

## Seizure Procedure

Procedure to be followed when a student has a suspected illegal substance, drugs paraphernalia, weapon, alcohol, offensive materials etc seized from their possession:

- 1 Student **must** be seen by the Duty Principal.
- 2 Items seized from student(s) (if appropriate) put into an evidence bag (a sealable envelope) **in front** of the student and **one other witness** and the section filled out as detailed in Form A/B of Appendix 8.

It is important, before the evidence bag is sealed, that you ask the student if they have anything more to declare (in their jacket/bag). Ask them to empty their pockets. Explain that it is in their best interest to declare anything else as the police will complete a thorough check on their arrival.

Seal the envelope and ensure that you sign along the opening of the envelope. Once sealed, ask the witness and the student to sign. On the front of the envelope, write a description of the enclosed items.

- 3 If the item seized is potentially dangerous and / or illegal contact the police on 0845 125 2222 indicating that you have a student(s) detained in possession of a suspected illegal substance, weapon or offensive materials (including electronic media) and the student/s will be held on site until help arrives.
- 4 Ask the student to fill out the form (**Appendix A**) with their account. This must be signed. (Evidence that they have seen you seal the evidence bag).

The usual student disciplinary procedure must be followed.



**FORM B**

**INCIDENT FORM (WITNESS)**

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Date

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Witness Name

.....

**WITNESS ACCOUNT:**

***I confirm that the suspected illegal substance/paraphernalia, weapon or item has been secured in the evidence bag and the bag has been sealed.***

\_\_\_\_\_  
Witness  
(Print name in BLOCK CAPITALS)

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Student  
(Print name in BLOCK CAPITALS)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Duty Principal

\_\_\_\_\_  
DP signature