



# WEAPONS PROCEDURES

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## 1. INTRODUCTION AND PURPOSE

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

Staff, students and parents/carers must not bring Prohibited Weapons to any CEDP site or CEDP 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 CEDP site or CEDP Event/Activity will be subject to the *Suspension, Transfer and Exclusion Procedures*.

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## 2. SCOPE

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

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## 3. DEFINITIONS

**CEDP** refers to Catholic Education Diocese of Parramatta and includes the CEO and schools.

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

**CEDP site** refers to school and CEO sites.

**CEO** means the Catholic Education Office at CEDP. It applies to central office and office-based staff.

**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 CEDP site in locked rooms to reduce the risks in an emergency involving an intruder or threat on the CEDP 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 CEDP to perform work or functions for CEDP.

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## 4. PROHIBITED WEAPONS

A Prohibited Weapon includes, but is not limited to:

- all knives, with the exception of 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;
- 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, and
  - 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 CEDP sites and CEDP 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 CEDP site or at a CEDP Event/Activity, and
- 5.1.3. notify the Director Wellbeing of the presence of any Prohibited Weapon on the CEDP site or at a CEDP 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, and
- 5.2.3 cooperate with police in relation to any investigation about possession of Prohibited Weapons.

### 5.3. Parents/carers must:

- 5.3.1. not carry Prohibited Weapons onto CEDP sites or any CEDP Event/Activity;
- 5.3.2. ensure that their child does not bring Prohibited Weapons to a CEDP site or to a CEDP Event/Activity, and

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

#### **5.4. Students must:**

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

5.4.2. notify the Principal, teacher or counsellor of the presence or suspected presence of a Prohibited Weapon at a CEDP site or at a CEDP 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, and

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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 any requests for students, Staff or visitors to bring knives to a school site for the purpose of lessons (eg. 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 CEDP 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. If so, the principal must follow the *Critical Incident Procedures*, and this Policy and Procedures in responding to the incident.

## **7.4 Notifying Directors**

If the incident has been assessed as not a Critical Incident, the Principal must notify the Director Wellbeing to inform them of the incident. If the Director Wellbeing is unreachable, the Principal should notify any contactable Director. The Director Wellbeing or their delegate will ensure that the Principal receives appropriate advice and support from other CEDP 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 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.
- 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, and
- 7.6.2 Principals must seek approval from the Director Wellbeing to suspend students for more than five days.
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## **8. RELATED DOCUMENTS**

- Student Wellbeing Policy
  - Code of Conduct
  - Critical Incident Management Procedures
  - Procedural Fairness Guidelines
  - 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 Enterprise Service Desk on (02) 9840 5620 or via email [esd@parra.catholic.edu.au](mailto:esd@parra.catholic.edu.au) (internal) or the Community Liaison Unit on (02) 9840 5796 (external).

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