



Document Title	ILLEGAL SUBSTANCE PROCEDURE			Page 1 of 9
Document Number	212	Document Revision	B	Date Issued
				19.09.2019

GENERAL INFORMATION

1	Document category	Procedure			
2	Approved by	Principal & CEO			
3	Minimum list of document users to be notified upon release of document update	Principal & CEO, Deputy Principals, Directors, Deputy Directors, Counselling Staff			
4	Document change history				
	A	DCN #	Date released	Change originator	
		005/2017	20/3/17	Falzon Rose	
		Change history (Section/change details)			
	New document				
	B	DCN #	Date released	Change originator	
		36/2019	19.09.2019	Albert Agius	
Change history					
Updated designations: Head of College → Deputy Principal; Head of HR → Deputy Principal Administration Updated Instructions for document users					

Instructions for document users with access to College website

All MCAST employees can access current, controlled and approved documents related to the Quality Management System via the College website www.mcast.edu.mt.

Document users are encouraged **NOT** to retain printed hard copies of the Quality Management System documents. If however a hard copy of the document is required, the user is to ensure before use that the printed document is the current revision.

Continuous Improvement

*Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7121 **today** !*



Document Title	ILLEGAL SUBSTANCE PROCEDURE			Page 2 of 9	
Document Number	212	Document Revision	B	Date Issued	19.09.2019

1. General

The possession, use and/or supply of illegal substances on the College Campuses, is strictly forbidden and procedures will be followed if any of the former offences would have taken place.

When any suspicious substance is found, the person who finds the substance has to proceed according to the information below.

2. Procedures

The following section describes a number of scenarios that can arise and the procedure to be followed. (Note: Refer also to Appendix 1 for process flow of different scenarios)

- A. If the illegal substance is found in an open locality within the campus the Director Student Support Services is to be verbally informed by the person who found the substance. In the absence of the Director Student Support Services, the next in line is to be notified. The said Director or next in line is to inform the Principal. The 'Illegal Substance Incident Report Form' needs to be immediately compiled by both the person who found the substance as well as the Director Student Support Services. The said Director is then to forward this report to the Principal. Substance found is to be kept by the Director Student Support Services (or next in line) until Drug Squad personnel intervene, as per procedure in paragraph 3.
- B. When an illegal substance is found on a student both in possession or whilst using in an open locality on campus, the person who finds the substance is to verbally inform the Institute Director appertaining to that student, or next in line. The Principal or next in line and the respective Deputy Principal are to be informed by the Institute Director or next in line. The 'Illegal Substance Incident Report Form' is to be compiled by the person who found the substance and the Director of that Institute, or next in line. The said report is to be forwarded to the Principal and the respective Deputy Principal. Substance found is to be kept by the Director of the said Institute, or next in line, until Drug Squad personnel intervene, as per procedure in paragraph 3.
- C. If the illegal substance is found on the premises of an Institute but not on a student, the Director or the next in line of that particular Institute is to be verbally informed immediately. This said Director needs to inform the Principal or next in line with immediate effect. The 'Illegal Substance Incident Report Form' needs to be compiled by both the person who found the substance as well as the Director of that particular Institute. The Incident Report is to be forwarded to the Principal. Substance found is to be kept by the Director of the said Institute (or next in line) until Drug Squad personnel intervene, as per procedure in paragraph 3.
- D. If the substance is found on a student within his/her particular Institute by any member of staff, the Director of that particular Institute needs to be verbally informed. The said Director needs to inform both the Principal or next in line and the relevant Deputy Principal. The 'Illegal Substance Document Incident Report Form' needs to be compiled by both the person who found the substance as well as the Institute Director and to be forwarded to the Principal and the Deputy Principal copied in. Substance found is to be kept by the Director of the said Institute (or next in line) until Drug Squad personnel intervene, as per procedure in paragraph 3.
- E. If the substance is found on a student in another Institute not within his/her particular Institute by any member of staff, the Director or next in line of that particular Institute where the substance was found needs to be verbally informed. This said Director needs to inform



Document Title	ILLEGAL SUBSTANCE PROCEDURE			Page 3 of 9	
Document Number	212	Document Revision	B	Date Issued	19.09.2019

both the Principal or next in line and the relevant Deputy Principal. The Director appertaining to the student on whom the substance was found needs to be informed by the Deputy Principal. The 'Illegal Substance Document Incident Report Form' is to be compiled by both the person who found the substance as well as the Institute Director (or next in line) where the substance was found and forwarded to the Principal and the Head of College copied in. The Director appertaining to the student on whom the substance was found needs to be informed by the Head of College. Substance found is to be kept by the Director of the Institute where the substance was found (or next in line) until Drug Squad personnel intervene, as per procedure in paragraph '3'.

