Catholic Schools Parramatta Diocese

Weapons Procedures

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1. Introduction and Purpose

Catholic Schools Parramatta Diocese (CSPD) is committed to ensuring that all CSPD sites are places of safety for students, staff and other persons attending those places. A critical aspect of this is ensuring that CSPD prohibits weapons from being present on CSPD sites and at a CSPD Event/Activity.

Staff, students and parents/carers must not bring Prohibited Weapons to any CSPD site or CSPD Event/Activity.

Any person in possession of a Prohibited Weapon may be in breach of the *Weapons Prohibition Act 1998 (NSW), Summary Offences Act 1988 (NSW), Firearms Act 1996 (NSW)* and *Crimes Act 1900 (NSW)* as amended or replaced and may be subject to criminal charges and penalties.

Parents/carers may be subject to criminal charges if they allow their child to carry a Prohibited Weapon.

Students who bring Prohibited Weapons to a CSPD site or CSPD Event/Activity will be subject to the *Suspension, Transfer and Exclusion Procedures.*

2. Scope

This Policy and Procedure applies to all CSPD Staff, students and parents/carers attending a CSPD site or CSPD Event/Activity.

3. Definitions

CSPD means the Catholic Schools Parramatta Diocese and includes the CSPD Support Teams and schools.

CSPD Support Teams means Catholic Schools Office at CSPD. It applies to the central offices and office-based staff.

CSPD Event/Activity refers to any activity organised and attended by CSPD staff with students and/or parents, either on or off a school site.

CSPD site refers to school and Central Office sites.

Critical incident refers to any actual event or situation that creates a significant risk of substantial or serious harm to students, staff or assets and may take many forms.

Lock Down - an emergency procedure with the aim of containing all people on a CSPD site in locked rooms to reduce the risks in an emergency involving an intruder or threat on the CSPD site.

Possession of a Prohibited Weapon includes having a Prohibited Weapon in a pocket or within clothing, in a bag, locker or other item that carries or conceals a Prohibited Weapon.

Prohibited Weapon has the meaning described in Clause 4 of this Policy and Procedure.

Staff includes employees (casual, maximum term and ongoing employees), contractors, religious, volunteers and any other person appointed or engaged by CSPD to perform work or functions for CSPD.

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4. Prohibited Weapons

A Prohibited Weapon includes, but is not limited to:

- all knives, with the exception of sikh dagger those knives required for school lessons and provided by the school under the supervision of staff. Where senior subjects require students to supply knives (i.e. hospitality) see Clause 6
- guns
- gel blasters/gel guns
- 3D printed guns
- darts
- batons
- machetes
- any other weapon listed in Schedule 1 of the Weapons Prohibition Act 1998 (NSW)

- any other object that can be used to cause serious injury or harm
- any implement that has been altered to be used as a weapon that could cause serious injury or harm.

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5. Responsibilities

5.1. Principals and their delegates must:

5.1.1. Take all reasonable steps to ensure that CSPD sites and CSPD Events/Activities are safe and that all reasonable steps are taken to protect students, staff and visitors from risks

5.1.2. notify the police of the presence of any Prohibited Weapon on the CSPD site or at a CSPD Event/Activity

5.1.3. notify the Head of Student Engagement of the presence of any Prohibited Weapon on the CSPD site or at a CSPD Event/Activity.

5.2. Staff must:

5.2.2 immediately notify the Principal, or the next most senior member of staff, of the presence or suspected presence of a Prohibited Weapon at school or other site where a school activity is occurring

5.2.3 cooperate with police in relation to any investigation about possession of Prohibited Weapons.

5.2.4 complete and assault register and RoSH report if required.

5.3. Parents/carers must:

5.3.1. not carry Prohibited Weapons onto CSPD sites or any CSPD Event/Activity

5.3.2. ensure that their child does not bring Prohibited Weapons to a CSPD site or to a CSPD Event/Activity

5.3.3. cooperate with any investigation regarding possession of a Prohibited Weapon.

