

# Appendix 18 -- Firearms Safety Standards

## **Roles and Responsibilities for firearm use**

1. The Administrator must approve that circumstances warrant taking a non-restricted firearm on any Field Trip or school based outing, and the specific purpose for which the firearm is being brought. (i.e. bear safety, planned hunts, etc), and must ensure that Parent Consent Forms must clearly advise that a firearm will be present during the trip.
2. No hunting firearm may be brought on a field trip unless hunting is an intended function of the trip, and one of the planned elements of the trip.
3. In the event that hunting is a planned element of the trip the Administrator shall ensure that there is a designated shooter who is fully qualified for this responsibility, and that the firearm and ammunitions are the sole responsibility of the designated shooter.
4. Any person designated as being in charge of a firearm must hold a valid Possession and Acquisition License (PAL) and a copy of the PAL must be included in the Trip Documentation files.
5. The Trip Planning Documentation, including Appendix 17, Risk Assessment, must provide full details as to the conditions upon which is a firearm is intended to be used, how the firearm and ammunitions will be stored and other measures that will mitigate against risks.
6. In the event that a firearm is discharged on a trip, the Staff Member in Charge is required to complete an Incident/Accident Report (Appendix 4) outlining the circumstances supporting the use of the firearm.
7. Any firearm being taken on the trip must be registered and a copy of the registration for that firearm must be included in the Trip Documentation files.
8. The Risk Assessment Matrix (Appendix 17) must note the presence of a firearm as a possible hazard, and the details of how the firearm will be transported, stored, and secured for safety during all elements of the trip must be fully stated along with risk management strategies.
9. Any person or persons with a PAL and registered firearm in their possession on a trip must present an overview to students, teachers and parent volunteers, of firearm safety, and will clarify the rules concerning safety, security and access to the firearm and ammunitions during the trip.
10. Only licensed, non-restricted firearms are permitted to be taken on school trips.