

Drug Related Incident and Prohibited Items Policy

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Our vision: Learning Together with Kind Hearts and Determined Minds

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1. Policy for the Management of Drug Related Incidents

- 1.1 This policy has been developed to meet the requirements of the DfE and ACPO (Association of Chief Police Officers) drugs advice for schools September 2014.
- 1.2 Borough Green Primary School is committed to the principle of respecting diversity and fostering equality in everything it does. All policies will be developed and implemented throughout the school based on that principle and our school vision: 'Children need to be: physically and mentally healthy, able to make decisions and deal with any challenges' supports this.

2. Who Does This Policy Apply To?

2.1 All staff, pupils, parents/carers, Governors and partner agencies working with Borough Green Primary School.

3. Definitions

- 3.1 For the purpose of this policy the word 'drugs' refers to illegal and other unauthorised drugs, medicines, volatile substances, alcohol and tobacco.
- 3.2 It also includes psychoactive substances that are designed to mimic the effect of illegal drugs but are structurally different enough to avoid being classified as illegal substances under the Misuse of Drugs Act. Despite being labelled as legal these substances are not always safe to use and often contain controlled drugs making them illegal to possess.

4. The School Boundaries

Are defined as any area where a pupil is whilst he or she is in the charge of the school. Normally this means any area within the perimeter fence of the school. During any outside activities or trips it means anywhere where the pupil is in the charge of the school and its staff, whether this is within or outside school hours.

5. Pupils Suspected of Being Involved in or Causing Concern Regarding Drug Misuse

- 5.1 If a pupil is suspected of being involved in drug misuse or causing concern about his/her drug use, or makes a disclosure about their own drug misuse, the Headteacher or Inclusion Manager will make an assessment of the extent of the drug misuse as far as possible and refer the pupil to the local Young Person's Substance Misuse Service for further help and support where this is indicated or the local Drug Intervention and Support Programme.
- 5.2 Communication between staff and early involvement of parents/carers may set the scene for early, supportive pastoral intervention. An appraisal should take place to determine the nature of the pupils needs and the additional support a pupil might need if, for example:
- their knowledge about drugs is low
- they rely upon frequent use of drugs

- their drug use is affecting performance at school
- their drug use is causing problems such as conflict at home
- they feel under pressure to use, perhaps due to other problems
- their (or someone else's) drug use is impacting on their behaviour and/or emotional health.

In addition to the drug education they receive through the curriculum, extra support may include any or all of the following:

- providing information and advice in relation to specific drugs
- developing self-esteem and skills such as strategies for seeking support
- increasing their motivation to address their drug use
- facilitating access to activities of interest to them (such as scout groups extracurricular events and activities.)

6. Procedures for Managing Pupils Suspected or Found In Possession of Unauthorised Drugs. (See also Appendix A)

- 6.1 All teachers have a duty of care and the pupils' safety and care is of paramount importance.
- 6.2 If a pupil appears intoxicated by drugs or drink whilst at school, first aid or medical supervision must be the first consideration. If necessary the pupil should be taken to the local Accident & Emergency Unit. The Headteacher/Inclusion Manager/DSL will contact his/her parents or carers and request they collect him or her from school. If they are unavailable the pupil will be supervised in a suitable room until the parents/carers are able to collect him or her or other action appropriate to the individual.

7. Pupils Suspected of Possessing Banned Substances

- 7.1 If a pupil brings alcoholic drink or drugs to school or you have good reason to believe they have done so, or if a pupil is found with a substance or a drug thought to be unauthorised, these procedures should be followed:
 - 7.1.1 All unknown tablets, powders and substances should be regarded as unauthorised.
 - 7.1.2 There are Health and Safety considerations associated with handling unidentified substances. Gloves should always be worn if available, or a bag can be turned inside out and used to pick up the suspected drug. Advice is available through KCC Education Health and Safety Unit. (01622) 694144 in conjunction with "The Safe Retrieval and Disposal of Used Hypodermic Needles and Syringes" attached at Appendix B.
 - 7.1.3 The Police Youth Crime Reduction Officer (YCRO) should be the first point of contact with regard to confiscation of suspected drugs in schools.
 - 7.1.4 The police recognise that these issues will impact on the young person, their families, friends and the wider school community.

