



NEW PLYMOUTH BOYS' HIGH SCHOOL

TE KURA TAMATĀNE O NGĀMOTU

Title	Procedure for the safe use and storage of firearms
Reference Number	F608
Section	Students
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Checked By	Headmaster
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Associated Policies	
Associated Procedures	

RATIONALE :

This policy should be read in conjunction with the Arms Act 1983 and Health and Safety at Work Act 2015: A Practical Guide for Boards of Trustees and School Leaders.

PURPOSE :

The Board of Trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with the Arms Act 1983 and Arms Regulations 1992.

This policy applies to and is to be followed by all members of the school's leadership team, staff, parents, students, (both School and Hostel), contractors, temporary workers, volunteers and visitors.

The Arms Act 1983 defines a firearm as anything from which any shot, bullet, missile or other projectile can be discharged by force of explosive. It includes anything that has been adapted so that it can discharge any shot, bullet, missile or other projectile by force of explosive. This also includes specially dangerous airguns.

It also includes anything that for the time being is not capable of discharging any shot, bullet, missile or other projectile by force of explosive, but which by its completion or repair would be capable of doing so.

GUIDELINES :

The Board is committed to:

- Complying with the Arms Act 1983.
- Engaging with the local community and understanding their position on firearms in schools.
- Providing alternative educational opportunities for students who do not have parental consent to be involved with firearms related activities.
- Running regular firearm safety courses for students who participate in clay target shooting activities or who store firearms at school.
- Requiring at least one staff member to hold a firearms licence.
- Ammunition is transported to and from an EOTC event or practice in a lockable case.

BE THE EXAMPLE



- Ensuring there are alternative arrangements in place for communicating with parents/caregivers whose first language is not English and/or te reo Māori.
- Completing a risk analysis management plan for each event involving firearms.
- Having our firearms storage unit/armoury regularly inspected by NZ Police and as determined by NZ Police District practices.
- Firearms are only to be brought on to school grounds as outlined in the Ministry of Education guidelines. These include for educational purposes, Defence Force and NZ Police visits, careers days, firearms safety courses, antique auctions, pest control or special events such as Anzac day.
- All firearms brought on to school grounds must be unloaded. Their bolts should also be removed.
- No ammunition shall be brought on to school grounds with firearms. Except for good, proper and lawful reasons such as EOTC activities, a Anzac Commemorative event where blanks/ dummies/ inert ammunition may be used.
- The Headmaster shall consult with the parent community before any firearms are brought on to school grounds as to whether the programme fits with their values and beliefs.
- Before firearms are brought on to school grounds a risk analysis management plan shall be completed and made available to parents of children involved in the firearms programme.
- Outside of the processes outlined above, firearms should only be brought onto school grounds in emergency situations (eg. NZ Police).
- Firearms on school grounds shall, at all times, be under the control and responsibility of an authorised user who shall also hold an appropriate firearms licence (unless the activity is endorsed by the school and involves board approved student participation.) The Headmaster or appointed member of staff shall sight the firearms licence of each authorised user bringing firearms onto school grounds.
- The Headmaster shall have access to a log of all firearms brought on to school grounds, arrival and departure time, the name and signature of the authorised user and their firearms licence number and expiry date.
- The authorised user shall comply with the seven firearms safety rules as specified by the NZ Police.
- These procedures will not need to be followed by the NZ Police or Armed Forces personnel in the event of a security incident where they need to come on to school premises for law enforcement or national security purposes.

Storage for firearms procedure:

1. The Headmaster or other senior member of staff with a current firearms licence is responsible for the security of the firearms storage unit/armoury.
2. Firearms storage unit/armoury is always locked in accordance with the required standard.
3. The Headmaster or another member of staff will always hold a current firearms licence.
4. The firearms storage unit/armoury has been approved by the NZ Police in accordance with the relevant legislation and regular inspections are carried out by local Police.
5. Only firearms possessed by a firearms licence holder are to be in the storage facility unless consent has been given by the school.
6. All students who have firearms stored at school must follow these steps:
 - a. Participate in regular safety training.
 - b. The firearm must be in a clearly named firearms case and stored in the firearms armoury.
 - c. No ammunition can be stored directly with the firearm at any location within school grounds.
 - d. Students must never have any live ammunition on their person or in their possession unless they are participating in a school endorsed activity.
 - e. A firearm can only be moved from the firearms storage unit/armoury with an adult present. The adult must be a staff member and hold a firearms licence.
Note: Even if a student holds a firearms licence they must not remove a firearm from the storage unit/armoury, unless a licensed adult is present.
 - f. Boys who are 16 years or over are strongly encouraged to apply for their firearms licence.

