



**Kings
Academy Trust**

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Asset Register Policy and Procedure

Academic Year 26/27

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1. Policy Statement

The purpose of this policy is to ensure that all school assets are accurately recorded, monitored, maintained, and accounted for throughout their lifecycle. Maintaining an accurate asset register supports:

- Financial accountability
- Insurance requirements
- Audit compliance
- Safeguarding of school property
- Effective resource management
- Loss prevention and asset tracking

All schools are responsible for maintaining an up-to-date and accurate asset register using the I Am Compliant system.

2. Scope

This policy applies to all staff, departments, and school sites and covers:

- IT equipment
 - Furniture
 - Electrical equipment
 - Resources and equipment valued at over £100.00
 - Any other items deemed significant by leadership
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3. Asset Register Requirements

Each school must maintain a live asset register containing the following information where applicable:

- Asset description
- Asset tag/reference number
- Location/room number
- Serial number (where applicable)
- Estimated replacement value
- Purchase date (if known)
- Assigned user (for staff devices)
- Disposal/removal details (where applicable)

The attached spreadsheet will initially be used as a working document to gather all existing assets prior to upload onto the I Am Compliant system.

Once the initial upload has been completed, all future assets must be added directly onto the I Am Compliant software.

4. Asset Tagging

All qualifying assets must be allocated an official asset tag.

The following items must be tagged and recorded:

- All IT equipment
- Assets valued at over £100.00
- Large furniture items including desks, cupboards, filing cabinets, tables, and chairs

For multiple identical items within one room (for example classroom chairs), one item may be tagged with quantities clearly recorded on the register.

5. Staff and Pupil IT Equipment

Staff Equipment

All staff laptops and portable devices must:

- Be assigned an asset tag
- Be signed out using a formal equipment log
- Record the staff member's name and asset reference number

This process supports accountability and assists with the recovery of assets when staff leave employment.

Pupil Equipment

Pupil devices should be signed out and returned daily in line with each school's internal procedures.

6. Movement of Assets

The contents and assets within each room form part of the official asset register.

Therefore:

- Furniture and assets must not be moved between rooms without prior approval from leadership or the designated responsible person.
- Where approval is granted, the asset register must be updated immediately to reflect the new location.

This ensures the integrity and accuracy of the register at all times.

7. Asset Disposal and Removal Procedure

Any asset removed from site, disposed of, recycled, donated, sold, or written off must follow the approved disposal process.

Disposal Approval Levels

Asset Value	Approval Required
Under £250	School leadership approval
£250 and above	Senior Leadership/Business Management approval

Disposal Requirements

Before removal from the register:

- Disposal must be authorised
- The asset register must be updated with:
 - Date removed
 - Reason for disposal
 - Disposal method
 - Name of authorising person

For IT equipment, confirmation of secure data wiping must also be recorded where applicable.

Supporting evidence or disposal forms should be retained electronically for audit purposes.

8. Asset Audits

Each school is responsible for conducting a full asset audit every 12 months.

The audit should:

- Verify asset locations
- Confirm assets remain in use
- Identify missing or damaged items
- Update values and records where required
- Remove disposed assets following approval procedures

Any newly purchased assets must be added to the register throughout the year and not left until the annual audit.

9. Responsibilities

School Leadership

School leadership are responsible for:

- Ensuring compliance with this policy
- Supporting annual audits
- Approving asset movement and disposal
- Monitoring completion and maintenance of the register

Administrative Teams

Administrative teams are responsible for:

- Maintaining accurate records
- Updating the I Am Compliant system
- Ensuring asset tags are applied

Supporting audits and verification exercises

Staff

All staff are responsible for:

- Taking reasonable care of school assets
- Reporting damage, loss, or movement of equipment

- Returning school equipment upon request or termination of employment
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10. Monitoring and Review

This policy will be reviewed annually or sooner if operational requirements change.

Compliance checks may be carried out periodically to ensure registers remain accurate and up to date.