

# Child Protection Policy

2016-17



# Newport City Council - Education Service

## Child Protection Policy

### Introduction

This policy document has been produced on the basis of supporting good practice within Education and other children support services, insofar as child protection is concerned. It makes explicit the expectation of schools and centrally managed support services will have their own child protection policies and procedures, which are in keeping with local and national procedures and guidance, and refers to that practice which Newport City Council (NCC) considers to be safe and professional within the child protection domain.

NCC places significant emphasis on the need for equality of opportunity to permeate all child related activities, and will continue to promote and develop its role as an advocate and protector of those who face special difficulties in realising their full potential.

NCC takes seriously its role and responsibilities to protect and safeguard the wellbeing and interests of all children in its care. Its role in protecting children and young people from exploitation and or abuse will not and cannot be underestimated.

Dealing with the safety and protection of children and young people is a demanding and difficult area of work. These difficulties and demands are balanced out with rewarding times, when staff work together to successfully support and protect children and young people. NCC recognises these factors and aims to ensure that all staff in Newport will be provided with appropriate training, guidance and direction in this sensitive but essential area.

It is well documented that effective child protection work requires clear and sound procedures, good inter-agency collaboration and co-operation, and requires those who work in this area to be competent and confident in recognising and responding to child protection situations.

In producing this policy the council will draw upon the experience, procedures and practices of those professionals who work with children in educational, social and health and other related settings. This policy is also informed by known good practice within NCC and on a national basis, and is in line with South East Wales Safeguarding Children Board (SEWSCB) policies, protocols and procedures.



## **Role of Local Authority**

Sections 27 and 47 of the Children Act place duties on Local Authorities (LEAs) to assist local Social Services acting on behalf of children and young people in need or who are suffering or likely to suffer significant harm.

Section 175 of the Education Act 2002 requires local authorities and governing bodies of maintained schools and further education institutions to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

For the purpose of this document the description of a child is a person up to the age of 18 years of age, this is as described in the All Wales Child Protection Procedures 2008.

In addition to this statutory duty, there exists a corporate and pastoral responsibility, which recognises that all children and young people who need to or use the services provided by N.C.C have a fundamental right to be protected from harm.

This policy is designed to reaffirm those responsibilities, and endeavours to ensure that all staff when working with or on behalf of children and young people in Newport is aware of the need to act in a consistent manner to enhance the welfare and safety of children.

In meeting this, the Local Authority (LA) will ensure that the Education Safeguarding Officer (ESO) reports to the Senior Management Team (SMT) for Education on a regular basis on matters relating to child protection within Newport. The LA also takes seriously its responsibilities to address practice, policy and training issues as they occur and relate to all educational establishments and services provided by NCC. The SMT will actively support and promote the work of the SEWSCB and 'Our Council' 'Our City' will remain central to our working ethos in providing services that are 'fit for the future' and meets the needs of children within our city.

## **Purpose of policy**

This policy aims to provide a framework which ensures that policies and practices within NCC are consistent and in line with stated values which underpin all work with children and young people. As such, this document provides a context for establishing good practice in all matters relating to the protection and care of children.

This document also endeavours to make clear to all NCC staff of their professional responsibilities to ensure that statutory and other duties are met in accordance with all local and national requirements and procedures.



## **Underpinning Values**

Overarching value: The welfare of the child is paramount.

Welsh Assembly Values: 7 Core Aims

1. Have a flying start in life;
2. Have a comprehensive range of education and learning opportunities;
3. Enjoy the best possible health and are free from abuse, victimisation and exploitation;
4. Have access to play, leisure, sporting and cultural activities;
5. Are listened to, treated with respect, and have their race and cultural identity recognised;
6. Have a safe home and a community which supports physical and emotional wellbeing; and
7. Are not disadvantaged by poverty.

