



Model School

Option 2 – Firearms Permitted for Specific Events/Activities

Option 2: Firearms are permitted for specific events and/or activities

If you allow firearms or airguns on the school premises for specific reasons and/or permit student involvement with firearms or airguns on or off the school premises for school-related events and/or activities, **you need to provide your own firearms policy.**

Below is a **sample** firearms policy. This policy represents best practice, based on the Ministry's Guidelines for schools developing a firearms policy. You can use this firearms policy as a starting point for your school, but **it will need customising based on your school's requirements and circumstances and your consultation with the school community.**

The Ministry Guidelines emphasise the importance of consultation with the community in ensuring that a sound policy and practices are in place for your school. We recommend that you make yourself familiar with the guidelines, and offer a draft policy (such as our sample policy below) to your community for review.

Once you have customised a firearms policy based on your school's situation and your consultation with the school community, let us know, and we can upload your school-specific firearms policy to your site.

Model School may allow student involvement with firearms for educational purposes and may allow firearms to be brought onto the school premises for other valid and lawful reasons. Model School's Firearms Policy sets out the practices in place for firearms to ensure that the school minimises risks, complies with legislation, and provides a safe physical and emotional environment for its students.

The school's firearms policy is part of its wider **Health, Safety, and Welfare Policy** and works in conjunction with the **Risk Management Policy**. It operates under the legal framework of the Arms Act 1983, Arms Regulations 1992, and Health and Safety at Work Act 2005. It covers "what is acceptable in terms of firearms on and off school grounds, offsite activities involving students, at school events and in (or not in) the presence of students" (Ministry Guidelines for schools developing a firearms policy).

This policy has been developed in consultation with the community. All school staff and students, members of the community, and anyone wishing to bring firearms onto school grounds or to involve students in firearms related activities should make themselves familiar with this policy, abide by this policy, and consult with the school as required.

Authorities such as the New Zealand Police or New Zealand Defence Force are not bound by this policy in situations of law enforcement or national security.

Permitted involvement with firearms and airguns

A firearm is "anything from which any shot, bullet, missile, or other projectile can be discharged by force of explosive," and includes objects which could be made capable of doing this (Arms Act 1983, 2.1).

An airgun is "any air rifle, air pistol or weapon that has a gas or compressed air firing mechanism." It "includes air rifles, air pistols, BB guns, soft air pellet guns and paintball guns. Some more powerful airguns ... are treated in the Arms Act 1983 as firearms" (Ministry Guidelines).

Model School allows student involvement with firearms for certain school-related events and/or activities. Firearms may be allowed on the school grounds and students may be allowed involvement with firearms off the school premises in the following circumstances:

We allow firearms on the school premises and student involvement with firearms for ANZAC day events, firearms safety courses, our school gun/shooting club, and inter-school shooting competitions (students may only handle shotguns, smallbore rifles and BB guns). Students may store their guns at school, following the guidelines below.

The statement above is an example. Your firearms policy should explain what type of firearms/airguns are allowed and at what kinds of events. School-related events and activities could include ANZAC Day events,

career days, school gun or shooting clubs, and certain EOTC events on or off-site. For a full list of when it might be legitimate to allow student involvement with firearms, see the Ministry Guidelines. Firearms might also be allowed on the school premises without student involvement (e.g. for pest control by a school caretaker).

Preparation and approval

Before approving any school-related event/activity involving firearms, the school considers health and wellbeing and conducts a **risk management** assessment (which may be part of **Education Outside the Classroom (EOTC)** planning). The plan outlines the supervision procedures which will be in place. It is submitted to the board, who must approve any event involving firearms, and is available to the parents/caregivers of students involved.

We recommend that you refer to the Ministry Guidelines' event checklist and health and wellbeing section when considering events.

Any school events/activities involving firearms require parent/caregiver approval. When firearms are to be brought onto school premises or students are to travel off-site for an event/activity involving firearms, the principal notifies the school community and seeks informed consent from parents/caregivers. Where consent is not given, the student is not involved in the event and educational outcomes are delivered another way. If conditional consent is given, the school makes an individual risk assessment for the student and consults with the parents/guardians.

In gaining informed consent, schools may want to use and adapt the sample parent/caregiver information letter and consent form available in the Ministry Guidelines. Assisted understanding may be needed for some parents/guardians where English/te reo is a barrier.

