



Stone Lodge School

Behaviour Management Policy

(including physical intervention)

Approved by:	Ollie Sharp	Date: July 2023
Last reviewed on:	April 2024	
Next review due by:	September 2025	

1. Statement of Principles, Values, Aims and Objectives

2.

At Stone Lodge School we aim to promote positive social, emotional and behavioural change in our pupils through a supportive and consistent approach across education based on the needs of our pupils. Our behaviour management strategy is based on holistic approaches and the therapeutic belief that all people have the capacity for growth and development no matter what their ages or life experiences and that behaviour can change. This is underpinned by our values of care, understanding and ambition.

Stone Lodge School admits vulnerable pupils who experience social, emotional, communication difficulties and associated challenging behaviours. Many of our pupil's exhibit and display behaviours that act as barriers to learning and inclusion. An integral part of our holistic strategies is to overcome these barriers. We aim to provide a consistent and well supervised environment where pupils feel safe and secure and reach their potential through positive relationships.

We need to prepare the pupils to be able to function successfully in education and work on leaving us and to be able to create their own happy and healthy families if/when they choose. Many of our pupils have significant barriers to this due to their past trauma/ experiences, SEN need and diagnosed mental health conditions. This challenge requires a nuanced, individualised approach based on promoting growing independence and responsibility. This way of working is therapeutic in nature, underpinned by attachment & neuroscience. This works alongside educational outcomes ensuring that pupils are able to meet their full potential socially and academically.

We understand that by meeting the pupils needs, promoting their communication skills, building trust and safety, helping them to understand their emotions and developing empathy we can significantly reduce incidents of undesirable behaviour.

3. Principles and Values that Underpin this Policy

The policy, practice and procedures aim to reflect and demonstrate the importance of the school's commitment to promoting the entitlement of pupils to the highest quality of education, care, health and therapy. The philosophy and ethos of the school reflects acceptance and respect for all pupils irrespective of their age, religion, disability, ethnicity, sexual orientation, gender identity and gender re-assignment or immigration status and includes a clear set of values that are seen to be important within the school and wider community, they are as follows:-

- To apply our knowledge of therapeutic approaches and of the individual pupils to care and understand the pupil and respond appropriately in a way which keeps the pupil g=feeling

Approved by:

Ollie Sharp

Date: July 2023

Last reviewed on:

April 2024

Next review due by:

September 2025

valued and cared for. This is most often seen in the use of PACE (Dr Dan Hughes) and Connection before Correction (Dr Kim Golding) – care / understanding

- To value each other and our community - care
- To listen to each other and ask for help when we need it - understanding
- The promotion of mutual respect, acceptance, trust and honesty - care
- To develop and encourage self-confidence, self-worth, self-discipline and ultimately independence - ambition
- To proactively manage and de-escalate challenging and undesirable behaviours - care
- To implement holistic, integrative and consistent approaches which promote positive behaviour, develop children and young people’s understanding and manage behaviour fairly, effectively and encourage young people to achieve their potential - ambition
- To establish and consistently apply clear and obvious boundaries, to ensure children and young people’s safety, security and well-being - care
- To work in partnership with all stakeholders, to promote good behaviour - care
- To apply rules reasonably and fairly, to use any sanctions effectively and proportionately in relation to the age, needs and ability of the child or young person, or any religious requirements affecting them - care
- To develop and reinforce the principles of good citizenship, including the fundamentals of British Values of democracy, the rule of law, individual liberty, and a mutual respect and tolerance for those of different faiths and beliefs - ambition

4. The Objectives of this Policy

- To set out clearly how our principles and values can be translated into effective everyday actions
- To protect all the community from discrimination based on protected characteristics
- To provide clear guidance and support to all staff
- For staff to provide leadership and positive role models to pupils
- To promote good behaviour and make positive change for our pupils, setting them clear and achievable goals
- To expect the highest standards of educational attainment and achievement, through the development of acceptable standards of behaviour and conduct
- Pupils should be assisted to show respect, tolerance, empathy and understanding and to demonstrate through their daily actions, a clear understanding of what is right and wrong
- To help pupils to work with the knowledge of their rights, and be encouraged to recognise and respond to their responsibilities
- To develop and implement, co-ordinated and cohesive practices and procedures between home and school
- To regulate the behaviour and conduct of pupils
- To prevent bullying and peer on peer abuse
- To comply with the Independent School Standards

