



POLICY STATEMENT

The Department of Education is committed to provide children with maximum safety during all school-sponsored excursions including activities that could involve the use of firearms.

PRINCIPLES

The policy is based on the following principles:

- The Department of Education recognizes that land and language skills as well as respectful pride in our cultures and languages are fundamental for adults and children.
- The Department of Education will incorporate traditional activities and values into curriculum activities.
- The Department of Education recognizes all potential teachers in our communities, beginning with elders.
- The Department of Education recognizes Nunavut's education system needs to be built within the context of Inuit Qaujimajatuqangit.

SCOPE

This policy applies to all schools (K-12) in Nunavut where students are involved in school-sponsored excursions on the land, water and/or ice in Nunavut. These school-sponsored excursions could involve the use of firearms, vehicles, boats and/or dog teams.

DEFINITIONS

Employee

"Employee" means an individual who is part of the Public Service of the Government of Nunavut and is employed on either a full time or casual basis.

Volunteer

"Volunteer" is someone who is not an employee or contractor of the Department of Education in the Government of Nunavut. A volunteer accompanies students and participates in school-sponsored excursions. A volunteer may or may not receive compensation for reasonable expenses incurred in relation to the excursion.

Contractor

A "contractor" is a person who has a fixed place of business in Nunavut and is licensed under the Nunavut Business License Act. A contractor works on his/her own behalf and is not a Government of Nunavut employee or a volunteer.



AUTHORITY AND ACCOUNTABILITY

The Minister

The Minister of Education is accountable to Cabinet for the implementation of this policy.

Deputy Minister

The Deputy Minister of Education is responsible for the administration of all provisions pursuant to this policy.

Deputy Minister

The Deputy Minister of Finance is responsible for the administration of liability coverage and loss prevention through Risk Management and Insurance.

PROVISIONS

1. Eligibility

- a. Any employee, contractor and/or volunteer participating in school-sponsored excursions must complete and satisfy the requirements of a Criminal Record Check.
- b. Any employee, contractor and/or volunteer participating and/or supervising activities involving the use of firearms shall obtain an acknowledgement of their proficiency in firearms from their local District Education Authority (DEA).
- c. Any employee, contractor and/or volunteer with firearms who are not Inuit Beneficiaries under the Nunavut Land Claims Agreement must comply with the licensing and registration provisions of the *Firearms Act* (Canada).
- d. Any school-sponsored excursion involving the use of, or potential use, of firearms must include an employee, contractor, and/or volunteer who satisfies the above requirements.
- e. According to DEA policy, students aged 13 and over are permitted to use a firearm only with parental consent. No student regardless of age will be allowed to use a firearm without direct supervision of an employee, contractor and/or volunteer approved by their local DEA.
- f. The Department of Education encourages using services of contractors licensed by the Department of Sustainable Development.



2. Application

- a. Prior to a student's involvement in school-sponsored excursions, all forms must be completed, signed and returned to the school who will submit completed documents to Risk Management and Insurance with the Department of Finance, Government of Nunavut.
- b. The following forms must be completed and returned to the school, as applicable:
 - Form A: Sponsored and Approved Student Excursion
 - Form B: Parental Acknowledgement
 - Form C: Volunteer or Employee Participation in School Excursions
 - Form D: DEA "Firearm Proficiency" Recommendation
- c. The school must maintain a file on each employee, contractor and/or volunteer involved in school-sponsored excursions. Each employee, contractor and/or volunteer file must contain the following information, as applicable:
 - i. A completed *DEA "Firearm Proficiency" Recommendation Form*
 - ii. A copy of the firearms license and registration from employees, contractors and/or volunteers who are not Inuit Beneficiaries under the Nunavut Land Claims Agreement in compliance with the *Firearms Act (Canada)*
 - iii. A liability insurance certificate from the contractor, showing the Government of Nunavut as an additional insured for activities the contractor performs for the government, as required by the Financial Administration Act.
 - iv. A completed *"Volunteer or Employee Participation in School Excursions" Form*

3. Liability Coverage

- a. Government of Nunavut's liability insurer can verify files. If files are not well maintained, Government of Nunavut can lose liability coverage for the use of firearms.
- b. Government of Nunavut's liability coverage for volunteers and employees (casual and full time) includes the use of snowmobiles, ATVs, boats (less than 20 meters long) and dog teams.
- c. Government of Nunavut requirements and conditions for liability coverage include:
 - i. Minimum age of drivers is 16 years. Priority is placed on retaining the services of Elders/Experienced drivers.
 - ii. The Government of Nunavut insurance program covers the liability for owners and drivers of snowmobiles, ATVs, boats (less than 20 meters long) and dog teams. Any damages sustained by their equipment are not covered. Additional comprehensive coverage will have to be purchased from private insurers without any premium reimbursement from the Department of Finance.



DEPARTMENT OF EDUCATION

SCHOOL-SPONSORED EXCURSIONS POLICY

- iii. Drivers must abide by all applicable laws.
 - iv. All participants are encouraged to use appropriate safety measures (including and not limited to helmets).
 - v. Liability coverage does not include races and speed tests.
 - vi. Schools must keep a list of drivers and owners.
- d. The Financial Administration Manual (Directive 808) requires all contractors obtain and maintain liability coverage.

PREROGATIVE OF CABINET

Nothing in this policy shall in any way be construed to limit the prerogative of Cabinet to make decisions or take action respecting School-Sponsored Excursions outside the provisions of this policy.