Other underpinning values:

- Children have a right to be treated with respect and dignity, as do the adults who work with them.
- It is the responsibility of all adults to protect children.
- All adults working on a paid or voluntary basis within Education and link organisations will have a responsibility to protect children from harm when and wherever they are in a position to do so.
- All children should have the opportunity to raise concerns, express their views and contribute and comment on decisions taken about their lives, when and where possible and appropriate.
- All work with children and young people will be informed by equal opportunities and anti-oppressive practice, and will reflect the diversity of needs of the communities that we serve.
- All those working with or on behalf of children and young people must reflect and promote the value of 'Working Together' with parents, colleagues and other agencies in order to create safe environments and protect children from harm.

## **Policies, Procedures and Practice**

Each establishment, organisation or service falling within the Education Department's responsibilities and involve contact with children and young people, will ensure that there are designated staff who are competent to respond to child protection situations and concerns when and wherever they may arise. It is a recommendation of the Authority that a named deputy designated person is nominated within all establishments to be able to provide cover in times of absence of the designated person.



Within these establishments, organisations and services, there will be a written Child Protection Policy. Such a document will specify in house procedures, specific codes of conduct and practice, and any other information which relates to the protection of children.

This document will reflect the guidance and advice received from National and Local sources, in particular, the All Wales Child Protection Procedures (April 2008), Keeping Children Safe (2015) and associated policy and procedures that have been agreed by the SEWSCB. (An example policy guidance can be found at the end of this document in Appendix A)

Within this policy should be procedures for handling allegations against any adult working in any capacity within that establishment, organisation or service. The authority has produced guidance support for managers when dealing with allegations against staff and is noted at the end of this document.

There is a general 'Whistle Blowing' process in most organisations that staff can utilise when concerns in regard to practice and other work related matters. Within Education there is a specific guidance for schools and this can be found in circular 36/2007, full details can be found in the appendices. There is also guidance from HR that is added to all school based CP policies in regard to staff being able to contact HR with 'Whistleblowing' concerns. (Ring 01633-656-656 and ask to be put through to HR no name required)

### **Code of Conduct**

All adults working in Newport in either a paid or voluntary capacity will adhere to specific codes of conduct that are clearly stated within each establishment's policy. This expectation in regard to the code of conduct will be emphasised at the beginning of employment or period of voluntary support to each individual.

Such codes of behaviour are intended to safeguard the well-being of children and offer protection to adults whose vulnerability in some situations is recognised.

### **Records and Record Keeping**

Well-kept records are essential in situations where it is suspected or believed that a child may be at the risk of harm or likely to be at the risk of harm.



All establishments, organisations and services will be required to maintain accurate and relevant child protection records. These records will be kept in a secure place but separate from all other records pertaining to the child. These 'Child Protection Records' will be accessed and maintained by the designated person/s only. The establishment, organisation or service may have a named deputy designate person who will have access to records in times of need.

Further guidance on effective record keeping is provided by Education Safeguarding. Each establishment, organisation or service will need to include in their policy specific procedures for the transfer of sensitive records as and when required.

Child Protection Records are subject to the arrangements for maintaining confidentiality and storage within that establishment. The records will be kept for a period of not less than 7 years after the 18th birthday of the child. More details on records can be found in circular 13/2006 which is noted in the appendices.

The sharing of information or records will be subject to the agreed NCC and SEWSCB protocols and procedures and these can be viewed in a document at the end of this policy.

Each establishment, organisation or service will keep and maintain records which detail allegations of abuse against any member of staff working for them, whether in a paid or voluntary capacity, whatever the outcome. There are clear requirements of when this information is to be shared with legal or statutory organisations such as Disclosure and Barring Service (DBS) and the Education Workforce Council (EWC) to name but two. Advice and guidance for the sharing of this specific information must be sought from the Human Resources Department.

#### Recruitment, Supervision and Support of Staff

Over recent years there has been an increased awareness of the possibility of abuse by people in positions of trust and therefore the need for careful and thorough recruitment and selection of staff is essential. It will be necessary for those responsible for employing and selection of staff to take every precaution to ensure thorough vetting procedures are conducted. Care must be taken to ensure that all details are checked and that references are taken up, obtained and checked. Further guidance and support can be obtained by contact the Authority's Human Resources Department and guidance provided by SEWSCB on Safer Recruitment.

