Walverden Primary School

Disposal of Assets

Approved by:	Governors	**Date:**	September 2026
Last reviewed on:	November 2025		
Next review due by:	November 2027		

Disposal of Assets

This policy sets out how IT equipment that is no longer required by the school should be disposed of.

This is to ensure equipment is disposed of securely and responsibly, school data is protected and appropriate records are kept.

This policy covers school-owned IT equipment including:

- PCs and laptops
- iPads and other tablets
- monitors and interactive displays
- printers
- servers and network equipment
- hard drives and other storage devices
- mobile phones
- other IT equipment and accessories

Equipment may be considered for disposal when it:

- is no longer required;
- is too old or no longer supported;
- is damaged or beyond economical repair;
- has been replaced; or
- is no longer suitable for use in school.

Where equipment can still be used elsewhere in school, this should be considered before disposal.

Approval

The IT Manager (ZA) will identify equipment that is ready for disposal.

Disposal must be approved by the HA/GD/SG before equipment is recycled or otherwise removed from the school.

Staff must not dispose of, sell, donate or take school IT equipment without approval.

Data and Security

Before any equipment leaves the school, the IT Manager (ZA) will make sure that school data has been securely removed.

Hard drives and other storage devices that cannot be securely wiped will be either physically destroyed, kept or disposed of through an appropriate secure disposal company.

Where applicable, devices will also be removed from school systems such as Active Directory, Microsoft 365/Entra, Intune and other management systems.

Disposal

Depending on its condition, equipment may be:

- reused elsewhere in school;
- recycled;
- securely destroyed;

Electrical equipment should not normally be placed in general waste and should be disposed of through an appropriate recycling or disposal service.

Where equipment is being recycled or securely disposed of, the school will use a reputable and compliant recycling company. The school used Recycle IT (Burnley) for the year 25-26 for the recycling and disposal of IT equipment.

The recycling company complies with the relevant waste disposal and environmental requirements and meets all the standards.

Any relevant documentation, such as collection records, waste transfer notes or certificates of destruction, will be retained by the IT Manager (ZA).

Records

The IT Manager will keep a record of equipment that has been disposed of.

This should include, where available:

- asset number;
- equipment description;
- serial number;
- reason for disposal;
- date of disposal;
- method of disposal; and
- who authorised the disposal.

The school's asset register will also be updated. A system is in place called s2invetory and items that have been disposed of have been clearly marked.

Where a disposal company provides a collection record or certificate of destruction, this will be retained.