Approved by:

Ollie Sharp

Date: July 2023

Last reviewed on:

April 2024

Next review due by:

September 2025

This statement should be read alongside key policies;

- Curriculum
- Teaching and learning, including SMSC
- Safeguarding
- Anti-bullying
- Equality and diversity
- Managing allegations against professional staff
- Health and Safety, e.g. risk assessments, first aid and educational visits
- E-Safety
- Exclusion Policy
- Physical Intervention Policy

3.1 Review

This policy is subject to review every 2 years, or at times when there is a significant change in national guidance or accepted good practice.

5. Principal Responsibilities and the Legislative Framework

The Principal of Stone Lodge School will set out measures in this policy, which take into account the principles, values and objectives identified above and act within the legislative framework. The Principal must decide on the standards of behaviour expected and strategies to teach good behaviour, and determine the rules and any disciplinary penalties for breaking them. The Principal will also consider measures and strategies to manage the following;

- Pupils behaviour, attitude and conduct outside of school, e.g. transport and educational visits
- The screening and searching of pupils
- The power to use reasonable force and other physical contact
- Working with other local agencies to assess the needs of pupils who display continuous disruptive behaviour
- To have in place an effective Safeguarding policy and procedures
- To have in place an effective anti-bullying policy
- To make this policy available on the website
- Support and pastoral care for staff accused of misconduct
- Clear guidance to all staff with regards to their responsibilities to manage pupils positively and have the power to discipline where pupils misbehave either in or outside school.

The legislative framework and guidance Principals are required to consider:

- Behaviour in Schools (2022)

Approved by:	Ollie Sharp	Date: July 2023
---------------------	-------------	------------------------

Last reviewed on:	April 2024
--------------------------	------------

Next review due by:	September 2025
----------------------------	----------------

- Education and Inspection Act 2006
- DfES Creating Positive environments where children can flourish (2021)
- The Education Act 2002, Section 175
- Education (Independent School Standards) (England) Regulations 2010 (Amended) (England) Regulations 2019
- EU Convention on the Rights of the Child 1989
- Equality Act 2010
- The Human Rights Act (1998)
- OFSTED Summary Report – Managing Challenging Behaviour (2005)
- DfES Guidance The Use of Force to Control or Restrain Pupils 2007
- DfES Guidance on Use of Reasonable Force (July 2013)
- DfE Advice to Principals and School Staff; Behaviour & Discipline (2014)
- DfE Advice to Principals and school staff: Behaviour and discipline in schools (January 2016)
- UK Gov Reducing the Need for Restraint and Restrictive Intervention (2019)

6. Creating a Positive and Structured Environment

The principle function of Stone Lodge School is to provide a safe, secure and caring environment where expectations and achievements are high and pupils realise their full potential in all areas of their development; academic, physical, emotional, spiritual, moral, social and independence. In order to create an environment in which pupils feel safe and secure and in which there is an ethos of achievement through endeavour it is essential that there is nurture, care and support balanced with good order and discipline.

We aim to promote politeness, courtesy and respect between all members of Stone Lodge School community, adults and children. It is important that all adults model appropriate social interactions and problem resolution at all times.

Whilst the principles and procedures contained in this policy document will be applied equally to all pupils, each pupil at Stone Lodge School is an individual and will be at different stages of intellectual, physical, social, emotional and moral development. We will therefore use the responses that are appropriate to the unique individual needs of each pupil. This reflects the whole ethos of the school in treating pupils as individuals and tailoring our work to meet individual needs through Individual Education Plans.

The main emphasis at Stone Lodge School is not on making and enforcing rules but rather on creating an ethos of respect and consideration for others and an environment where people help and support

Approved by:	Ollie Sharp	Date: July 2023
Last reviewed on:	April 2024	
Next review due by:	September 2025	

each other. Where rules are in place they are designed to promote a positive teaching and learning environment; to ensure health, happiness and safety of the pupils; or are related to consideration for themselves and others. We are not training pupils to behave appropriately we are educating them to behave appropriately. *Training teaches people how to behave in one situation – education teaches people how to behave in every situation.*

Staff will intervene and apply appropriate responses in circumstances where a pupil’s behaviour is likely to prejudice a positive teaching and learning environment; the health and safety of the pupils and adults; or show lack of consideration for others and impact on their learning.