The potential employer will need to undertake enhanced checks for all staff and to comply with the Disclosure and Barring Service (December 2012) requirements for those intending to work with children. Additional guidance can be gained from guidance issued by Newport City Council HR.

All establishments, organisations or services must also ensure that all staff that work with children have access to appropriate induction, training, supervision and support.



## **Training**

Head Teachers and Managers will need to ensure that all staffs have access to training that is relevant and appropriate to their role. It is recommended that staff receive updated child protection training at a period deemed necessary by Head Teachers and Managers, but preferably within a period of 3 years of receiving the last training.

Those that have the role of Designated Senior Person and Deputy Designated Senior Person who are trained to recognise and respond to situations where children have been harmed or likely to be harmed and considered to be at risk, should update their training on a regular basis. These persons should be updated within 2 years of their last training input.

The Authority provides training through the SEWSCB, and endeavours to ensure that any training offered by the ESO compliments and supports the work of the SEWSB as identified by its sub group for training which is part of the Regional Training Group.

Staff should be clear about their role and responsibilities in regards to the protection of children and are aware and understand the role of their colleagues, including others from supporting agencies.

## **Links with other Policies, Legislation and Guidance**

This policy must read and considered within the context of other policies that pertain to work with children and young people. Staff will need to be aware and consider how other issues can and do have a bearing on child protection situations, such as drug and alcohol abuse, domestic abuse, mental health issues, bullying and child sexual exploitation.

A comprehensive list of policies and documents can be viewed on the subsequent pages. Added to this are a number of websites noted as hyperlinks to additional guidance, advice and information relating to child protection and to the safeguarding and wellbeing of children.

This policy and the above information can also be found on the Newport constructed site for Child Protection on [www.newportlearn.net/cps](http://www.newportlearn.net/cps)

List of associated and additional policies, guidance, advice and appropriate website links



All these documents can be found on the Welsh Government website:

[www.wales.gov.uk/educationandskills](http://www.wales.gov.uk/educationandskills)

- All Wales Child Protection Procedures- April 2008
- Keeping Learners Safe - Jan 2015
- Education Records, School Reports and the Common Transfer System-circular 18/2006
- Safeguarding Children: Working Together Under the Children Act 2004-circular 12/2007
- Procedures for Whistle blowing in Schools and Model policy- circular 36/2007
- Reporting Cases of Misconduct or Professional Incompetence in the Education Service-circular 018/2009 (replaces no: 33/2005)
- Disciplinary and dismissal procedures for school staff- circular 002/2013 (replaces circular 007/2001)
- Children Missing from Education 2010
- Safe and effective intervention-use of reasonable force and searching for weapons October 2010
- Revised Prevent Duty guidance for England and Wales HM Government – July 2015
- Safeguarding and Promoting the Welfare of Children who are at Risk of Abuse through Sexual Exploitation 2013

#### **Other documents from other sources**

- The Children Act 2004
- The Education Act 2002
- The Education Act 2011
- The Human Rights Act 1998
- The Data Protection Act 1998
- The Children Act 1989
- The Social Services & Wellbeing (Wales) Act 2014
- Violence Against Women Domestic Abuse and Sexual Violence (Wales) Act 2015

Hyperlinks to websites that have important links to Safeguarding, and in particular Child Protection  
(This is not an exhaustive list)

- [www.wales.gov.uk](http://www.wales.gov.uk)
- [www.sewsc.org.uk](http://www.sewsc.org.uk)
- [www.governornet.co.uk](http://www.governornet.co.uk)
- [www.ewc.wales](http://www.ewc.wales)
- [www.ceop.police.uk](http://www.ceop.police.uk)





