



Equipment Lending Agreement

This agreement outlines the terms and conditions for borrowing equipment from Richmond Hill School Lending Library. This agreement operates under the terms of the Richmond Hill School Assistive Technology Lending Library Service Level Agreement (SLA) with Luton Local Authority. The purpose of this program is to provide access to educational tools and technology that support teaching and learning.

The purpose of the lending library is for schools to trial various assistive technology (AT) tools to determine which best meets individual learning needs. This will help schools to make informed decisions before investing in costly technology. Support for Inclusion ensures that pupils with SEND have equal access to learning opportunities by providing tools that enable their participation in classroom activities alongside peers. The training we provide gives teaching staff hands-on experience using assistive technology, building confidence and knowledge about how to integrate technology effectively into daily learning.

Training on the use of the equipment will be provided upon receipt. However, any troubleshooting issues may be discussed with a member of the outreach team throughout the duration of the loan period.

Borrower responsibilities:

- Submit requests for equipment loans through the designated process.
- Use equipment responsibly and report any faults or damage immediately to outreach@richmondhill.luton.sch.uk
- Return equipment by the agreed date in the same condition as issued, allowing for normal wear and tear.
- Attend all training sessions provided to ensure effective use of the technology.
- Use the equipment solely for educational purposes.
- The Borrower agrees to use the Equipment only for its intended purpose and in a careful, proper manner
- The Equipment shall not be used by anyone other than the Borrower without the Lender's prior written consent.
- The equipment must remain in the borrowing school and not sent home with individual pupils or staff.
- The Borrower shall not modify or repair the Equipment without consulting with the lending school.
- Upon return of equipment, the Borrower school agrees to complete an evaluation form provided by the Outreach Team.

Liability and Damages:

- The Borrower is responsible for any damage, loss, or theft of equipment while in their possession and will ensure that their Insurance company is aware of this equipment to be included under their 'Contents' section.
- The Borrower agrees to reimburse the Lender for the cost of repair or replacement if equipment is lost, stolen or damaged beyond normal wear.
- The Lender is not responsible for injury, data loss, or other damages arising from the use of borrowed equipment.

Loan Periods and Limits:

- Standard loan period is up to 4 weeks, with the possibility of extension subject to availability and review.
- Maximum of 2 devices per pupil or staff member at any one time, unless agreed otherwise.

Issue Resolution:

- Users should report issues to the Assistive Technology Coordinator via email (outreach@richmondhill.luton.sch.uk) or phone (01582 721019)
- The Coordinator will acknowledge the issue within 1 working day and provide an estimated resolution time.
- Escalation to senior leadership if unresolved within agreed timescales



Inspection and Acceptance:

Both parties will complete a checklist inspection of the equipment at issue and return. Any condition discrepancies will be noted on a separate inspection form.

Information collected through evaluations or issue reports will be used solely for monitoring and improving service delivery.

Termination:

The Lender reserves the right to terminate this agreement and request return of equipment within 3 working days if the Borrower fails to comply with these terms.

Equipment borrowed (make and model):	
Serial number:	
Lender school details:	Richmond Hill School Sunridge Avenue, Luton, LU2 7JL
Lender school staff signature:	
Borrower school details:	
Borrower school staff signature:	
Date of agreement:	
The loan period shall begin on:	
The loan period will end on: (Any extension of the loan period must be approved in writing by the Lender school)	