



Document Title	ILLEGAL SUBSTANCE PROCEDURE			Page 1 of 10
Document Number	212	Document Revision	C	Date Issued
				30.08.2021

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			
	C	DCN #	Date released	Change originator
		93/2021	30.08.2021	Mario Falzon
		Change history (Section/change details)		
		Updated Document title and MCAST Logo Updated title of Director Support Services to Director Outreach Services and Student Affairs Updated all instances referring to the Principal and CEO and changed them to the Deputy Principal		
	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 10	
Document Number	212	Document Revision	C	Date Issued	30.08.2021

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 Outreach Services and Student Affairs is to be verbally informed by the person who found the substance. In the absence of the Director Outreach Services and Student Affairs, the next in line is to be notified. The said Director or next in line is to inform the respective Deputy 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 Outreach Services and Student Affairs. The said Director is then to forward this report to the relevant Deputy Principal. Substance found is to be kept by the Director Outreach Services and Student Affairs (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 respective Deputy Principal or next in line 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 relevant 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 respective Deputy 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 relevant 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.
- 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 the respective 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 relevant 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.
- 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 10
Document Number	212	Document Revision	C	Date Issued
				30.08.2021

the respective Deputy Principal. The Director appertaining to the student on whom the substance was found needs to be informed by the respective 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 relevant Deputy Principal. 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 relevant Deputy 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 relevant Deputy 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 respective Deputy 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 Deputy Principal having the remit for Illegal Substances. At the discretion of this Deputy 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 respective Deputy 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 relevant Deputy Principal, 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 respective Deputy 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 relevant Deputy 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 10	
Document Number	212	Document Revision	C	Date Issued	30.08.2021

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 Deputy Principal will inform the Director Outreach Services and Student Affairs 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 Outreach Services and Student Affairs 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 relevant Deputy Principal at his/her discretion will either inform the Drugs Squad personnel directly and make the arrangements needed thereof, or inform the Director Outreach Services and Student Affairs 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 Outreach Services and Student Affairs. 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 Outreach Services and Student Affairs and a copy retained by the Director her/himself.
- D. After the search, the Director Outreach Services and Student Affairs will inform the relevant Deputy Principal with the outcome and hand over the original copy of the 'Illegal Substance Record of Search Report Form' to him/her. The Deputy Principal will at his/her discretion proceed accordingly.
- E. If a disciplinary board is involved, the Deputy Principal needs to give consent to the Director Outreach Services and Student Affairs if any therapeutic interventions are to be done prior to this board's decision. The Director Outreach Services and Student Affairs will not be involved in any way in the Disciplinary board.

Reference Documents:

