



# HEBRON CHRISTIAN ACADEMY

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## WEAPONS POLICY

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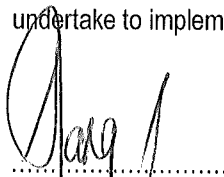
APPROVAL OF INTERNAL  
POLICIES, PROTOCOLS, PROCEDURES AND BUSINESS PRACTICES

In terms of a decision formally constituted by the meeting of the Steering Committee on the 20<sup>th</sup> May 2010 (as amended), it was agreed that the determination, amendment and review of any prospective and existing (formally) documented policy, protocol, procedure and practice could only be proposed or amended as follows;

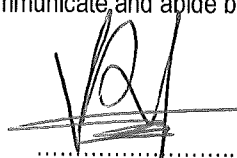
- 1) All new policies, protocols, procedures and business practises may only be proposed for consideration at a Steering Committee meeting once approved as an agenda item by the secretary and subject to the notice period being given to all members
- 2) Any (new) proposal may only be motivated by the respective Business unit manager and/or the Senior Administrator who will be required to detail the basic outline and business relevance for the proposal
- 3) Any proposed amendment or review may be motivated by the relevant Business unit manager and/or the Senior Administrator as a planned review or as an amendment for compliance and legal requirements
- 4) All new proposals, amendments and reviews must be motivated in writing and formally approved (signed) by the following nominated signatories;
  - a) The Senior Administrator
  - b) The Principal
  - c) The Administrative Manager
  - d) The Financial Manager
  - e) The Marketing Manager
  - f) All Head of Department's
- 5) Only once the proposal is formally motivated and signed by all the above-mentioned signatories and dated, will the new or amended policy, protocol, procedure or practice be binding as a business practice
- 6) The proposal must be communicated and explained to all staff within 14 (fourteen) days of adoption

Policy/Protocol/procedure/Practice: **WEAPONS POLICY**

We have considered this proposal and do hereby agree to the adoption of this new/amended policy and procedures and undertake to implement, communicate and abide by the business proposals and conditions attached thereto;



Senior Administrator



Principal



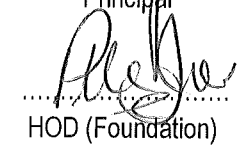
Administrative Manager



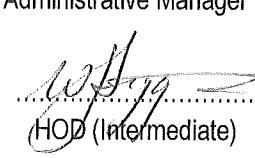
Financial Manager



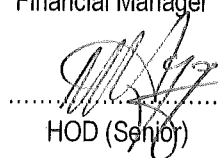
Marketing Manager



HOD (Foundation)



HOD (Intermediate)



HOD (Senior)

Date Adopted and Implemented: 20 / 01 / 2014

# HEBRON CHRISTIAN ACADEMY

## POLICY AND PROCEDURES

<b>INITIAL DRAFT</b>			
BUSINESS UNIT/BOARD	Management		
POLICY TITLE	Weapons Policy		
POLICY OVERVIEW	Sets out the definition, identification and consequences relating to the possession and use of various weapon types and potential risks to life and limb		
DATE DRAFTED	March 2003		
DATE IMPLEMENTED	March 2003		
POLICY MANAGER	Stuart Farquhar and Lynette Farquhar		
DEVELOPED BY	Stuart Farquhar, Robert Bothma, Lynette Farquhar and Hayden Gordon		
APPROVED BY	Steering Committee		
POLICY FORMAT	Microsoft Word and Hard Copy		
POLICY VERSION	Version 1		
AUDIENCE	All Educators and staff of HCA, HOD's, Principal, WCED, Umalusi, Public Officer, Auditor		
<b>REVIEW PROCESS / HISTORY</b>			
VERSION	DATE CHANGED	CHANGED BY	DESCRIPTION OF CHANGES MADE
1	03/2003		Initial draft done in March 2003
2	07/ 2009	Stuart Farquhar Lynette Farquhar Hayden Gordon	Planned Review
3	01/2014	Hayden Gordon Lynette Farquhar Stuart Farquhar	Update of definitions and procedures

## **WEAPONS POLICY OF HEBRON CHRISTIAN ACADEMY**

**As a policy, Hebron Christian Academy's buildings and property are weapons free areas**

### **Purpose:**

This policy document serves to regulate the custody and control over weapons that may be brought onto the premises from time to time, so that a safe and secure working environment for all staff, visitors, contractors and learners in the school or on the premises is maintained at all times.

