DOB:

Address:

Name of Parent/ Carer:

School:

SENDCo:

Headteacher:

Terms of Agreement


The Hillingdon Sensory Team, known herein as the team, agrees to loan to the parent or carer/ school the equipment stated on the following terms: -

1. Equipment continues to be the property of the team at all times and should be returned when either the child leaves the authority or school, or if the child ceases to use it in the home or school setting (within a period of three months)
2. The parent or carer/school shall not sell the equipment or give it away, or use it as security for any loan or allow it to be seized by anyone in satisfaction of a debt, or to allow anyone else to keep or use it or otherwise deal in any interest in the Equipment.
3. It is the school's responsibility to supervise and control the use of the equipment and to ensure that all users of the Equipment are sufficiently trained in its use. If the equipment is lost, stolen or damaged in any way during the period of this Agreement the parent or carer/school is responsible for the cost of replacing or repairing the equipment.

School are responsible for the equipment during school hours 08:30 to 15:30 Monday to Friday, during term time. Outside these hours is classed as home use.

No replacement equipment can be provided by the Team in the event of it being lost, stolen or damaged during theft from either the school or home environment.

It is the /parent or carer/school responsibility to ensure that the equipment is fully covered by the schools or the parent/carers insurance with regard to loss, theft, damage and public liability.



4. If in any event the equipment is damaged in any way or not working correctly, the team should be contacted immediately. Parent or carer/ school must not repair or attempt to repair the equipment unless directed to do so by a named representative of the Team.
5. The parent or carer/school shall allow persons authorised by the team access to the equipment at all reasonable times with prior notice for the purposes of inspection of the equipment.
8. The team maintains the accidental damage by the pupil and general wear and tear in the use of stated equipment.
9. The pupil may use the equipment outside of school hours as the parent or carer has entered into a loan agreement with the team. A copy of the insurance cover note for the equipment should be provided for the team's records.
10. The School is responsible to ensure that health and safety regulations are met. This includes Portable Appliance Testing (PAT) on electrical equipment and comply with the Health and Safety at Work etc. Act 1974.
11. If the /parent or carer/school does not comply with any of the requirements of this Agreement the Team may terminate the Agreement and recover the equipment by giving the parent or carer/school prior written notice.

Equipment	Serial number	Value (£)
		£ inc VAT
TOTAL COST		£ inc VAT

I agree to the loan of the above equipment according to the conditions laid out above with the clear understanding that this is a temporary loan subject to review by the nominated person/s.

Signed **date** **Parent/ Carer.**

Signed **date** **Headteacher.**

Signed **date** **SENDCo**

Signed **date** **QTVI.**

Distribution: School,
 Parent/ Carer,
 Sensory Intervention Team