## South East Wales Protocols, Guidance and Useful Documents

- Child Protection Conferences - SE Wales Protocol
- Complex Abuse - SE Wales Protocol
- Hostile and Uncooperative Parents - SE Wales Protocol
- Multi Agency Referral Form
- Multi Agency Guidance Resolving Professional Differences
- Multi Agency Guidance on Working with Hostile or Uncooperative Parents
- Neglect - Practice Guidance
- Neglect - Practice Guidance - Welsh Version
- Responding to Concerns or Allegations of Abuse Made Against Adults who Work with Children and Young People - Practice Guidance
- Responding to Concerns or Allegations of Abuse Made Against Adults who Work with Children and Young People - Practice Guidance Welsh Version
- Safe Recruitment - SE Wales Guidance

### NCC related documents available at [www.newportlearn.net](http://www.newportlearn.net) including:

- Welsh Government Guidance on RPI
- Guidance to the use of 'Calming' Areas
- Children Missing in Education guidance

It is the intention of the ESO in consultation with Senior Management to add this policy and other items to the Newportlearn site. This site will be regularly updated and new or amended documents will be added.

#### Appendices

Appendix A: Example Child Protection Policy for Education.

It is recommended that the format recorded in 'Keeping Learners Safe' (Jan 2015) is used as the basis for all establishments, organisations and services linked to Education. This format can be adapted to meet the needs and requirements of those linked to Education and can be used as the starting point for specifically constructed policies to suit their roles and responsibilities in working with and supporting children.



This format can be found in this document in Appendix I  
The construction of any policy should follow three main areas:-

- Prevention
- Procedures
- Supporting the Pupil/Young Person at risk

These areas can be adapted by changing some of the wording to suit the requirements of individual schools and organisations.

N.B: Other related school or organisation policies can be added, as in the examples given for 'Bullying' and 'Physical Intervention'. Other associated additions could include:

- E Safety and the use of the Internet
- Dealing with Allegations against Staff (including NCC Whistle Blowing Policy)
- Children with Special Needs and or Disabilities.
- Child Protection Procedures Process: From Referral to Action and Support

Other information for children, parents, staff and governors could be added as appendices to the main policy. This could include methods of internal recoding of concerns and guidance and advice to children, staff and parents in raising concerns.

It would be useful for the policy to be dated and also notification when the next formal review is intended. Where appropriate the date of approval by the Governing Body or Management would be important to be recorded on the policy.

Basic items from the policy could be included in school and or organisations publications for parents and children. A full copy of the policy can be made available to parents on request, but a nominal cost may be incurred.

Appendix I: An example Child Protection Policy that follows the 'Keeping Learners Safe' guidance (January 2015)



## **Child Protection Policy for (Name of school)**

### **Introduction**

(Name of School) fully recognises the contribution it makes to child protection. There are three main elements to our policy:

- prevention through the teaching and pastoral support offered to pupils
- procedures for identifying and reporting cases, or suspected cases, of abuse. Because of our day to day contact with children school staff are well placed to observe the outward signs of abuse
- support to pupils who may have been abused.

Our policy applies to all staff and volunteers working in the school and governors. Learning support assistants, mid-day supervisors, caretakers, secretaries as well as teachers can be the first point of disclosure for a child.

### **Prevention**

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard pupils.

The school will therefore:

- establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty
- include in the curriculum, activities and opportunities for Personal Social Education (PSE) which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help
- include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

### **Procedures**

We will follow the All Wales Child Protection Procedures that have been endorsed by the Local Safeguarding Children Board. The school will:

- ensure it has a designated senior person for child protection who has undertaken the appropriate training