- F. When the substance is found by anyone on individuals on Campus, who are not related to MCAST, if found in an Institute, procedures as per point 'C' need to be followed and if found in an open locality on campus, procedures as per point 'A' need to be followed. The 'Illegal Substance Incident Report Form' is to be compiled as per procedures in 'C' and 'A'. Substance found is to be kept as per point 'C' and point 'A' respectively.
- G. If the illegal substance is found in the Student House premises or on a student in the same premises, either the relevant Director, Deputy Principal Registrar or Deputy Principal VPET is to be verbally informed immediately. These latter personnel need to inform the Principal or next in line with immediate effect. The 'Illegal Substance Document Incident Report Form' needs to be compiled by both the person who found the substance as well as the respective Director, or Deputy Principal VPET or Deputy Principal Registrar (or next in line) and forwarded to the Principal. Substance found is to be kept by the Director, Deputy Principal VPET or Deputy Principal Registrar (or next in line) until Drug Squad personnel intervene, as per procedure in paragraph '3'.
- H. In Apprenticeships and other Work Placements related to MCAST courses, when the illegal substance is found on an MCAST student, the employers follow their own procedures as well as verbally informing the Director Apprenticeship and Work-based Learning. This said Director is then to inform the Principal. The 'Illegal Substance Incident Report Form' is to be compiled by the Director Apprenticeship and Work-based Learning, and it is then to be forwarded to the Principal. At the discretion of the Principal, the Director of the relevant Institute and the respective Deputy Principal may be informed. Substance found is to be kept as per procedures within the particular work setting.
- I. If the illegal substance is found on any staff member, the Deputy Principal Administration and the Human Resources Director (or next in line) and the direct superior (or next in line) of that staff member are to be verbally informed. The said direct superior or next in line is then to inform the Principal immediately. The 'Illegal Substance Incident Report Form' is to be compiled by the direct superior (or next in line), the report is then to be forwarded to the Principal and the Deputy Principal Administration and the Human Resources Director (or next in line). Substance found is to be kept by the Director of the Institute where the substance was found (or next in line) until Drug Squad personnel intervene, as per procedure in paragraph '3'.
- J. If the illegal substance is found on a student enrolled in any of the MCAST part-time courses, the Director in charge of the Part-time Courses is to be verbally informed. The same Director is then to inform the Principal immediately. The 'Illegal Substance Document Incident Report Form' is to be compiled by the person who found the illegal substance and the Director in charge of the Part-time Courses, the report is then to be forwarded to the Principal. Substance found is to be kept by the said Director (or next in line) until Drug Squad personnel intervene, as per procedure in paragraph '3'.

Document Title	ILLEGAL SUBSTANCE PROCEDURE			Page 4 of 9	
Document Number	212	Document Revision	B	Date Issued	19.09.2019

P.S: The above procedures are to be followed when the illegal substance is found. However, if the substance is found on a student or the student is caught using, the student needs to be taken to his or her own director or next in line.

3. Substance found

- A. Once the above procedures are in place, the illegal substance needs to be handled as follows:
 1. The substance is not to be contaminated in any way, touched or smelt;
 2. It is to be placed in a sealed envelope with the rubber stamp of the relevant personnel;
 3. The envelope is to be signed and dated by the same personnel and by a witness.
- B. The Principal will inform the Director Student Support Services to contact the relevant personnel at the Drugs Squad and the relevant procedure followed thereafter.
- C. When the Drugs Squad personnel come to collect the illegal substance, two copies of the 'Illegal Substance - Receipt and Handing Over of Suspicious Find Form' need to be duly filled. One original copy is to be given to the Drugs Squad personnel, another original copy needs to be given to the Director Student Support Services and a copy is to be kept by the relevant Director.