Doc 198 : Illegal Substance Incident Form



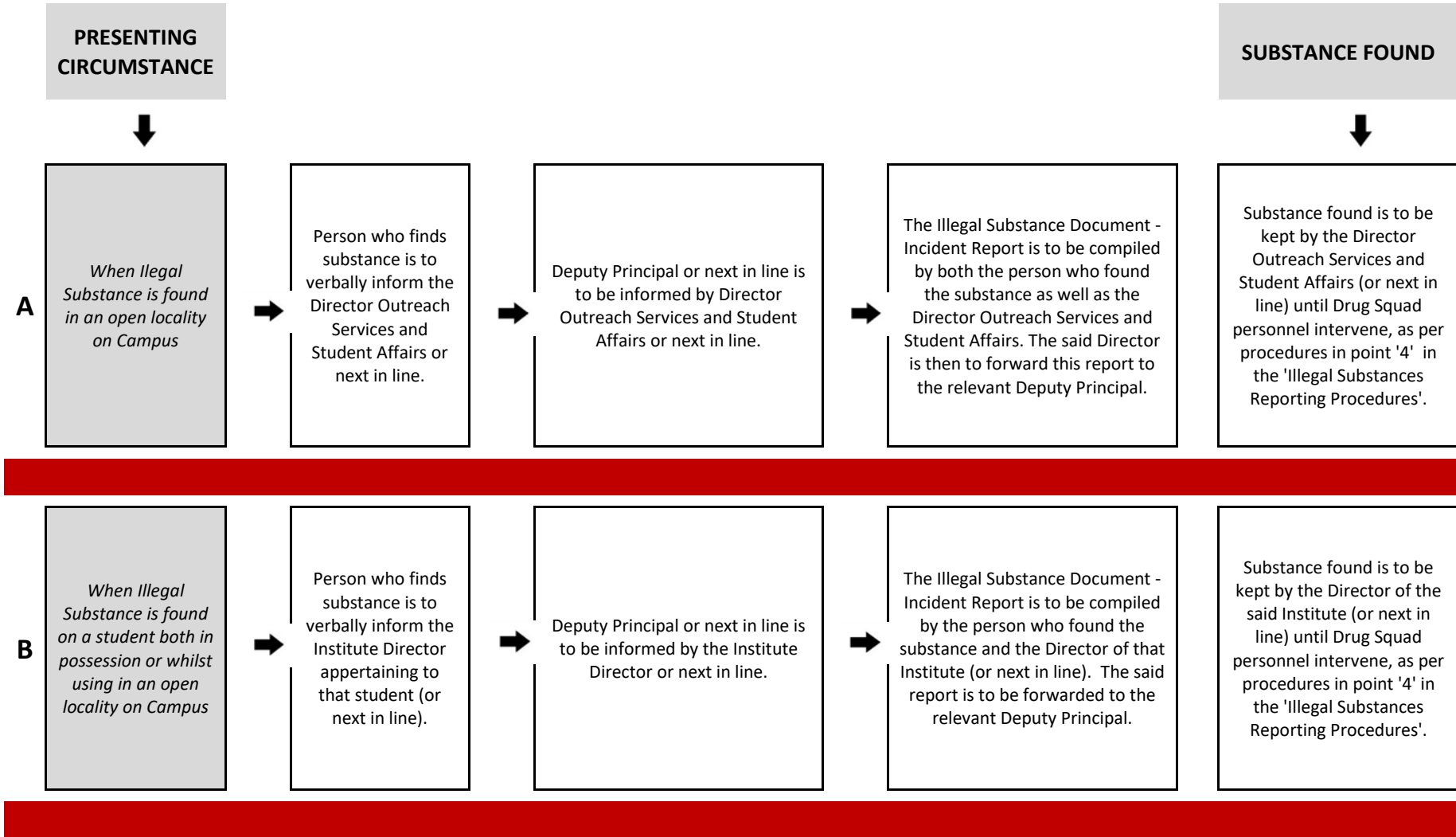
Document Title	ILLEGAL SUBSTANCE PROCEDURE			Page 5 of 10	
Document Number	212	Document Revision	C	Date Issued	30.08.2021

Doc 199 : Illegal Substance Record of Search Report Form
Doc 204 : Illegal Substance Receipt and Handing Over of Suspicious Find

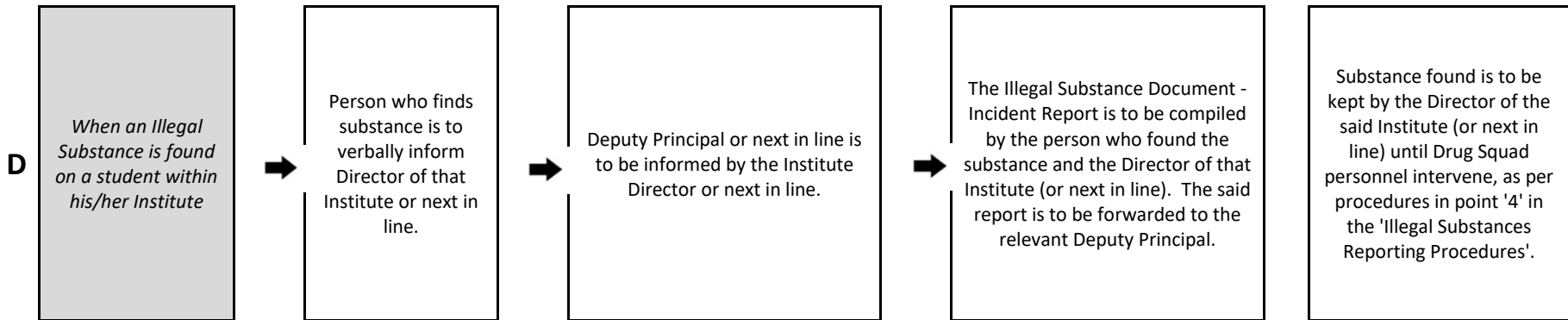
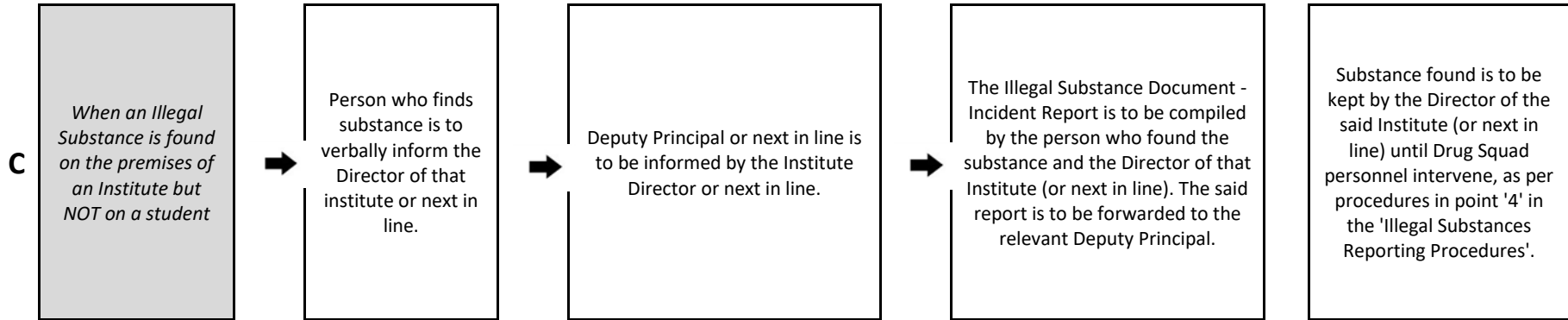


