

Duddon Saint Peter's CE School



Asset Disposal Policy

The Governing Body is responsible for ensuring that assets purchased by the school are disposed of in an appropriate manner. This policy sets out a framework to identify who has the authority to declare items obsolete, surplus or damaged beyond repair, and the means of disposal. Where items are to be sold, it is important that the best price for the item is achieved. The Governing Body should be fully involved in the decision making process for any items over £500.

Policy:

Any item which is deemed to be obsolete or damaged beyond repair and is not appropriate for sale, may be written off by the Head teacher and this should be recorded.

Any item surplus to requirement which has a saleable value may be sold by the most appropriate means to achieve the best price possible. The Head teacher has sole responsibility for disposal of such items, up to a value of £500 without prior approval of the Governing Body. Where the Head teacher has sold obsolete items within his/her delegated powers, it must be reported to the next meeting of the Governing Body. VAT on the sale of such items should be correctly accounted for where appropriate. All income received should be banked to the school budget.

The disposal of an item of equipment must be recorded in the school's asset register together with the date of disposal, and the amount of sales proceeds if appropriate. A note of the minutes where approval was given will be made for future reference.

Disposal:

Where obsolete/damaged beyond repair IT equipment consists of hard drives, processors, disks etc which contain data covered by the Data Protection Act or information of a confidential nature, the equipment must be disposed of via a licensed and accredited IT asset disposal and data destruction company, who acting as Data Processor will ensure that equipment disposal is completed in line with current and incoming GDPR legislation. A detailed collection asset report must be received that lists all equipment disposed of, and that verifies the disposal and data destruction process.

Date: *July 2022*

Date of review: *Summer 2024*