4. When a search is required

- A. When a search is required (this applies both to minors and adults), the Principal at his/her discretion will either inform the Drugs Squad personnel directly and make the arrangements needed thereof, or inform the Director Student Support Services to make contact with the relevant Drugs Squad personnel to make the necessary arrangements.
- B. The Drugs Squad personnel will be informed with whom and where the search will be done. If a student is involved, the relevant Deputy Director will get the student out of class and the Director of the Institute will meet the Drugs Squad personnel where agreed with the Director Student Support Services. The latter will not be in the search itself.
- C. The Director of the Institute who has met with the Drug Squad personnel while conducting the search is required to fill in the 'Illegal Substance Record of Search Report Form'. The original report is to be handed over to the Director Student Support Services and a copy retained by the Director her/himself.
- D. After the search, the Director Student Support Services will inform the Principal with the outcome and hand over the original copy of the 'Illegal Substance Record of Search Report Form' to the Principal. The Principal will at his/her discretion proceed accordingly.
- E. If a disciplinary board is involved, the Principal needs to give consent to the Director Student Support Services if any therapeutic interventions are to be done prior to this board's decision. The Director Student Support Services will not be involved in any way in the Disciplinary board.

Reference Documents:

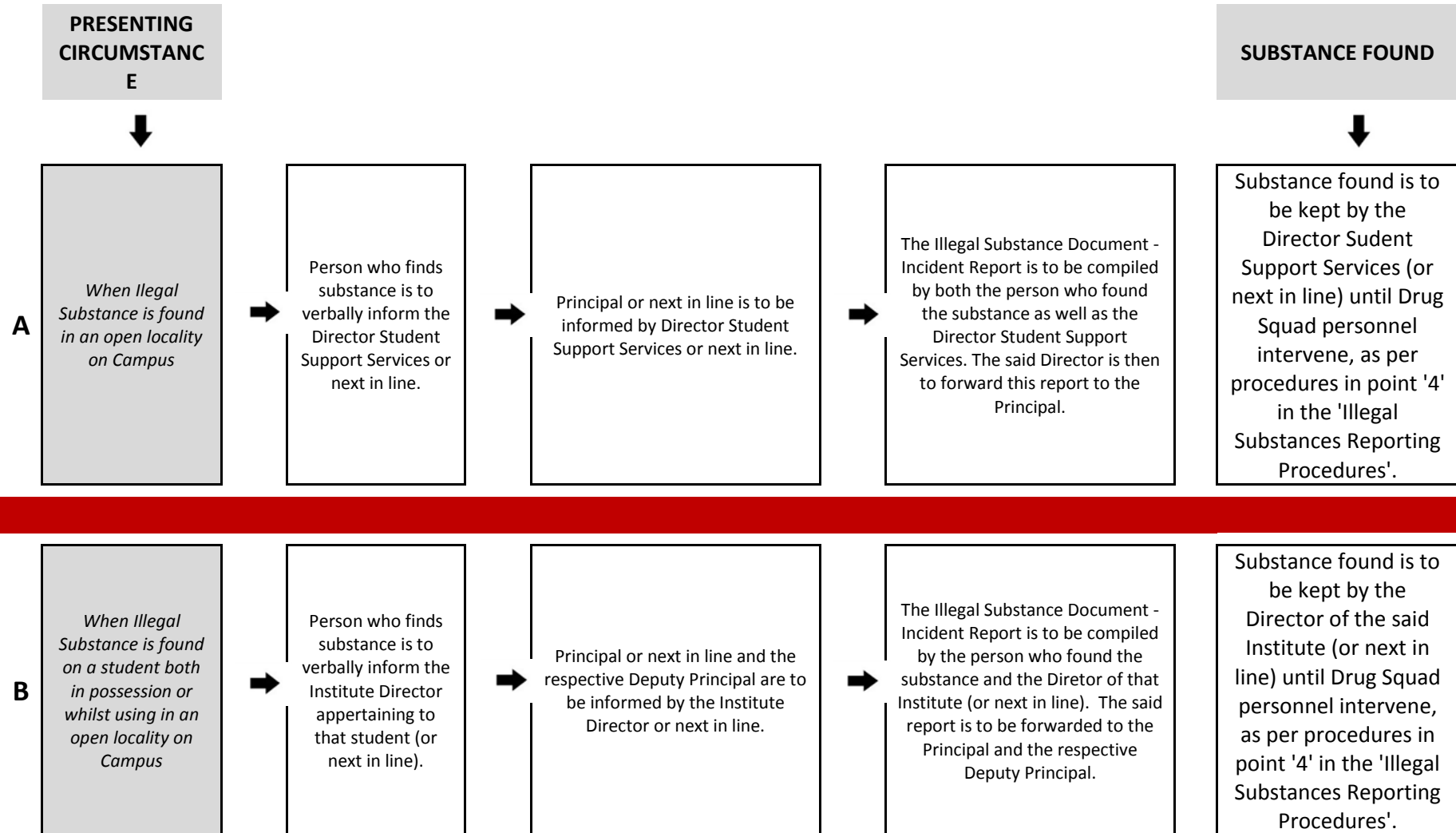
Doc 198 : Illegal Substance Incident Form