Document Title	ILLEGAL SUBSTANCE PROCEDURE			Page 6 of 10
Document Number	212	Document Revision	C	Date Issued 30.08.2021

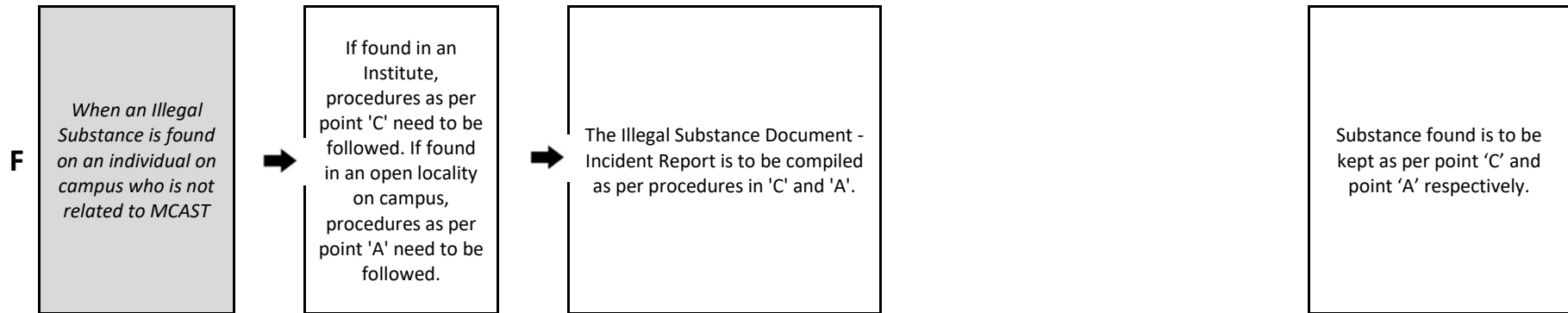
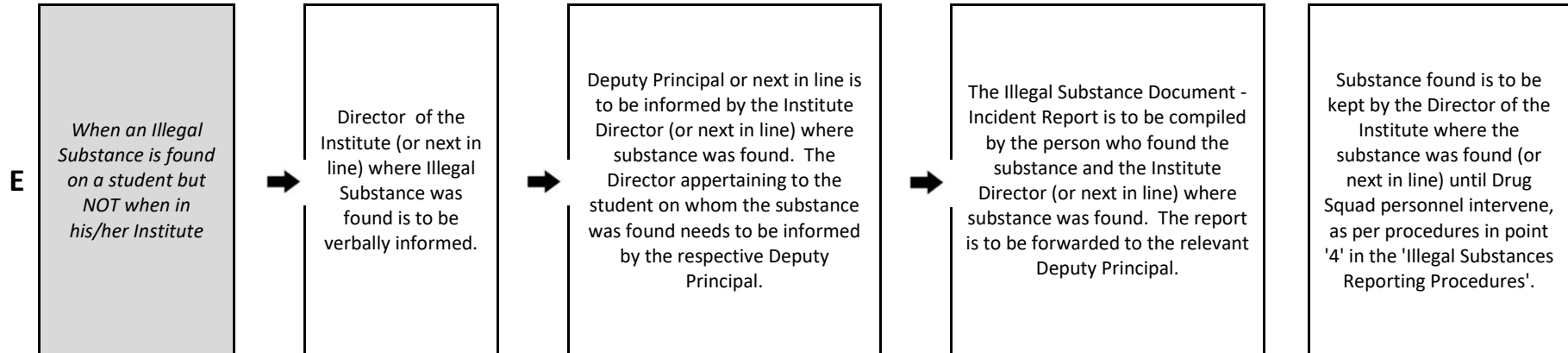
APPENDIX 1



