

# **Learner Equipment Loans Policy – Liability for Loss or Damage,**

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## 1 Introduction

The College invests substantial sums on providing portable media and computer equipment for learners to use for their studies. The value of such equipment has increased over the years, as have the costs of repairing it. For example, some camera kits have an 'as new' value of over £5,000, and damaged video cameras can cost £1,000 or more to repair. While equipment is out of service, it may not be possible to honour bookings made by other users.

Responsibility for maintaining the equipment collection rests not only with the College; users of the college owned equipment must also take reasonable steps to ensure that the equipment is looked after and used correctly whilst in their care. Should equipment be lost or damaged while in the custody of a learner, they may be liable for some or all of the cost of replacing or repairing it.

This document explains the College Policy covering learner liability for loss or damage of equipment and suggests ways in which a learner can minimise the risk of having to contribute to the cost of repair or replacement.

## 2 Learner Liability

Learner responsibilities are defined in section 4 of the [Learner behaviour and discipline policy](#) governing learner conduct:

### 4. Code of Conduct:

*Respect the property of the college, staff, other learners and visitors.*

### 2.0 General Rules

#### 2.1 College Network and IT Systems

- *Purposely damage any IT hardware or software*

Learner liability will arise in a number of circumstances:

- 2.1 In cases where the learner claims that equipment they have borrowed has been lost or stolen but is unable or unwilling to produce documentary evidence of having reported the incident to the police, the learner will be liable for the full, current replacement cost of the equipment.
- 2.2 If the learner claims that equipment they have borrowed has been lost or stolen, and produces adequate documentary evidence, the student will be liable to costs up to the maximum set out in the depreciation table below. The liability will be reduced by the value of any sum that the College is able to recover from its own insurance.

- 2.3 If equipment is returned damaged, the learner may be liable for any damage attributable to mishandling or misuse by themselves or anyone else who has used the equipment while loaned to the learner.

### **3 Procedure in the Event of Theft, Loss, Damage and Non-Return**

#### **3.1 Reporting Theft, Loss, or Damage**

Loss or damage should be reported as soon as possible to the Learning Resource Centre, Course Tutor, Head of School, or Service Desk/Equipment discharge point from which the equipment was borrowed. The learner's account will be disabled pending an interview with the relevant colleague to discuss the theft, loss or damage and to agree liability and identify any costs.

Late return of equipment will continue to accrue fines at the agreed rate until the borrower reports the theft, loss or damage of an item.

#### **3.2 Establishing the Extent of Liability**

Wherever possible, the relevant colleague or school or department will seek to reach agreement with the learner about the extent of their liability including discussion with management (and if appropriate the relevant Senior Leadership Team). If the learner does not agree with the proposed charge, an appeal may be made to the Assistant Principal Learner Experience.

#### **3.3 Payment**

Sums due should be paid within one month of the liability being confirmed. Failure to pay within this period may result in the withdrawal of equipment loan services, and the commencement of debt recovery procedures.

### **4 Reducing Risk of Liability**

Learners can take steps to help reduce the risk that they will be liable for the theft, loss of, or damage to equipment.

#### **4.1 Take Care of the Equipment**

Read and follow any instructions/guides provided by the College about how to use and store the equipment. If training is offered, take advantage of it. Keep the equipment with you at all times when in public places. Make sure the equipment is stored securely when not in use and never leave in an unattended vehicle.

### **5 Use of Liability Income**

The College will use income raised through the application of this policy as a

contribution towards the repair or replacement of lost or damaged equipment.

If you have any questions about the application of this policy, please contact IT Services.