Doc 199 : Illegal Substance Record of Search Report Form

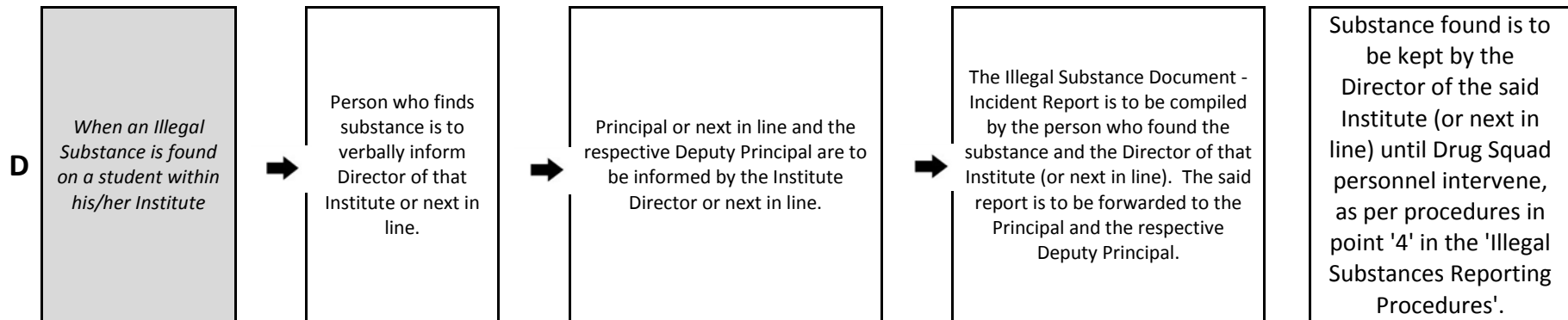
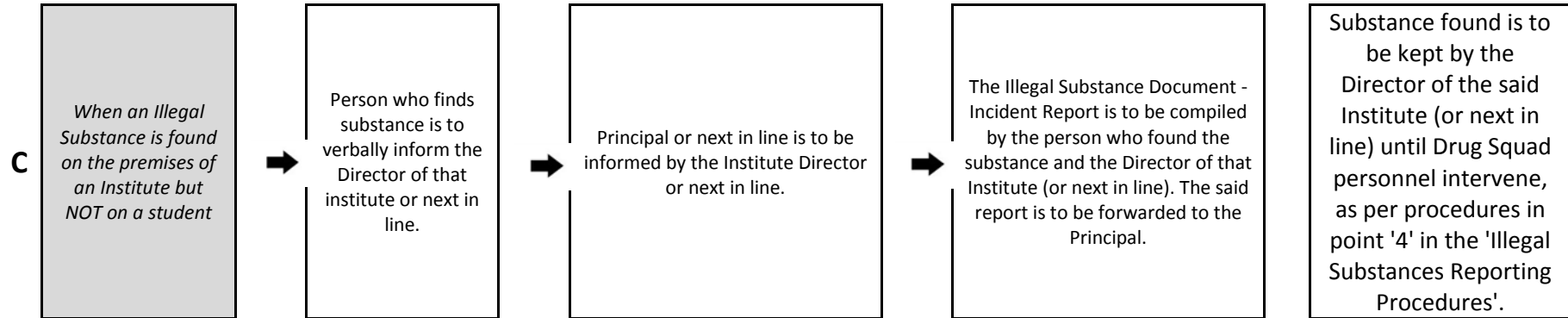
Doc 204 : Illegal Substance Receipt and Handing Over of Suspicious Find