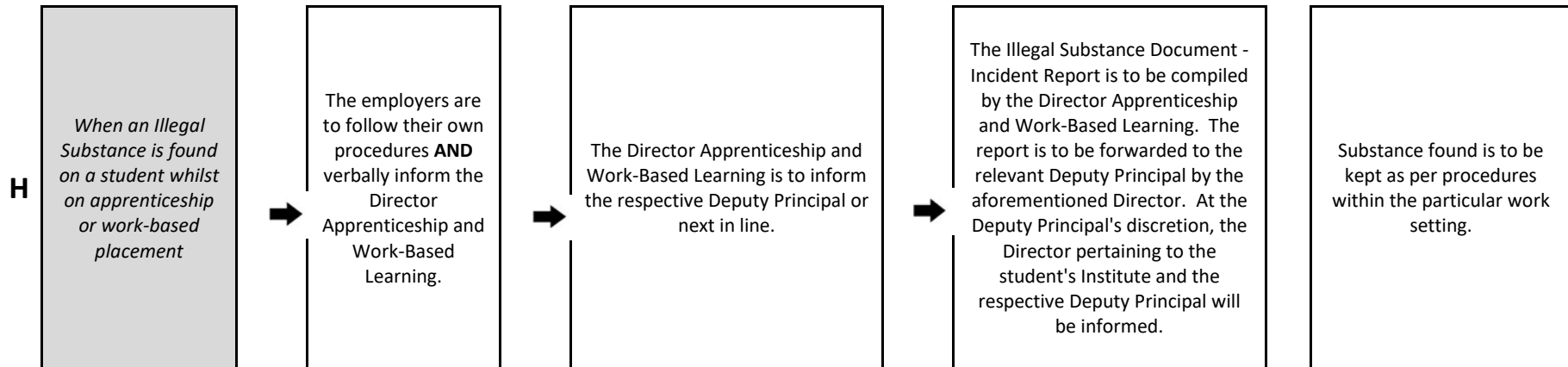
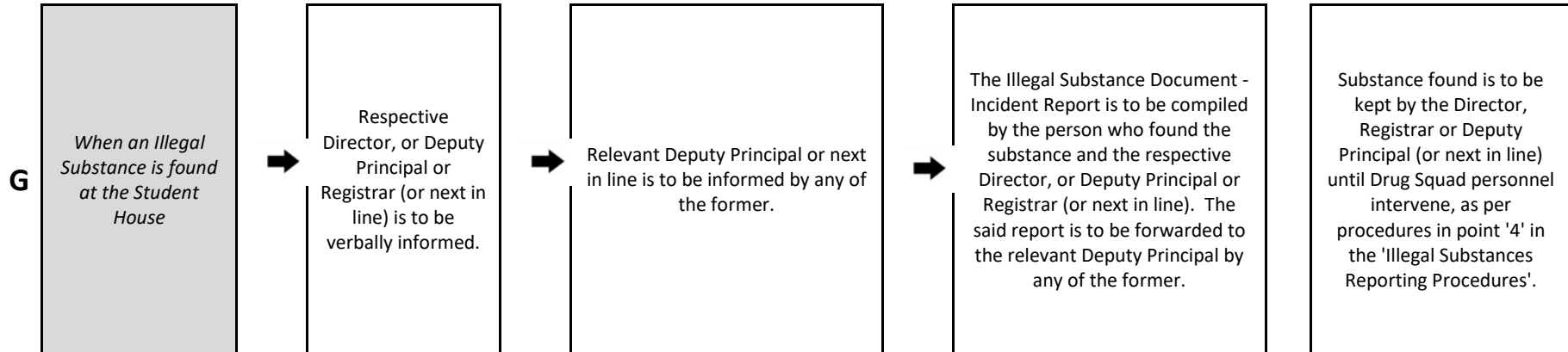
Document Title	ILLEGAL SUBSTANCE PROCEDURE			Page 7 of 10
Document Number	212	Document Revision	C	Date Issued 30.08.2021



