

## Appendix 8 – AT Lending Library Set-up Checklist

### Pupils

- Identify target pupil groups
- Map local need across schools and settings
- Engage stakeholders (SENDCos, school staff, advisory teachers, senior school leaders) survey interest and needs
- Define aims of the lending library (trial-before-purchase, short-term loan, training support etc.) consider pilots
- Decide lending model and place (centralised vs distributed hub, fixed loan periods, etc.)

### People

- Assign responsible staff (coordinator, admin, tech support) using your CPP funding
- Set up loan tracking system (Excel, asset tracker, Microsoft Lists)
- Create user agreement and request form templates
- Prepare training/support resources (videos, quick-start guides)
- Develop **introductory materials** for schools (flyers, emails, online portal).
- Plan an **initial awareness webinar** for educators.

### Products

- Create an equipment list (hardware and software) based on common access needs – tip – use the product pages in the guidance and on cenmac.com to support your choices or use our basic set up list
- Research suppliers offering education discounts/free trials
- Select procurement routes (frameworks, tenders, direct purchase)
- Budget for devices, accessories, software licences, repairs, and admin time
- Purchase initial equipment (including storage cases and chargers)

### Provision

- Develop a digital catalogue or simple booking site
- Inform schools via briefings, newsletters, SENDCo forums
- Offer training sessions or drop-ins for staff borrowing equipment
- Launch smaller pilot phase with selected schools
- Gather early feedback
- Clean, test, and reset devices between loans
- Log usage data and school feedback
- Track outcomes (pupil engagement, staff confidence, etc.)

### Policy

- Develop policies (loan terms, loss/damage, data protection)
- Adjust loan policy and product list based on feedback
- Plan sustainable funding for replacement and scaling

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PUPIL	Person responsible:	Date achieved:	Notes/follow ups:
Identify target pupil groups.			
Map local need across schools and settings			
Engage stakeholders (SENDCos, school staff, advisory teachers, senior school leaders)			
Define aims of the lending library (trial-before-purchase, short-term loan, training support etc.)			
Decide lending model (centralised vs distributed hub, fixed loan periods, etc.)			

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PRODUCTS	Person responsible:	Date achieved:	Notes/follow ups:
<p>Create an equipment list (hardware and software) based on common access needs – tip – use the product pages in the guidance and on cenmac.com to support your choices.</p>			
<p>Research suppliers offering education discounts/free trials</p>			
<p>Select procurement routes (frameworks, tenders, direct purchase)</p>			
<p>Budget for devices, accessories, software licences, repairs, and admin time</p>			
<p>Purchase initial equipment (including storage cases and chargers)</p>			

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PEOPLE	Person responsible:	Date achieved:	Notes/follow ups:
Appoint responsible staff (coordinator, admin, tech support)			
Set up loan tracking system (Excel, asset tracker, Microsoft Lists)			
Create user agreement and request form templates			
Prepare training/support resources (videos, quick-start guides)			
Develop <b>introductory materials</b> for schools (flyers, emails, online portal).			
Plan an <b>initial awareness webinar</b> for educators.			

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Develop a digital catalogue or simple booking site			
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Offer training sessions or drop-ins for staff borrowing equipment			
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Gather early feedback			
Develop system to clean, test, and reset devices between loans			
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Track outcomes (pupil engagement, staff confidence, etc.)			

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Plan sustainable funding for replacement and scaling			