- 7.1.5 If unavailable the YCRO or Police Crime Reduction Co-ordinator will arrange attendance by another suitably trained officer. (Contact numbers in Appendix C). In "emergency" situations where the YCRO is unlikely to be able to attend immediately, the safety of all concerned is paramount, police assistance should be summoned in the most appropriate way (999 or local police station).
- 7.1.6 If a pupil has taken a drug, or there is reasonable evidence to assume so, a trained first-aider should be called immediately, and professional medical help sought where appropriate. If not, call another member of staff for help and as a witness.
- 7.1.7 Inform the Headteacher and the Inclusion Manager/DSL as soon as possible after you have ensured the safety of the pupil and any other pupils involved.

8. Searching With Consent

- 8.1 Borough Green Primary School staff can search pupils with their consent for any item under common law powers.
- 8.2 You should be the same gender as the pupil being searched; and there must be a witness (also a staff member) and, if at all possible, they should be the same gender as the pupil being searched.
- 8.3 There is a limited exception to this rule. You can carry out a search of a pupil of the opposite gender to you and without a witness present, but only where you reasonably believe that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately.
- 8.4 Also note:
 - 8.4.1 Borough Green Primary School is not required to have formal written consent from the pupil for this sort of search it is enough for the teacher to ask the pupil to turn out his or her pockets or if the teacher can look in the pupil's bag or locker and for the pupil to agree (same gender is not required for this sort of search).
 - 8.4.2 If a member of staff suspects a pupil has a banned item in his/her possession, they can instruct the pupil to turn out his or her pockets or bag and if the pupil refuses, the teacher can apply an appropriate punishment as set out in the school's Behaviour Policy.

9. Searching

- 9.1 The ability to give consent may be influenced by the child's age or other factors.
- 9.2 Headteachers and staff authorised by them (written authorisation from the Headteacher is not required) have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Where it is concern that a prohibited item is in a pupil's possession is from the list below reasonable force (see behaviour policy) can be used.

- 9.3 Prohibited items are:
- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil).
- 9.4 Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for although reasonable force cannot be used in this case.

10. Schools' Obligations Under The European Convention On Human Rights (ECHR)

- 10.1 Under article 8 of the European Convention on Human Rights pupils have a right to respect for their private life. In the context of these particular powers, this means that pupils have the right to expect a reasonable level of personal privacy.
- 10.2 The right under Article 8 is not absolute, it can be interfered with but any interference with this right by a school must be justified and proportionate.

11. Confiscation

- 11.1 School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline. Confiscated drugs should be sealed in a clear tamper proof plastic bag, with the completed incident form attached, and locked away until the police arrive. (See Appendix A for sample Incident Reporting Form).
- 11.2 Where it is considered that the pupil has been at risk, or it is thought that the drug or substance is unauthorised, the pupil's parent or carer should immediately be contacted and asked to attend the school, unless this is not considered to be in the best interests of the pupil in which case Kent Safeguarding Guidelines should be followed.
- 11.3 If it is established that the incident is drugs related, the Headteacher should contact the Chair of Governors to inform him/her of the situation.
- 11.4 Contact should also be made with the Local Education Officer (LEO) who will inform the KCC press office if it looks as though the media may become involved.
- 11.5 Teachers cannot guarantee confidentiality, and where a pupil discloses information that indicates he or she is at risk, the information must be passed immediately to the appropriate person (DSL/Headteacher/Inclusion Manager). A teacher should sensitively indicate to a pupil that confidentiality cannot be maintained, preferably

before any disclosure takes place.

11.6 You should record what has happened and all actions taken as soon as possible and the witness should countersign your statement.

12. After the Search

12.1 The power to seize and confiscate items – general

What the law allows:

• Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so.

Also note:

- The member of staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search so long as it is reasonable in the circumstances. Where any article is thought to be a weapon it must be passed to the police.
- Staff have a defence to any complaint or other action brought against them. The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

12.2 Items found as a result of a 'without consent' search

What the law says:

- A person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item or is evidence in relation to an offence.
- Where a person conducting a search finds alcohol, they may retain or dispose of it. This means that schools can dispose of alcohol as they think appropriate but this should not include returning it to the pupil.
- Where they find controlled drugs, these must be delivered to the police as soon as possible but may be disposed of if the person thinks there is a good reason to do so.
- Where they find other substances which are not believed to be controlled drugs
- These can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called 'legal highs'.
- Where staff suspect a substance may be controlled they should treat them as controlled drugs as outlined above.
- Where they find stolen items, these must be delivered to the police as soon as reasonably practicable – but may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) if the person thinks that there is a good reason to do so.
- Where a member of staff finds tobacco or cigarette papers they may retain or dispose of them. As with alcohol, this means that schools can dispose of tobacco or cigarette papers as they think appropriate but this should not include returning them to the pupil.