The school primarily seeks to create a warm and caring environment where pupils learn to trust adults. In order to provide security for individuals and the school to promote personal development, pupils need to develop an appreciation of the limits on their behaviour set by society and their community. We believe that by making children feel safe and secure they will settle and exhibit less dysregulated behaviours.

Pupils need to boundaries but applied with care and due regard to their SEN or life experiences. Strong relationships develop a greater diversity of trust, therefore independence and autonomy should be possible. Informed choices are more probable. A carefully structured environment is fundamental in bringing this about.

Well planned teaching and learning should encourage acceptable behaviour within a formal learning situation, facilitating achievement and raising pupils’ self-esteem and self-confidence.

7. Relationships

The principle reward and encouragement for any pupil is the positive attention and frequent expression of approval and support by the adults around them. The progress and development of pupils principally relies on the positive relationships they develop with significant adults in their lives. Stone Lodge School encourages good behaviour through a mixture of high expectations, clear policy and an ethos which fosters discipline and mutual respect between pupils, and between staff and pupils.

Pupils will test and challenge relationships, therefore adults responsible for them require the ability to sensitively, firmly and confidently manage the adult/pupil relationship. Empathy, trust and consistency are all important in building relationships and influencing pupils in making appropriate choices about their life and development.

Equally important is the expectations adults have of pupils, which should be regularly explained and reinforced, in relation to their behaviour, learning, personal and social development.

Approved by:	Ollie Sharp	Date: July 2023
Last reviewed on:	April 2024	
Next review due by:	September 2025	

Target setting is a useful tool to involve the pupil, develop their understanding and facilitate positive engagement. Adults need to assess and evaluate the developmental phase the pupil is functioning at to communicate, rationalise and provide guidance through the relationship to move the pupil on in developing social responsibility.

8. Supporting pupils with SEMH, attachment difficulties, PTSD, anxiety and ASD.

Pupils with social, emotional and communication needs are more likely to exhibit behaviours which challenge those around them and the settings which educate and care for them. One of the reasons for this is that these pupils generally experience much greater difficulty in expressing their feelings, needs and choices.

Stone Lodge School adopts the following general approaches to reduce the likelihood of such behaviours occurring or developing:

- Teaching and learning that is outstanding or at least consistently good
- A curriculum that meets the needs and ambitions of the pupils
- Coaching and mentoring especially post incident reflection
- The use of restorative practice
- The use of PACE as devised by Dr Dan Hughes
- Teaching and learning that is relevant, differentiated to meet the needs, aptitudes and abilities of the pupils
- The opportunity to make meaningful choices and reflect on those choices
- Careful attention to physical, sensory and emotional needs
- Experiences and activities which are appropriately stimulating
- Consistent and careful management of the environment, including the setting conditions and triggers for behaviours
- Warm and caring relationships with adults and their influence and impact
- Structure, predictability and consistency in daily routines
- Clear and explicit boundaries and rules within the learning environment
- Regular explanation of the rules and expectations

Pupils and staff are supported in managing and reducing challenging behaviour by the Therapy Team. The work of the staff team is co-ordinated through the Senior Leadership Team, and is subject to regular review and monitoring.

All school staff are all trained in the principles of therapeutic parenting as part of their induction. There is also regular further training in therapeutic approaches for staff, including the use of PACE (as outlined by Dr Dan Hughes) and specific approaches tailored towards individual pupils through focused ITAC (Individual Team Around the Child) meetings which are attended by staff from education, care and therapy.

Approved by:	Ollie Sharp	Date: July 2023
Last reviewed on:	April 2024	
Next review due by:	September 2025	

Pupils who have a trauma background, ASD, anxiety and attachment difficulties will often struggle with their feelings and emotions when there is change. As a school we will try to ensure they are aware of any changes in advance via tutors or calls to parent/carers and where possible not place them on new situations without warning. The school will not use unfamiliar agency staff for day to day cover unless the intention is to take the member of staff on permanently or they are covering a long term absence ie maternity leave.

Restorative practice is used regularly, often informally. This is an opportunity for pupils to develop their communication skills, to understand the impact of their actions and develop empathy towards others. It can also help them to understand that the way they perceive events is not the way events are seen by others and to start to understand the points of view of others.