It is emphasized that Hebron Christian Academy is declared as weapon's free property and that no weapon of any form will be permitted onto the property. This implies that no learner, educator, parent, visitor or contractor may have any weapon in their possession (both on their vehicle, body or in their baggage or purse), nor bring such weapon onto the school premises

Furthermore, no weapon may be visibly displayed on the body of any person, unless required in the course of their employment, such as a policeman, military soldier or safety guard

### **Definition of weapon:**

A weapon will be defined as any tool or instrument which may be used to inflict grievous or mortal bodily harm to any person and/or to threaten and/or to endanger another person/s while on the premises, property and surrounding areas of Hebron Christian Academy and while representing the school at an outing or school event

The definition of a weapon will include the following:

- a) A firearm (pistol or shotgun),
- b) A knife or machete,
- c) A tool / implement (e.g. hammer, scissors, wrench, screwdriver etc.),
- d) An axe, spade or pickaxe,
- e) All mechanised tools (e.g. drill, chainsaw etc.),
- f) A baseball bat, metal pole, block of wood etc.,
- g) A spear or the like, and any other instrument or tool which may be altered in any way or in its original form, for use as a weapon
- h) Hypodermic and general and household needles
- i) Stationery items (e.g. protractor, compass, scissors etc.)

### **Weapon's Declaration Process:**

All people entering the school buildings must declare whether they are carrying a weapon and/or who are in possession of a weapon are to declare such weapon upon entering the school premises.

Upon declaration of such weapon, such person/persons are to immediately place their weapon in safekeeping before continuing to any work area on the school premises. The same procedure applies when leaving the work area.

Nobody will be permitted to carry weapons beyond the school office, which is the weapon safe point/area.

### **Firearm Facility Access Protocol:**

The following protocol applies to access to the weapon safe facility:

- If any person requires to be in possession of a weapon on a daily basis, either as a full time employee or contractor, then access to the weapon safe area will only be granted once the person's firearm license, an indemnity letter and identity document have been submitted to the Senior Administrator.
- No person will be allowed access to the safe area before an indemnity form has been signed by the staff member/user.
- The weapon safe area is used entirely at the person's / weapon/gun owner's own risk
- Weapons / firearms are handled at the user's own risk.
- The school does not accept any responsibility or liability for any loss, damage, injury, or death by any means.

### **Firearm Facility Use Protocol:**

The following protocol applies to the use of the safe area:

- Only one person will be allowed in the safe area at a time, either for the loading or unloading of a firearm.
- Firearms must be unloaded before being stored in the safe; the same procedures must be followed when loading the firearm.
- NB!! Firearms are not to be loaded or unloaded anywhere other than in the safe area
- NB!! It is prohibited to allow or cause the weapon safe area door to remain open while either loading or unloading a firearm.
- The weapon safe is monitored by a staff member at all times.
- The weapon safe area users will be held responsible for the safety of the safe
- The safe area must be used for weapons or firearms only (no other items allowed).
- Weapons may not be kept in these safes for longer than one working day

### **Weapons Disciplinary Action:**

It is a disciplinary offence to be possession of weapons on the school premises, other than for the purpose of checking in or removing them from the weapon safe area.

Any person who contravenes this ruling will be subject to censure in terms of Hebron Christian Academy's disciplinary procedures.

Parents, visitors and contractors who contravene this policy ruling of Hebron Christian Academy, will be liable for censure (South African Police Services) and barred from entering the school premises and attending any school function or outing

Learners who have any of the abovementioned weapons on their body or in their possession, will be immediately suspended pending a disciplinary hearing. The outcome of this hearing may result in expulsion depending on the severity of the offence or for repeat offenders

### **Authorised Firearm Carriers:**

The only people who are allowed firearms on the premises and in the building are:

- Members of the South African Police Services (on official business);
- Members of security companies, who are on the premises with the permission of the Senior Administrator.
- Members of the South African Defence Force who are parents of learners

### **Inspections and procedures:**

In order to protect staff, learners, parents and visitors on the school premises, the school management may carry out regular inspections (body and bags) to ensure that learners, staff and visitors do not have any of the abovementioned weapons in the possession (unless approved as a school resource).

This will include questioning, physically frisking and searching bags of any learner, staff member or visitor on the premises.

Checks may be carried out periodically or when an individual is suspected of having a weapon in his/her possession

Inspections may only be carried out when 2 staff members are in attendance, of which 1 staff member must be a male

To protect the integrity of all individuals, such inspection must be carried out discretely and in private

Where an individual does not cooperate, the Principal and Senior Administrator must be summonsed and if this does not achieve the desired effect, the SAPS must be called in

In instances where an individual is not prepared to surrender his/her weapon, the person must be immediately escorted from the premises. Where an individual has repeatedly contravened the weapons policy of the school, he/she will not be permitted on the school premises in future

Any learner who is found in possession of a weapon (unless approved as a school resource) must be immediately removed from the other learners, where his/her parents must be summonsed and counselling provided by the Pastoral Board of Hebron Christian Academy. Such counselling must not negate the disciplinary procedure which must be followed for the offense

Any and all acts of violence or the threat of violence by any individual must be immediately and severely dealt with in order to protect the learners and staff