- Fireworks found as a result of a search may be retained or disposed of but should not be returned to the pupil.
- The revised Education Act 2011 brought to bear significant new powers and freedoms for teachers and schools. Essentially, the Act gives schools and/or teachers the power to seize and search an electronic device if they think there is good reason for doing so.
- Where an article that has been (or could be) used to commit an offence or to cause personal injury or damage to property is found it may be delivered to the police or returned to the owner. It may also be retained or disposed of.
- Where a member of staff finds an item which is banned under the school rules they should take into account all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it.
- Any weapons or items which are evidence of an offence must be passed to the police as soon as possible.
- Statutory guidance on the disposal of controlled drugs and stolen items
- It is up to teachers to decide whether there is a good reason not to deliver stolen items or controlled drugs to the police. In determining what is a "good reason" for not delivering controlled drugs or stolen items to the police the member of staff must have regard to the following guidance issued by the Secretary of State:
- In determining what is a 'good reason' for not delivering controlled drugs or stolen items to the police, the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article.
- Where staff are unsure as to the legal status of a substance and have reason to believe it may be a controlled drug they should treat it as such.
- With regard to stolen items, it would not be reasonable or desirable to involve the police in dealing with low value items such as pencil cases. However, school staff may judge it appropriate to contact the police if the items are valuable (iPods/laptops) or illegal (alcohol/fireworks).
- 12.3 Statutory guidance for dealing with electronic devices
 - 12.3.1 Where the person conducting the search finds an electronic device they may examine any data or files on the device if they think there is a good reason to do so. Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so.
 - 12.3.2 The member of staff must have regard to the following guidance issued by the Secretary of State when determining what is a "good reason" for examining or erasing the contents of an electronic device:
 - 12.3.3 In determining a 'good reason' to examine or erase the data or files the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.
 - 12.3.4 If inappropriate material is found on the device it is up to the teacher to decide whether they should delete that material, retain it as evidence (of a

criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.

12.3.5 Fixed term or permanent exclusion should only be considered as a last resort when the incident is extremely serious or part of a pattern of persistent behaviour.

13. Alcohol and Tobacco

- 13.1 Alcohol and Tobacco (AT) misuse by pupils is a serious issue for schools. Research shows that the younger pupils enter into experimental AT use, the more likely they are to develop an unhealthy lifestyle and problematic drug use. Borough Green Primary School adheres to the Licensing Act 2003 and other alcohol legislation.
- 13.2 The police are not normally called to deal with pupils involved with alcohol or tobacco issues except where there are exceptional circumstances i.e. alcohol or tobacco is being illegally sold to pupils or where there is a risk of violence or Child Protection concerns. There may be grounds for informing the local trading standards office of issues related to alcohol and tobacco sales.

14. Residential and Off Site Visits

- 14.1 Residential and off site visits must comply with KCC "Regulations and Guidance for Offsite Activities" full risk assessment practice. General conduct and behaviour will be discussed with both pupils and parents/carers. Pupils and parents/carers will also be made aware of the school's expectations and sign the Home/School Agreement. Expectations of staff will also be considered and agreed.
- 14.2 If a drug related incident occurs during a foreign trip, it is advisable to seek the help of the British Consulate before involving the local police, if this is deemed necessary. Under no circumstances should unauthorised drugs be carried across national borders.

15. Confidentiality and Child Protection Issues

Schools must be absolutely clear about the boundaries of their legal and professional roles and responsibilities. Teachers cannot guarantee absolute confidentiality, and where a pupil discloses information that indicates he or she is at risk, the information must be passed immediately to the appropriate person (Headteacher, DSL, Inclusion Manager). A teacher should sensitively indicate to a pupil that confidentiality cannot be maintained, preferably before any disclosure takes place.