9. Pastoral Support

The school endeavours to provide support for pupils that enable them to achieve academically, socially and personally. Systems of support include the Form Tutor, Classroom Mentors and members of the Therapy team. This liaison is a key feature in promoting consistency of approaches, parental support and agreed actions.

When the school considers the behaviour under review gives cause to suspect that a pupil is suffering, or is likely to suffer, significant harm, the school staff should follow the school's safeguarding policy. They should also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, the school will consider whether a multi-agency assessment is necessary.

10. The Use of Restrictive Physical Intervention (RPI) at Stone Lodge School

Many of the pupils at Stone Lodge School display a variety of challenging behaviours which result in a range of strategies, including RPI being used in order to reduce risk. Staff are encouraged to adopt different methods of de-escalation via appropriate training and the promotion of positive relationships throughout the school. By doing this we wish to create an environment whereby all parties are kept safe but that also encourages pupils to be involved in the process of being reflective about their behaviours.

Team Teach is the preferred method of RPI as approved by the school. It was chosen due to the emphasis on de-escalation and the ability to use 1 person guides and holds. It is nationally recognized and commonly used in schools

All staff will be trained as soon as practicable once they have started at the school, with annual refreshers.

In agreement with the Restraint Reduction Network and "Positive Environments Where Children Can Flourish" (- Last updated Oct 21) the school will seek to reduce and eliminate as much as possible the use of restraint /RPI. The school recognizes that whilst its use is undesirable it can also support children

Approved by:	Ollie Sharp	Date: July 2023
Last reviewed on:	April 2024	
Next review due by:	September 2025	

in crisis and its use is permitted in the following circumstances – as long as it is reasonable, proportionate and necessary.

Staff have the power to use reasonable force to prevent pupils from;

- Committing a criminal offence.
- Injuring themselves or others.
- Damaging property.
- Prejudicing the good order and discipline.

RPI involves a proportionate degree of force where a pupil is showing an increased level of risk to themselves or others. At Stone Lodge School the use of RPI is always used as a last resort where other means of de-escalation are unsuccessful and where the degree of risk has been appropriately assessed. The use of RPI as a strategy in the event of a situation that involves elevated risk will always be determined in reference to:

- The seriousness of the incident
- The relative risks arising from using a physical intervention compared to an alternative strategy.
- The age, needs, culture, background, gender, stature and medical history of the pupil
- The application of increasing or decreasing force in response to the pupil's behaviour.

All of the above would be considered through Risk Assessment and Behaviour Planning, and subject to regular review and monitoring.

Once there has been an RPI the following should happen:

- The welfare and dignity of the child must always be at the forefront of staff actions – including during the post incident phase
- The incident, including antecedents, should be recorded on Behaviour Watch as soon as is practicable
- The pupil should be debriefed but someone not involved in the incident
- The pupil shall have the opportunity to disclose any injuries and say whether they thought the RPI was necessary. If there are injuries a body map should be completed
- The pupil should – normally the next day - be given the opportunity to reflect on what happened and how it can be prevented happening again
- Parents/social worker should be informed the day of the incident
- Staff should be debriefed afterwards and any learning acted on
- The pupil risk assessment and management plan should be reviewed
- The proprietor – as a member of the Governing Body – should be informed.

Approved by:	Ollie Sharp	Date: July 2023
---------------------	-------------	------------------------

Last reviewed on:	April 2024
--------------------------	------------

Next review due by:	September 2025
----------------------------	----------------

Governors will receive termly updates on RPIs as part of the governance cycle.

11. Rewards

The school does not operate a rewards system. This is because reward systems unintentionally penalise pupils with higher needs and are often seen as unfair by pupils – particularly ASC pupils.

12. Unacceptable Behaviours and sanctions

UNACCEPTABLE BEHAVIOUR includes:

- Physical assaults
- Verbal abuse
- Play fighting
- Bullying and intimidation
- Discrimination and prejudice towards age, ability, gender and gender identity, race, sexual orientation or religion
- The intentional disruption of lessons will not be tolerated. All pupils are entitled to learn in their lessons; pupils preventing learning will face consequences
- Smoking including vaping is not permitted anywhere on the school site and will be treated as a serious breach of the school code of conduct. We request that pupils do not bring anything to do with smoking or vaping into school.
- The use of pupils' own mobile phones and electronic devices is allowed in school but should not be used in lessons.