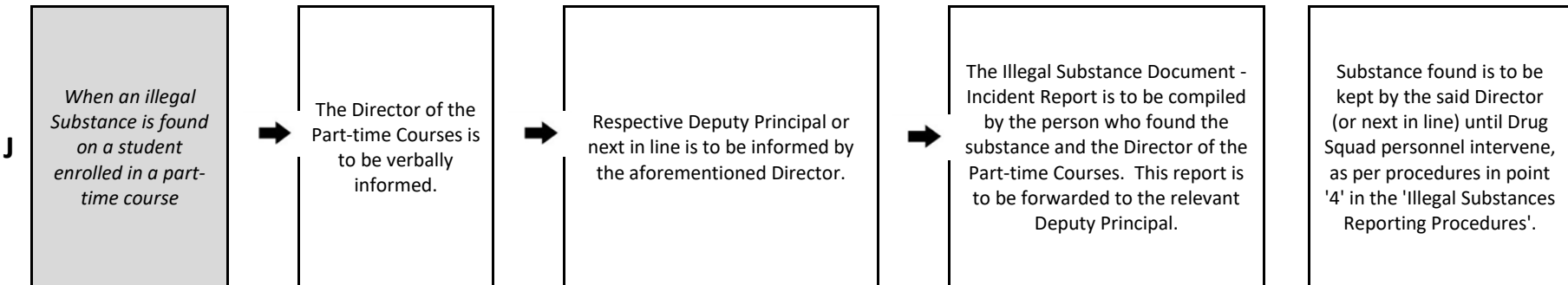
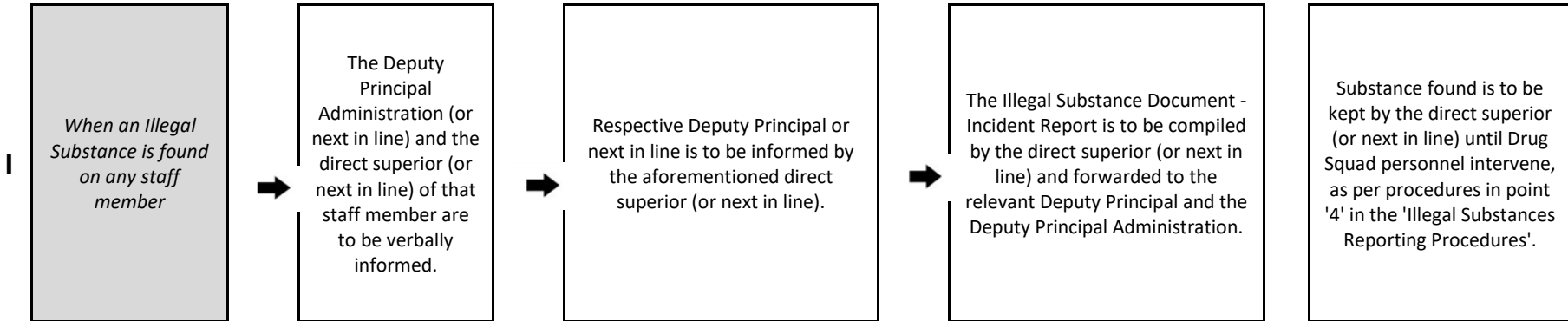
Document Title	ILLEGAL SUBSTANCE PROCEDURE			Page 8 of 10
Document Number	212	Document Revision	C	Date Issued 30.08.2021



Document Title	ILLEGAL SUBSTANCE PROCEDURE			Page 9 of 10
Document Number	212	Document Revision	C	Date Issued 30.08.2021



Document Title	ILLEGAL SUBSTANCE PROCEDURE			Page 10 of 10
Document Number	212	Document Revision	C	Date Issued 30.08.2021



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