16. Staff

- 16.1 Any staff bringing unauthorised drugs to work or their presence at work in an intoxicated state (including while staff are 'on duty' on school trips and activities off site) could be subject to disciplinary procedures and possible police prosecution. All staff have a duty of care to the pupils, therefore the Headteacher must be informed immediately. All staff are expected to report any other member of staff suspected of bringing drugs to school or being intoxicated at work.
- 16.2 It is good practice to make every effort to support the member of staff in these

circumstances and encourage them to seek appropriate professional help.

17. Parents/Carers

- 17.1 Informing parents/carers
 - 17.1.1 In any incident involving unauthorised drugs, schools are normally advised to involve the child's parent/carer and explain how the school intends to respond to the incident and to the pupil's needs. In exceptional circumstances, where the school suspects that to do this might put the child's safety at risk or if there is any other cause for concern for the child's safety at home, then the school should exercise caution when considering involving parents/carers. In any situation where a pupil may need protection from the possibility of abuse, the school's DSL/Inclusion Manager should be consulted and child protection procedures followed.
 - 17.1.2 Parents/carers should be encouraged to approach the school if they are concerned about any issue related to drugs and their child. Schools can refer parents/carers to other sources of help, for example, drug or alcohol specialist agencies or family support groups.

18. Dealing With Complaints

- 18.1 Schools are not required to inform parents before a search takes place or to seek their consent to search their child.
- 18.2 There is no legal requirement to make or keep a record of a search.
- 18.3 Schools should inform the individual pupil's parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.

19. Children of Drug Misusing Parents/Carers

Schools need to be aware of the impact parent/carer drug misuse can have on a child and his/her education. Children of drug misusing parents/carers may be at greater risk of emotional and/or physical harm, but this is not always the case. A parent/carer with a drug problem does not necessarily neglect their child or put them at risk. Schools should be alert to behaviour which might indicate that the child is experiencing difficult home circumstances.

20. Intoxicated Parents/Carers On School Premises

- 20.1 When dealing with intoxicated parents/carers, staff should attempt to maintain a calm atmosphere. On occasions, a teacher may have concerns about discharging a pupil into the care of a parent/carer. The focus for staff will always be the maintenance of the child's welfare, as opposed to the moderation of the parent's/carer's behaviour.
- 20.2 Where the behaviour of an intoxicated parent/carer repeatedly places a child at risk or the parent/carer becomes abusive or violent, staff should consider whether the circumstances of the case are so serious as to invoke Child Protection Procedures, and the involvement of the police, if necessary.

21. Monitoring, Evaluation and Reviewing of this policy

- Senior leaders are involved in monitoring and evaluation.
- Staff, parents/carers and governors are consulted and the policy is modified where appropriate.
- There is ongoing monitoring and evaluation of the effectiveness of this policy to ensure that needs are met.
- The Drug Related Incident Management Policy is reviewed in line with current LEA and Government guidelines.
- This policy will be made available to all staff via KLZ and parents on request.
- Topics such as 'Drug Awareness' and 'Looking after Me' will be covered as part of a well-planned programme of PSHE and science lessons. Topics will be delivered in a supportive environment, where pupils are aware of the school rules, feel able to engage in open discussion and feel confident about asking for help if necessary.
- This policy will be reviewed every three years or sooner if deemed necessary.



APPENDIX A

Record of Incident Involving Unauthorized Drug

- 1. For help and advice, telephone the LEA or Association of Chief Police Officers (ACPO)
- 2. Complete this form WITHOUT identifying the pupil involved.
- 3. Copy the form (two copies if substance found)
- 4. Attach copy to bag containing any substances discovered
- 5. Send the copy within 24 hours of the incident to the LEA (CDEC).
- 6. KEEP the original, adding the pupil's name and form store securely.

(Please tick to indicate the category)

Concern established after following up a suspicion or allegation	Discovery OFF premises	Disc ON	overy	Pupil disclosure	Parent/ carer use	A parent/ carer expresses concern
Name of pupil*: Pupil's Class*: (*For school record Age of pupil:		Time	of school: of incident of incident:		am/pm	
Male/Female Tick box if second or subsequent incident involving same pupil						
First Aid given? Yes/No First Aid given by: Ambulance/Doctor called?(Delete as necessary) Yes/No Called by: Time:						
Drug involved (if known): (e.g. Alcohol, Paracetomol, Ecstasy)			Vitness Disposa	etained:	th:	s/no)
Senior staff involved:						
Name of parent/carer informed: Informed by: At time:						
Brief description of symptoms/situation:						
Other action taken: (e.g. Connexions or other agency involved: Educational Psychologist report requested: case conference called: pupils/staff informed: sanction imposed: LEA/GP/Police consulted)						
(continue on blank sl	(continue on blank sheet if necessary)					