CONSEQUENCES and SANCTIONS

The age, needs and abilities of the young person should be considered when applying sanctions. Staff must act reasonably, fairly, consistently and proportionately when administering a sanction. Staff should also evaluate the risks or special circumstances when administering a sanction.

The school will apply the following sanctions for breaches of the school's standards of expected behaviour and for displaying any of the unacceptable behaviours listed above. The school will always consult parent/carers and local authority representative if any of the following may have to be considered and will attempt to be as supportive as possible during the exclusion process including regular communication with parents/carers and providing appropriate work for the young person.

Initial consequences or sanctions that all staff can apply:

- Verbal reprimand/correction
- Apology/reparation
- Reparation of damage
- Time out away from the main group
- A restriction for more serious issues, usually disrupting other pupils
- Restrictions or removal from organised activities if they pose a risk

Approved by:	Ollie Sharp	Date: July 2023
---------------------	-------------	------------------------

Last reviewed on:	April 2024
--------------------------	------------

Next review due by:	September 2025
----------------------------	----------------

Consideration of Suspension

The Principal will consider applying a suspension for continuous breaches of the following unacceptable behaviours: -

- Bullying and intimidation especially if based on protected characteristics
- Sexualised behaviour that puts others at risk of harm – including their mental health
- Persistent infringement of the non-smoking rule
- Persistent infringement of racist abuse/language or discriminatory language
- Persistent criminal damage
- Persistent health and safety issues e.g. unsafe travel in transport to and from school, unsafe behaviour during the school day including serious violence

Wherever possible the school will provide a member of staff and work offsite to prevent the negative impact on a pupil's learning as an alternative to suspension.

The school will conduct a safeguarding risk assessment before any suspension is enacted.

After any suspension all stakeholders – including parents – will meet to plan the re-integration of the pupil into the school. If the parent is not available the integration will still go ahead.

Explanation of racism and discriminatory behaviour letters

There is a zero tolerance with racism and discriminatory behaviour in line with our British Values here at Stone Lodge School. Letters will be sent home as part of our behaviour management towards these types of behaviours, in order to prepare our pupils for society. These are as follows:

- 1st letter – Parental Support
- 2nd letter – Final Warning Given
- 3rd letter – Fixed Term Exclusion
- 4th letter – Police Intervention

These letters reset at the end of every term.

A similar system is used for criminal damage where the damage is over £100.

There is a degree of discretion used – for example for a pupil who is in emotional distress and breaks something may not receive a letter.

Consideration of Permanent Exclusion

The school will not permanently exclude pupils. If – once all strategies have been exhausted – it is clear that the school cannot meet the pupil's needs or their impact detrimental to the efficient education of other pupils then the school will work with the local authority to find another school through the emergency annual review process.

Approved by:	Ollie Sharp	Date: July 2023
Last reviewed on:	April 2024	
Next review due by:	September 2025	

Considerations of Police involvement -

The Senior Leadership Team only are permitted to sanction Police involvement on the site of the school. Staff are entitled to consider police involvement but should inform and consult with the SLT before pursuing such action.

The school monitors sanctions for effectiveness of use and seeks pupil comment through sanctions records.

Police involvement will be organised by a member of SLT if pupils persistently infringe the racism/discrimination and/or criminal damage rule. This is not to criminalise the pupils but to ensure the pupils are aware of their on-going behaviour and the importance of what will happen if displayed outside of the school environment.

Support after exclusion or concerning behaviours:

A reintegration meeting can be used to support a pupil after a period of exclusion or concerning behaviour. In these meetings we will seek to explore the reasons for behaviour and the impact it has had. This may take the form of a restorative practice meeting.

We will focus on 1-3 particular behaviours that we would like to see change, how staff can support that change. Our aim is to take steps toward improvement so that it feels more "do-able" to the pupil. We emphasise that the parent, pupil, and school are all part of the same team. Good school-to-home communication helps significantly with progress with pupils. The pupil is asked for input which encourages him to connect into the process even further.

Teachers are consistent with the pupil in the classroom, adhering to the wording of the behaviour plan, emphasizing the positives that come along with good behaviour choices and encouraging the pupil to get used to new habits of good behaviour.