Document Title	ILLEGAL SUBSTANCE PROCEDURE			Page 5 of 9	
Document Number	212	Document Revision	B	Date Issued	19.09.2019

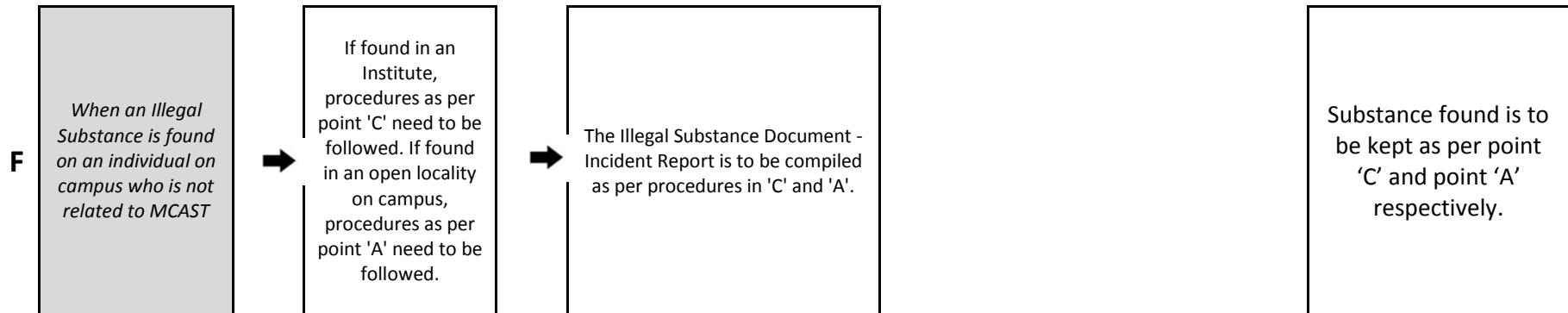
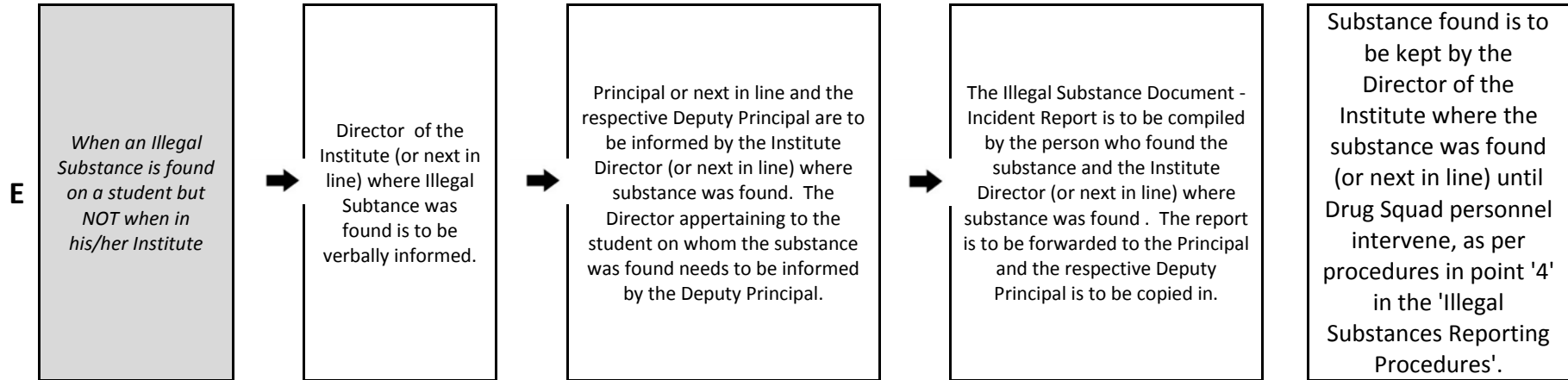
APPENDIX 1



