

Event checklist

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. Only inert rounds should be used for demonstration. No live rounds of ammunition should ever be in the possession of the demonstrator.

Checklist	Checked
We have clearly defined the nature of the activity allowing firearms on school premises or students to participate in an offsite activity involving firearms.	
We know what sort of firearms are coming into the school and what restrictions may apply to them. This includes airguns and replica guns.	
We have written to the parent/caregiver community clearly outlining the event and sought permission for students to participate.	
The Board can be assured that ammunition is stored separately from firearms. Firearms are not to be stored on school premises.	
Alternative learning experiences are available for students not participating.	
When events are held on school premises (eg careers days), all person(s) carrying firearms have had their licence(s) checked.	
A member of staff or Board has been appointed as the key contact person during the event.	
The firearm demonstrator should keep their firearms in a case during transportation. Their licence will be inspected. No ammunition, other than dummy/inert ammunition, should be in the possession of the demonstrator.	
The period of instruction should be pre-approved by school staff, including the staff contact person.	
The period of instruction should include an overview of the seven basic firearms safety rules : http://www.police.govt.nz/advice/firearms-and-safety/arms-code/seven-firearms-safety-rules	