The school will make every attempt to promote positive behaviour. The school hopes that by promoting positive behaviour all pupils will access the wide range of rewards and incentives available.

13. Child on Child sexual harassment and violence

There is no such thing as "banter" when it comes to sexual harassment. It should never be tolerated. All responses to such allegations – including sexual violence shall be congruent with Keeping Children Safe in Education 2022 and in consultation with the DSL and other agencies as appropriate.

All staff are obligated to challenge such behaviour as part of their duty to keep pupils safe from harm and to create a culture of mutual respect and safety amongst all member of the school community. It is never normalised or seen as "part of growing up". We do recognise that some of our pupils may have a distorted view of appropriate sexual behaviour and language due to their own experiences. This may explain the behaviour but does not normalise it or exonerate the perpetrator. Pupils who raise concerns either about their own treatment or the treatment of other mist always feel supported in raising the concerns. Their protection is a priority.

The response of the school – and attitude to concerns - is the same if the issue is out of school or in the virtual, online domain.

Approved by:	Ollie Sharp	Date: July 2023
Last reviewed on:	April 2024	
Next review due by:	September 2025	

14. Mobile Phones

Pupils are encouraged on arrival to school to hand the electronic devices in on arrival. However, due to the long distance many pupils travel to the school each day, it is understandable that pupils have their mobile phones/electronic devices with them. It is also understood that these items may be an item of safety for some of our pupils and that it can be difficult for them to be without this for duration of the day. In order to support our pupils with regulating their emotions, in some cases pupils may keep their electronic items on their person (or in a designated safe place). This is done on a case by case basis and is regularly monitored. It is also considered an opportunity for pupils to demonstrate personal responsibility which will aid their transition to college and work.

If these devices become disruptive to the pupil's learning or pose a safeguarding risk due to their misuse, then appropriate measures will be taken to reduce these risks, including implementing a phone ban.

15. School uniform

The school does not impose a school uniform but expects pupils to dress appropriately for the activities they will be engaging in – much like in any work place.

16. Banned items

The following items are banned on the school site and staff reserve the right to search any pupil whom they have reasonable suspicion maybe carrying them:

- Knives, weapons or implements which could cause harm
- Vapes, tobacco or any smoking paraphernalia including lighters and matches
- Drugs or intoxicants whether legal or not – including energy style drinks
- Items which encourage discriminatory behaviour or espouses viewpoints that are contrary to British values – for example racist pin badges or clothing with sexist slogans etc

In considering whether to search and exercising those powers staff will refer to DfE: Searching Screening and Confiscation- Advice for Schools September 2022.

17. Staff Training

The school recognises that the pupil population requires skilled and well-trained staff to help them thrive. All staff will receive a tailored induction programme according to role. This will include:

- Understanding of trauma and its impact
- Understanding of autism and how to support autistic pupils
- Team Teach RPI training
- Use and theory behind PACE
- Time to read and understand key policies including this one and safeguarding
- Time to read risk assessments and EHCP and any handling plans etc

Approved by:	Ollie Sharp	Date: July 2023
---------------------	-------------	------------------------

Last reviewed on:	April 2024
--------------------------	------------

Next review due by:	September 2025
----------------------------	----------------

- Managing children in crisis

18. Pupil Transition

The school recognises that moving to a new school or returning after an absence is difficult. Pupils transitioning into the school will be given information on:

- Told the expected standards of behaviour
- Who to go to for support and staff roles
- How to report behaviour they do not like
- What staff will do about behaviour issues they are concerned about
- Principles of restorative practice
- The reward system

Pupils will also be made clear that once an issue has been dealt with it is over - every day is a new day and mistakes can always be overcome.

19. Expected Standards of Pupil Behaviour

Stone Lodge School will provide clear behaviour guidelines to pupils and parents, with regards the school's expectations. The school sets high standards of behaviour from pupils both in and out of school, the following is a code of conduct for pupils:

School code of conduct

- 1. Show tolerance and respect towards all people**
- 2. Respect the school and other people's property**
- 3. Discuss issues and problems**
- 4. Speak out to staff when others are being harmed**
- 5. Act honestly and with care**

Approved by:	Ollie Sharp	Date: July 2023
---------------------	-------------	------------------------

Last reviewed on:	April 2024
--------------------------	------------

Next review due by:	September 2025
----------------------------	----------------