If organising a sports event involving firearms, the school submits a safety plan to the New Zealand Secondary School Sports Council (NZSSSC) for endorsement.

To ensure student safety, the school preps students in the expected behaviour and rules for any upcoming event/activity involving firearms. The school also arranges firearm safety training for students involved in extracurricular shooting activities (such as small bore and clay bird/target shooting) and/or who store firearms at school.


Note that if schools have early learning services or other services on their premises, they must inform them in good time of any upcoming event/activity involving firearms on the school grounds.

Supervision, licences, and rules of use

Anyone in possession of a firearm must have a firearms licence, or be supervised by a person with a firearms licence. Supervisors must be watchful, within reach, and able to take control of the firearm. Although students may have firearms licences, they are not permitted to supervise other students. Students without a firearms licence are only permitted to handle firearms at school-related activities or events with board and parental consent.

Anyone bringing a firearm onto school premises must report to the principal on arrival. Firearms must be brought to the school unloaded with the bolt removed (if able) and the bearer must show their firearms licence to the principal (or an appointed member of the school staff), who will keep a copy on file. The details of the firearm and its user, and the arrival and departure of the firearm from the school grounds is entered into the school firearms log. A template firearms log could be attached here (see the Ministry Guidelines' sample).

When students attend an off-site activity involving firearms, school staff sight and document the firearms licence of the supervisor of the event.

Anyone handling a firearm must comply with the New Zealand Police  **Seven Firearms Safety Rules**. Students and school visitors follow any additional rules that the school may put in place for the event/activity.

Transportation and storage of firearms

If your school does not store firearms on site, you may choose to remove the wording below and replace it with a statement such as 'Model School does not store firearms or ammunition on the school premises'.

Firearms must always be transported in a firearms case and by a person with a firearms licence.

When firearms are brought onto school property they must be stored immediately. At all times, when not being handled for an approved purpose, they are placed in secure storage. The school's firearms storage unit/armoury has been approved by the NZ Police and is inspected annually.

Firearms can only be stored on site if at least one senior staff member holds a current firearms licence. This staff member takes responsibility for the security of the firearms storage unit. At Model School, this person is the principal. Stored firearms are only accessible to approved staff members with a firearms licence and can only be removed by these staff members. Specify who the responsible staff member is for your school, if not the principal.

Only firearms belonging to a firearms licence holder are stored. A firearms storage form is completed by anyone storing firearms at the school, and filed along with a photocopy of the relevant firearms licence. Firearms must be insured and stored in a named firearms case. A blank firearms storage form could be attached here for your school (see the Ministry Guidelines' sample).

Ammunition is not stored on school grounds. No-one is permitted to carry ammunition on the school grounds or to a school-related event/activity unless pre-approved for a lawful activity/event.

The school arranges safety training for all students who have firearms stored at school.

Incidents

Any incidents of adverse or dangerous behaviour, accident, injury, or failure to abide by the firearms policy are recorded in an incident report and supplied to the board of trustees.

In the event of any injury or accident, the school follows the **managing accidents and illness** procedures and **crisis management** policy if required.

Imitation guns




An imitation firearm is "anything that has the appearance of being a firearm capable of discharging any shot, bullet, missile, or other projectile, whether or not it is capable of discharging any shot, bullet, missile, or other projectile" (Arms Act 1983, 2.1). It is an offence to carry an imitation firearm without a lawful, proper, and sufficient purpose (Arms Act 1983 46). The Ministry guidelines indicate that imitation firearms include toy guns.

Model School does not allow imitation guns at school. Exceptions may be made in certain circumstances, with school permission, e.g. for a school play or a dress-up day. School staff supervise the use of imitation guns, and respond to any inappropriate use. See **Surrender and Retention**.

Legislation

- Arms Act 1983
- Arms Regulations 1992
- Health and Safety at Work Act 2015

Resources

- Ministry of Education: **Guidelines for schools developing a firearms policy: Developing policy on firearms activities/events involving students** 
 - Events checklist
 - Sample letter and consent form for parents/caregivers
 - Sample firearms log
 - Sample firearms storage form
- New Zealand Police: **Firearms and Safety** 
- Ministry of Education: **Health and Safety at Work Act 2015: A practical guide for boards of trustees and school leaders** 

Last scheduled review

Last internal review

Term 4, 2018

Topic type

Generic - can be tailored