APPENDIX B



The Safe Retrieval and Disposal of Used Hypodermic Needles and Syringes

1. Risk Assessment

- 1.1. It is important to assess the risk of removal of any found objects when considering what action is to be taken.
- 1.2. Decide if it is safe for you to attempt removal. There should be a sharps disposal kit kept in the school. The Sharps disposal kit is stored in the medical room. You must not take avoidable risks. If unsure, discuss what action to take with your line manager or head teacher.
- 1.3. The area where the object is found must be safeguarded to protect others from injury. If the discovery is made when you are alone and children/young people or others are nearby, summon help by asking someone to get the sharps disposal kit, while you 'stand guard'. The incident must be recorded in the appropriate Health and Safety incident or record book. For KCC schools the Accident/Incident Report Form H5157 should be used.

2. Removal Procedure

- 2.1. Close and safeguard the area until the sharps disposal kit is collected.
- 2.2. Follow the procedure as outlined in the sharps disposal kit.
- 2.3. If the sharps kit is unavailable, never place a needle in a bin without it first being placed in a hard protective container to avoid injury.
- 2.4. Report the discovery to the local Police Youth Crime Reduction Officer.
- 2.5. In the event of discovering isolated needles or syringes, the surrounding area must also be checked carefully. In attempting to do so DO NOT COMB GRASS BY HAND.
- 2.6. Neither children nor adults should be permitted to enter an area where syringes or needles have been found repeatedly, unless that area has been fully checked before its use.

3. First Aid Treatment

- 3.1. If an accident occurs where a needle or other sharp object has punctured the skin, then the following advice is recommended:
 - 3.1.1. The injured person should:
 - Encourage the wound to bleed gently.
 - Wash well with soap under cold running water.
 - Cover the wound with a waterproof dressing.
 - Seek medical attention as soon as possible, e.g. from his or her own doctor or an Accident and Emergency department at hospital.
 - Inform your manager.



APPENDIX B

- Complete the accident/incident form.
- Inform the Occupational Health Unit tel: (01622) 605518
- An immediate response by the injured person can help reduce the risk of infections occurring.
- 3.2. Please refer also to the 'KCC Framework for Health and Safety', page 10.19. A copy should be kept in schools and in Youth Service premises.

4. Rubbish Picks

4.1. Some schools conduct rubbish picks by pupils. This may be acceptable using proper protective equipment and under supervision.



USEFUL CONTACTS

KCC Education Child Protection Co-ordinators					
Robyn Windibank - West Kent Tel: 03000 412284 Mobile: 07540 677200	Area Safeguarding Advisor West Kent 03000 412284				
Robyn.windibank@kent.gov.uk					
Kent Police Main Switchboard (can put you through to your local Youth Crime Reduction Officer (YCRO) or Crime Reduction Co-ordinator if the YCRO is unavailable Tel: (01622) 690690	Contact: Louise Fisher, Head of Youth Justice Kent Youth Offending Service Kent County Council Invicta House 2nd Floor Sessions Square Maidstone Kent ME14 1XX Louise.Fisher@kent.gov.uk Phone: 03000 421407				
Other Useful Organisations					
Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: www.addaction.org.uk	ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: <u>admin@adfam.org.uk</u> Website: <u>www.adfam.org.uk</u>				
Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk Website: www.alcoholconcern.org.uk	ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: <u>enquiries@ash.org.uk</u> Website: <u>www.ash.org.uk</u>				



Children's Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910 Email: clc@essex.ac.uk Website: www.childrenslegalcentre.com Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.	Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: info@crae.org.uk Website: www.crae.org.uk Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)
Tel: 020 7307 7450 Website: www.drinkaware.co.uk/	
FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0800 776600 Email: frank@talktofrank.com Website: <u>www.talktofrank.com</u>	Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email <u>admin@mentoruk.org</u> Website: www.mentoruk.org.uk
Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org Website: <u>www.re-solv.org</u>	Smokefree - NHS Smoking Helpline: 0800 169 0 169 Website: http://smokefree.nhs.uk
Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: <u>www.starsnationalinitiative.org.uk</u>	Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18. Website: https://www.gov.uk/youth-offending-team