- recognise the role of the designated senior person and arrange support and training. (Schools may wish to mention the additional training undertaken by their designated senior person)
- ensure every member of staff and every governor knows:
  - o the name of the designated senior person and their role and the designated governor for child protection proper channels and within the timescales agreed with the Local Safeguarding Children Board
  - o how to take forward those concerns where the designated senior person is unavailable.
- ensure that members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may disclose abuse
- ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school brochure
- provide training for all staff so that they know:
  - o their personal responsibility
  - o the agreed local procedures
  - o the need to be vigilant in identifying cases of abuse
  - o how to support a child who discloses abuse.
- notify the local social services team if:
  - o a pupil on the child protection register is excluded either for a fixed term or permanently
  - o if there is an unexplained absence of a pupil on the child protection register of more than two days duration from school (or one day following a weekend)
- work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial review and child protection conferences and core groups and the submission of written reports to the conferences
- keep written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to social services immediately
- ensure all records are kept secure and in locked locations
- adhere to the procedures set out in the Welsh Government circular 002/2013: 'Disciplinary and Dismissal Procedures for School Staff'



- ensure that recruitment and selection procedures are made in accordance with Welsh Government guidance 'Keeping Learners Safe'
- designate a governor for child protection who will oversee the school's child protection policy and practice

### **Supporting the pupil at risk**

We recognise that children who are at risk, suffer abuse or witness violence may be deeply affected by this.

This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn.

The school will endeavour to support the pupil through:

- the content of the curriculum to encourage self- esteem and self motivation (see section 2 on prevention)
- the school ethos which:
  - o promotes a positive, supportive and secure environment
  - o gives pupils a sense of being valued (see section 2 on Prevention)
- the school's behaviour policy is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach which focuses on the behaviour of the offence committed by the child but does not damage the pupil's sense of self- worth. The school will endeavour to ensure that the pupil knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred;
- liaison with other agencies who support the student such as Social Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services, the Education Welfare Service and advocacy services
- keeping records and notifying Social Services as soon as there is a recurrence of a concern

When a pupil on the child protection register leaves, we will transfer information to the new school immediately and inform Social Services.

### **Safer recruitment**

In accordance with Welsh Government Guidance (Keeping Learners Safe Chapter 5 Safer Recruitment Practice), this school/setting will follow the HR management processes, which include a criminal record check and barred list check from Disclosure and Barring Services (DBS).



All members of staff, volunteers and governors will be required to hold an up to date DBS disclosure certificate, where applicable, in line with DBS regulations. Further guidance on this can be obtained from Human Resources. The school will maintain a record of all staff DBS disclosure dates and ensure that renewals are timely in accordance with HR policies.

The engagement of daily staff within schools should be subject to the same rigorous requirements as employed for permanent members of staff. The Headteacher will ensure that any person engaged to work in the school has satisfactory qualifications, references and checks.

The Headteacher retains responsibility for ensuring that all persons attending school site are appropriately risk assessed in circumstances where current DBS disclosures are unavailable.

### **Bullying**

Our policy on bullying is set out in (a separate document/ the school's behaviour policy) and is reviewed annually by the governing body.

### **Physical intervention**

Our policy on physical intervention is set out in (a separate document) and is reviewed annually by the governing body and is consistent with the Welsh Government guidance on Safe and effective intervention – use of reasonable force and searching for weapons 097/2013

### **Children with Special Educational Needs**

We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with profound and multiple disabilities, sensory impairment and or emotional and behaviour problems need to be particularly sensitive to signs of abuse. The school's policy on SEN has been set out in (A separate document) this policy/information can be located (State where).

### **E Safety**

The school's policy on E Safety has been set out in (a separate document/ the schools IT policy etc) This policy/information can be located. (State where)

### **Children who enter the Looked after System**

This school recognises that children who enter the Looked after System are often the most vulnerable and needy. The school's policy on Looked after Children (LAC) has been set out in (A separate document) this policy/information can be located. (State where)



## **Radicalisation**

The school is aware of its responsibilities (under Section 26 of the Counter Terrorism and Security Act 2015 and the Prevent Duty Guidance) to safeguard pupils at risk of radicalisation. The school does this by:

- Providing a safe environment for pupils to talk about issues that may concern them, including sensitive topics such as terrorism and extremist ideology.
- Identifying and risk assessing individuals who may be drawn into terrorism, violent or non-violent extremism.
- Knowing how to complete a Channel referral and how to seek support for the child/young person
- Ensuring all staff receive appropriate training and have the knowledge and confidence to identify pupils at risk of being drawn into terrorism and extremism and challenge extremist ideas.
- Ensuring children are safe from terrorist and extremist material when accessing the internet in school, including having in place appropriate levels of filtering.