5.4. Students must:

5.4.1. not carry or make or threaten to carry or cause any other person to carry Prohibited Weapons onto CSPD sites or to a CSPD Event/Activity

5.4.2. notify the Principal, teacher or counsellor of the presence or suspected presence of a Prohibited Weapon at a CSPD site or at a CSPD Event/Activity

5.4.3. notify the Principal, teacher or counsellor of another person's intention or threat to carry or cause another person to carry Prohibited Weapons

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6. Knives for the purpose of lessons

6.1. No knives may be brought onto a school site without the written permission of the Principal or their delegate.

6.2 The Principal will consider, in consultation with their Head of Performance, any requests for students, Staff or visitors to bring knives to a school site for the purpose of lessons (e.g. hospitality) taking into account the safety and wellbeing of all students, Staff and visitors.

6.3 All instructions by the Principal or their delegate regarding procedures for transporting/carrying knives must be followed. A failure to follow instructions will be considered a breach of the requirements not to carry a Prohibited Weapon.

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7. Responding to bringing prohibited weapons

7.1 Notifying police

If a student, parent or visitor brings a Prohibited Weapon to a CSPD site, the principal (or the next most senior person on site) must notify the police immediately and ensure that all reasonable steps are taken to protect students, staff and visitors from risk.

7.2 Lock down

Depending on the circumstances, a Lock Down may be initiated to secure the site and contain the risk to health and safety of staff, students, and visitors.

7.3 Critical Incident Assessment

The Principal or their delegate must assess whether the presence of a Prohibited Weapon on site constitutes a Critical Incident or, if CSPD Complex Case Management is required, If so, the principal must discuss the incident with the Head of Student Engagement to determine if CSPD Complex Case Management is

required; if not, follow the *Critical Incident Procedures,* and this Policy and Procedures in responding to the incident.

7.4 Notifying Executive General Managers

If the incident has been assessed as not a Critical Incident, the Principal must notify the relevant Head of Performance, in the first instance and then follow up with the Head of Student Engagement to inform them of the incident. The Head of Student Engagement or their delegate will ensure that the Principal receives appropriate advice and support from other CSPD staff in responding to and managing the incident.

7.5 Searches

7.5.1 Wherever possible, searches of students' bags and possessions should be carried out by the police

7.5.2 If there is a reasonable belief that a student is in possession of a Prohibited Weapon and there is a risk of immediate danger to the safety and welfare of staff or students, the Principal or their delegate can request to search their bag and possessions. If they refuse, the school should notify the parent to attend to facilitate the search. If the parent refuses, consideration should be given to notify the police to determine next steps

7.5.3 Where it is reasonable to do so, parents/carers should be informed of the intention to search the student's bag and their possessions

7.5.4 If a student refuses the request to search their bag and their possessions and there is a reasonable belief they are in possession of a Prohibited Weapon, the police will be called.

7.5.5 Under no circumstances will Staff carry out a physical search of a student

7.5.6 Where practicable, any search of a student's bag or possessions should be undertaken in a private setting away from other students and must always occur in the presence of another staff member.

7.6 Suspension

In accordance with the *Suspension, Transfer and Exclusion Procedures:*

7.6.1 Principals can immediately suspend a student for up to five days if they are in possession of a Prohibited Weapon

7.6.2 If required, complete an assault register notification and RoSH report if required.

7.6.3 Principals must seek approval from the Executive General Manager Student Support to suspend students for more than five days.

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8. Related Documents

- Student Wellbeing Policy
- Risk Assessment
- Assault Register
- Risk of Significant Harm (RoSH)
- Code of Conduct
- Critical Incident Management Procedures
- Student Anti-Bullying Procedures
- Suspension, Transfer and Exclusions Procedures

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9. Further Information

Further information on this policy can be directed to the CSPD Help Centre via the self service portal (internal) or the phone line on (02) 9840 5620 (external).