



NORTH FERRIBY C E PRIMARY SCHOOL

USE OF COUNCIL RESOURCES POLICY

Date of New Policy:	Autumn 2016
Review Date:	Autumn 2019
Policy Type:	Corporate
Co-ordinator:	Russ Orr
Link Governor:	Derek Shepherd
Committee:	F&GP

North Ferriby CE Primary School Mission Statement:

A Christian School with children at its heart.

Christian Values Statement:

At North Ferriby CE Primary School, we keep Christian values at the heart of our school community where we live, love and learn together.

Ethos Statement for North Ferriby CE VC Primary:

Recognising its historic foundation, the school will preserve its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.

It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

YORK DIOCESAN BOARD OF EDUCATION

USE OF COUNCIL RESOURCES POLICY
(Including plant, equipment and assets)

Lead Directorate and Service:	Corporate Resources/Human Resources
Effective Date:	June 2012
Contact Officer:	HR Advice Centre /391221
Approved by:	The Cabinet 16.3.10 Min 3865 Council 7.4.10

1. Aim

- 1.1 The aim of this policy is to confirm the Council's position with regard to the use of Council resources outside of their normal day to day use at Council premises and/or designated work areas.

2. Background and Scope

- 2.1 This policy applies to all employees of the Council (including volunteers) except school based employees unless adopted by the respective school governing bodies and is designed to protect both the Council and its employees. It is recognised that some employees need to access Council resources away from their normal work environment. Failure to comply with the policy will result in the Council's disciplinary procedure being invoked.

3. Statement

- 3.1 Employees are not allowed to use Council resources for private purposes, either during or outside of their normal employment with the Council unless another Council Policy explicitly allows it, e.g. the Mobile Phone Policy.
- 3.2 The Council's resources may be taken out of their normal environment, including to an employee's home, only with the express prior consent of the employee's line manager or other person authorised to give such consent and only for use in respect of the Council's business.

4. Definitions

- 4.1 The term 'Council resources' is defined as anything owned by the Council and covers, for example:
- plant which includes tools and machinery
 - vehicles
 - equipment which includes laptops, dictaphones, mobile phones, technical equipment, personal protective equipment, materials, manual and computer records, IT hardware and software, office sundries excluding small items transported between office/school and home for use when undertaking work at home
 - assets which includes premises and employees.

Please note that the above list of examples is not exhaustive.

5. Implementation

- 5.1 Each Director is responsible for ensuring that an appropriate 'consent' system is in place, which reflects the structure and systems of operation of their directorate. The system will include consent to one-off use and longer term consent for up to one year.
- 5.2 An essential feature of any system will be a written record of the resources in each directorate which may be taken out of the normal work environment. The written record will give a description of the resource, where it is normally kept, who has authority to give consent to allow it to be taken out of its normal work environment and provide for a log to show:-
- who has requested to use the resources outside of its normal work environment;
 - the purpose of the request - it must be applicable to the work being undertaken;
 - who authorised the request (also record the request even if not authorised);
 - the date of authorisation, the date the consent takes effect and the resource must be returned;
 - the actual date of return must be recorded by the employee designated to keep the resource log;
 - on returning the resource, the employee who has used it outside its normal work environment must report to the employee designated to keep the log, any malfunction, damage or loss which must be recorded in the log;
 - the employee using the resource outside of its normal work environment must sign for it at the time the request is made and must also sign that it has been returned in normal working order.
- 5.3 It is a requirement to comply with the Councils instructions on asset registers and inventory records, details of which are available in the Councils Finance Manual.
- 5.4 Once a request has been granted to an employee to use the resource outside of its normal working environment, that employee must not without written authorisation of his/her line manager or other authorised employee pass to or allow the resource to be used by any other person.
- 5.5 When consent has been granted to use the resource outside of its normal work environment, the employee will take all reasonable steps to ensure that it is sufficiently protected against theft, loss or damage and that it is returned to its normal work environment in the same condition (subject to normal wear and tear) as it left.
- 5.6 This Policy does not specifically refer to other employment policies but must be read in conjunction with other policies as they may apply.