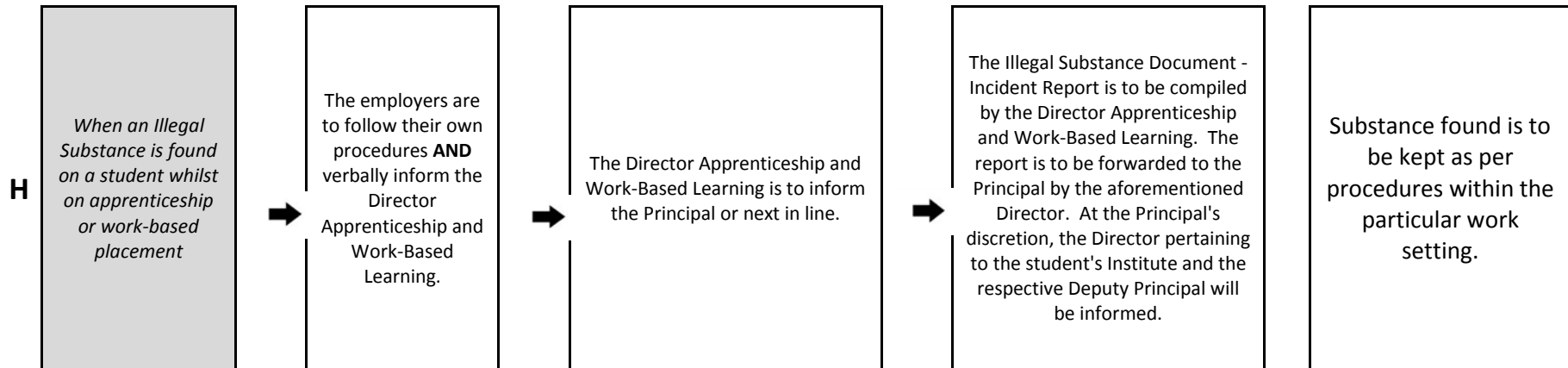
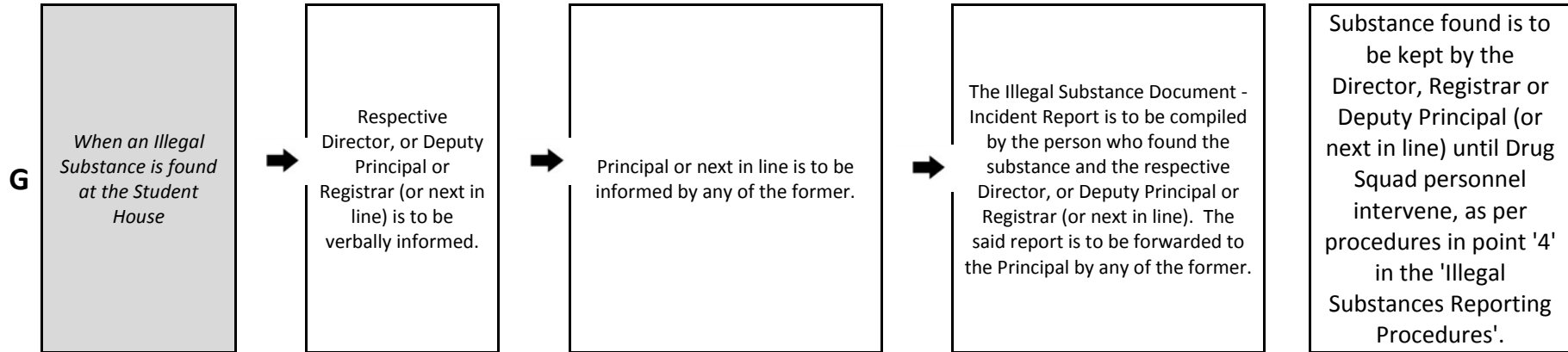
Document Title	ILLEGAL SUBSTANCE PROCEDURE			Page 6 of 9
Document Number	212	Document Revision	B	Date Issued
				19.09.2019



