

# Viking Academy Trust



## Use of Trust Property Policy

**Approved by the Trust: Term 1 2020**

**Reviewed annually: Term 1**

**Last review date: Term 1 2026**

**Signed:**

A handwritten signature in black ink, appearing to read 'Roby', is written over a faint dotted line.

**Chair of Trustees**

# VIKING ACADEMY TRUST

## Use of Trust Property Policy

**‘Empowering children through education: One Childhood One Chance’**

### GENERAL POLICY STATEMENT

**All staff, governors and Trustees** make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

**All staff, governors and Trustees** act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils

### Schools in the Viking Academy Trust (VAT)

Chilton Primary School  
Ramsgate Arts Primary School  
Upton Junior School

This ‘Use of Trust/School Property’ is for all the aforementioned schools.

### Introduction

This policy outlines employees' obligations towards any company property that they use during the course of their employment. It applies to company property that staff have:

- been given for the duration of their employment;
- been assigned for a temporary period only; and/or
- borrowed from a colleague or particular department within the organisation.

The policy applies to permanent, part-time, temporary and casual staff. The policy covers only the use of physical property. The use of intellectual property such as company data is outside the scope of this policy.

### Allocation of Viking Academy Trust property

On the commencement of their employment, employees may be given items of company property, including:

- Documents;
- Books;
- Hardware;
- Office equipment;
- Keys;
- Security passes;
- Credit cards; and
- Any other property belonging to the organisation likely to be given to our employees.



## Care of Viking Academy Trust property

Employees are responsible for any property belonging to the organisation that is under their control or in their possession and must take proper care of any such items. Employees must:

- Take good care of the Trust's property, both when it is used in the workplace and when it is used outside the organisation's premises;
- Ensure that the Trust's property is maintained and serviced when necessary;
- Not allow the Trust's property to be used by anyone outside the organisation, unless they are suitably qualified and this has been authorised by the organisation in advance (for example, a professional repairs or servicing undertaking);
- Not make modifications to the Trust's property (for example, upgrades to a laptop or company car) without the prior approval in writing of the organisation;
- Not use the Trust's property to carry out any illegal activities or activities that might bring the organisation into disrepute (for example, drink driving in a company car or using a laptop to visit inappropriate websites);
- Not, by act or omission, allow the Trust's property to be lost or damaged (for example, by not securing company property properly or leaving it in a public place such as on public transport); and;
- Not remove any of the Trust's property from the organisation's premises without the prior approval in writing of the organisation.

The organisation recognises that it is inevitable that there will be some wear and tear of company property.

## Consequences of Misuse of the Trust's property

Under the organisation's disciplinary procedure, damage to the Trust's property can lead to disciplinary action, depending on the circumstances. Deliberate or negligent damage to, or misuse of, the organisation's property may be gross misconduct, justifying summary dismissal.

## Security of Trust's Property

Employees must take all reasonable steps to ensure the security of items of the Trust's property that have been allocated to them. This includes taking all reasonable steps to ensure that the Trust's property is not misplaced or stolen, and that no one else has access to the property to enable confidential data to be accessed or copied.

For example, employees must ensure that:

- Laptops and other devices such as palmtop/hand-held computers are not left unattended on public transport or in parked cars;
- Laptops and other devices are password protected at all times; and
- Other company property such as the organisation's internal documents are not left in public places or in places where they might be accessible by unauthorised individuals.

Employees that use, but do not remove, valuable or important items of company property such as laptops from the organisation's premises must ensure that the property is properly secured at the end of their day/shift. Most employees have access to secure drawers at their desk/lockers. If an employee does not have access to a secure area, one can be provided on request.

## Return of Trust's property

On the termination of their employment, employees will be required to return the Trust's property on the date specified by the organisation, which will normally be their last day at work. Employees should return all property that belongs to the organisation that is in their possession. Most items can be returned to the employee's line manager, including:

- Documents;
- Books;
- Hardware;
- Office equipment;
- Keys;
- Security passes;
- Credit cards; and
- Any other property belonging to Viking Academy Trust.

Employees in possession of a laptop or other device such as a palmtop/hand-held computer should ensure that it is returned to the IT department. Employees should also ensure that any Trust documents are returned, whether hard copy or on a computer.

## Unreturned Trust Property

If the employee fails to return any property belonging to the Viking Academy Trust by the required date, the organisation will withhold the whole or any part of any pay due from the organisation to the employee up to the current market value of the property not returned, i.e. based on the value of the property at the time that it is not returned and not on a replacement cost basis.

The organisation contact may contact the police about the unreturned property and/or may issue civil proceedings against the employee for breach of contract and/or trespass to goods to the extent that any outstanding pay withheld do not cover the current market value of the property not returned.

## Trust Property Forms

In the event of damage to Viking property regarding IT equipment, please complete this form: [Viking Academy Trust IT Property Damage Notification](#)

In the event of damage to all other Viking property, please complete this form: [Viking Academy Trust Property Damage Notification](#)

Your signature on this policy will explicitly acknowledge that you undertake to comply with these guidelines.

I have read and understood the above guidelines and accept the terms and conditions stated therein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Full Name (print): \_\_\_\_\_

Employed as: \_\_\_\_\_