# Tool 1: Policy development checklist

**Note:** This tool is an ***example only*** and should be customised to meet the individual needs of your school. **Please note if your school does not intend to allow firearms for educational purposes, a policy is not needed.**

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| **Checklist** | **Checked** |
| Our commitment to comply with the Arms Act 1983 is clearly outlined, considered and any issues addressed. |  |
| Our policy has been developed in partnership with the school’s wider community to ensure that it reflects the community values, philosophies, ethos, goals and lived experiences. |  |
| We have outlined the Board’s approach to the presence of firearms and firearm safety courses for students. |  |
| If our students participate in extra-curricular shooting activities:» We have considered the need for firearm safety courses.» At least one staff member will be required to hold a firearms licence if they are transporting a firearm to and from school grounds.Note: A staff member does not have to hold a firearms licence if the activity is being held offsite and under the immediate supervision of a firearms licence holder (eg at a shooting range).» We have annual inspections of our storage facilities, conducted by NZ Police.» Firearms will be carried in a way that they are not easily identifiable when being transported and will be in a proper firearms bag. |  |
| A risk analysis management plan (safety plan) will be in place for each event. |  |
| We have a set of rules that students and school visitors must adhere to. |  |
| **Storage: Have we considered the appropriate and safe storage of firearms on school sites or hostel premises?** |
| Firearms are registered and logged upon entering the storage facility. |  |
| Firearms are put in to the care of the school immediately on arrival. |  |
| Firearms are only exchanged between firearms licence holders. |  |
| Firearms licences and endorsements are checked. |  |
| Only staff with a firearms licence have access to our firearms storage facility. |  |
| Ammunition and firearms are stored separately. |  |
| Students, parents/caregivers are aware that firearms must be immediately stored in the firearms storage facility upon arrival on school property, when not under the immediate and personal supervision of a person with a firearms licence. |  |