

Non-State School Students with Disability Equipment Loan and Trial Service Guidelines

Loan Services Contact Details

Statewide Service	Mount Ommaney Special School	0476 825 516
Metropolitan Region	Mount Ommaney Special School	0476 825 516
North Coast Region	North Lakes Regional Office	3203 9017
Darling Downs South West Region	Gabbinbar State School	4616 3797
South East Region	South East Regional Office	5656 6688
Central Queensland Region	Beaconsfield State School	4842 8330
North Queensland Region	Townsville Community Learning Centre	4758 3248
Far North Queensland Region	Balaclava State School	4095 6815



1. Purpose

These guidelines outline the purpose and processes of the Department of Education's Students with Disability Equipment Loan and Trial Service (Loan and Trial Service) to non-State Schools (the Borrowing School). The Loan and Trial Service lends a range of specialised Equipment for loan or trial to students with disability at school. The Department uses the criteria for disability as defined by the *Disability Discrimination Act 1992* and the Disability Standards for Education 2005. The Loan and Trial Service assists Borrowing Schools to plan for educational adjustments and to trial Equipment to ensure suitability prior to purchase. The overarching purpose is to support participation in the curriculum activities, and to facilitate improved educational outcomes for students with disability. Some Equipment is only available for loan/ trial in consultation with appropriately qualified professional staff.

Specialist support staff with expertise in Equipment prescription will be integral members of the education team. Non-State Schools can borrow from Department of Education regional or Statewide Equipment collections. In the first instance, the education team considers sourcing Equipment from the collection available in the Department of Education region where the non-State School is located. If the Equipment is not available locally, the team may apply to the Statewide collection.



2. Responsibilities

- a) The Loan and Trial Service provides specialised Equipment as a loan for the Borrowing School to loan or trial with the nominated student in the student's educational environment.
- b) The selection and prescription of specialised Equipment for students with disability in schools is the responsibility of the education team working with these students.
- c) At the time of borrowing, the Loan and Trial Service will ensure that the Equipment is of sound repair and is suitable for use for its designed purpose.
- d) The Borrowing School is responsible for using the Equipment according to Manufacturers' instructions, and assessing the Equipment's suitability during the loan term.
- e) The Borrowing School must carefully read and agree to the Conditions listed on page 2 of the 'Request Form'.
- f) School staff are advised to seek support and advice from appropriate school or specialist support staff and to be familiar with any Department of Education policies or guidelines on workplace health and safety requirements.
- g) When borrowing from the Statewide Equipment collection, the Loan and Trial Service team will assist with arranging courier transport for the trial Equipment to and from the Borrowing School and the courier costs will be paid by the Loan and Trial Service. When borrowing from a regional Equipment collection please refer to that region's guidelines for transport bookings.
- h) Equipment is to be used for educational purposes only. Equipment cannot be loaned for any private or non-educational purposes.
- i) The Equipment Loan and Trial Service must be contacted immediately if any Equipment is damaged (during transit or during the trial period), broken, lost, stolen, is not working; or deemed unsafe for use.



3. Students with Disability Equipment Loan and Trial Service

3.1 Application for Student with Disability Equipment Loan and Trial

- a) The Borrowing School must apply to the Loan and Trial Service using the Equipment Loan and Trial Request Form, which must be signed and returned to the Loan and Trial Service. Where a non-State School is the Borrowing School, the Request Form must be completed in consultation with an appropriate Department of Education Regional Officer. For the purpose of loans, the Borrower Details will be the Advisory Visiting Teacher – Hearing, Physical or Vision Impairment, working in the non-State School.
- b) Requests for Equipment in the ‘restricted’ borrowing category must only be completed in consultation with specialist staff at the Loan and Trial Service.
- c) On provision of Equipment the Borrowing School agrees to be responsible for using the Equipment according to Manufacturers’ instructions during the loan/trial period.
- d) The Loan and Trial Service takes all care to maintain Equipment in good working order.

3.2 Care of Student with Disability Equipment

- a) Equipment must not be modified in any way.
- b) The Loan and Trial Service provides the Equipment to the Borrowing School on an “as is” basis and excludes all warranties, express or implied, including warranties of fitness of the Equipment for any particular purpose.

3.3 Return of Student with Disability Equipment

- a) Loan and Trial Equipment must be returned to the Statewide or Regional Students with Disability Equipment Loan and Trial Service by the due date.
- b) All Equipment returned must be clean and in good working condition.
- c) All manuals, instruction sheets, cables, rechargers, postural supports and any accessories must be included in the return. Many Equipment items will have an accompanying ‘Equipment Kit List’ to assist this process.



3.4 Costs

- a) If the Equipment is destroyed, lost or stolen then the Borrowing School must pay the costs of replacing the Equipment as invoiced by the Loan and Trial Service, with an item of the same type and to a similar condition; or a better condition if a similar condition is not available.
- b) If the Equipment is damaged but not to the extent that it needs to be replaced, the Borrowing School must restore the Equipment to the condition it was in before it was damaged.
- c) Courier costs for any Equipment borrowed from the Statewide collection will be provided by the Loan and Trial Service.
Note: Each region will have their own policy regarding transport arrangements and the payment of courier costs which must be adhered to.
- d) Equipment not returned by the due date, will be deemed lost and an invoice for the cost of replacement will be forwarded to the Borrowing School.
- e) Invoices must be paid with 7 days of receipt.

3.5 Transfer of Equipment not allowed

- a) When a student no longer attends a Borrowing School, the Equipment must be returned to the Loan and Trial Service.
- b) Equipment must not be transferred to another student.

3.6 Period of loan of Equipment

- a) Loan periods are generally one school term or ten weeks.
- b) The Loan and Trial Service may give 7 days' notice to a Borrowing School that Equipment must be returned at the discretion of the Service.

Meaning of Words

“Borrowing School” means the school named.

“Equipment” means the equipment listed on page 1.

“Loan and Trial Service” means the Department of Education Students With Disability Equipment Loan and Trial Service operating at Mt Ommaney Special School, Brisbane.