## **Mandatory reporting of FGM**

The school is aware of its duty to report known cases of FGM to the police (section 74 of the Serious Crime Act 2015). Where staff suspect FGM may have been carried out or think a girl may be at risk then the school will follow existing safeguarding procedures in these cases.

## **Domestic Abuse and Gender-based violence**

This relates to: physical, sexual, psychological, emotional or financial abuse where the victim lives with or is related to the abuser. Men, women and children can be victims.

Children in families where there is domestic abuse are at risk of being harmed.

Gender based violence – is violence or threats of violence that comes from beliefs or customs relating to gender.

Sexual violence – includes exploitation, harassment or threats of a sexual nature.

There are often links between domestic abuse and child abuse. Where schools know or suspect there is domestic abuse in the home then the DSP for Child Protection should take appropriate action.



Further guidance can be found in: 'All Wales Practice Guidance on Safeguarding Children and Young People Affected by Domestic Abuse'

### **Whistleblowing Policy**

The school's whistleblowing policy has been set out in (a separate document). This policy/information can be located (state where).

### **Appendix 2: Model note for staff**

What to do if a child tells you they have been abused by someone other than a member of staff

N.B: where the allegation is against a member of staff you should refer to Welsh Government Circular 002/2013 Disciplinary and Dismissal Procedures for School Staff & 009/2014 Safeguarding Children in Education: handling allegations of abuse against teachers and other staff. Any allegations against a member of staff must be reported to the Local Authority Designated Officer (LADO) or the Education Safeguarding Officer (ESO) straight away before any further action is taken.

A child may confide in any member of staff and may not always go to a member of the teaching staff. Staff to whom an allegation is made should remember:

- yours is a listening role, do not interrupt the child if he or she is freely recalling significant events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so as not to lead the child
- you must report orally to the school's designated senior person for child protection immediately
- make a note of the discussion, as soon as is reasonably practicable (but within 24 hours) to pass on to the school's designated person for child protection. The note which should be clear in its use of terminology should record the time, date, place and people who were present and should record the child's answers/responses in exactly the way they were said as far as possible. Remember, your note of the discussion may be used in any subsequent court proceedings
- do not give undertakings of absolute confidentiality
- that a child waiting for a case to go to the criminal court, may have to give evidence or may be awaiting care proceedings
- your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting or monitoring the child, contributing to an assessment or implementing child protection plans.





## **Confidentiality**

Confidentiality issues need to be understood if a child divulges information they are being abused. A child may only feel confident to confide in a member of staff if they feel that the information will not be divulged to anyone else. However, education staff have a professional responsibility to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing child welfare concerns.

It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but that they will only tell those who need to know in order to be able to help. They should reassure the child and tell them that their situation will not become common knowledge within the school. Be aware that it may well have taken significant courage on their part to disclose the information and that they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

Please remember the pastoral responsibility of the education service. Ensure that only those with a professional involvement, e.g. the designated senior person and the head teacher, have access to the child protection records. At all other times they should be kept securely locked and separate from the child's main file.

The designated senior person (DSP) for child protection in this school is:

\_\_\_\_\_

The deputy DSP is:

\_\_\_\_\_

The designated governor for child protection is:

\_\_\_\_\_

Telephone number \_\_\_\_\_

The local authority Education Safeguarding Officer is:

Nicola Davies          [nic.davies@newport.gov.uk](mailto:nic.davies@newport.gov.uk)

Telephone number    01633 235664/07817106758



The local authority Designated Lead Officer for child protection is:  
Mike Sloan                    mike.sloan@newport.gov.uk  
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