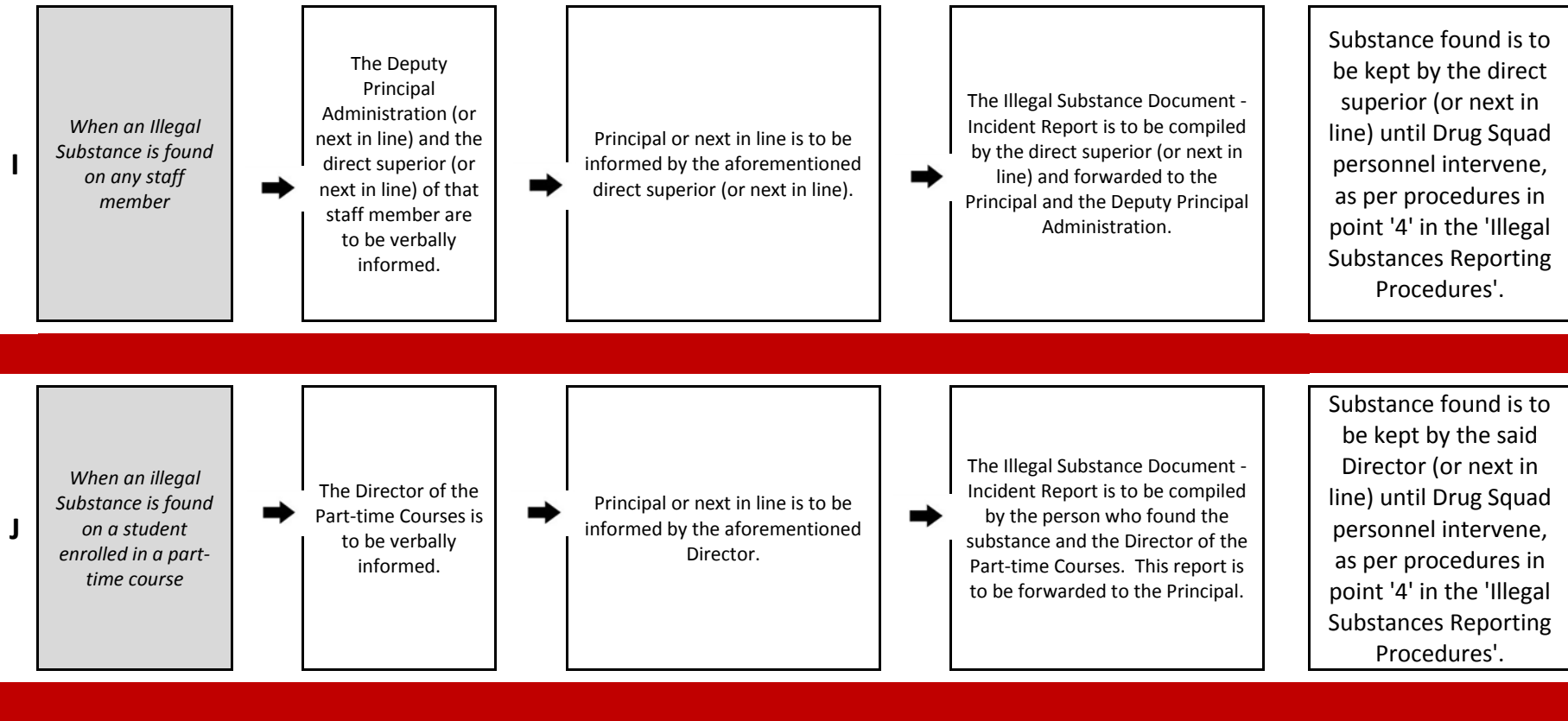
Document Title	ILLEGAL SUBSTANCE PROCEDURE			Page 7 of 9
Document Number	212	Document Revision	B	Date Issued
				19.09.2019



Document Title	ILLEGAL SUBSTANCE PROCEDURE			Page 8 of 9
Document Number	212	Document Revision	B	Date Issued
				19.09.2019



Document Title	ILLEGAL SUBSTANCE PROCEDURE			Page 9 of 9
Document Number	212	Document Revision	B	Date Issued
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