



SAFEGUARDING CHILDREN POLICY

PRINCIPLES

Schools have a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by the Secretary of State.

SABIS International School UK (SIS-UK) recognises its legal and moral duty to promote the well-being of our students, and protect them from harm, and respond to child abuse. We acknowledge our responsibilities to both protect students from maltreatment and prevent impairment. We will promote their welfare by creating opportunities for them to achieve their full potential, thus giving them optimum life chances in adulthood.

We believe that every student regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that might result in physical or psychological damage. This includes any form of bullying.

The school provides an ordered, purposeful, happy and caring community in which students are encouraged to develop moral discernment. High standards of behaviour are expected and students are asked to treat others with courtesy and respect. The school sets out to create a secure basis for living in community and to achieve a balance between thoughtfulness towards others and freedom for the individual to develop his or her own personality. Good pastoral care is central to the life of the school, through the director, houseparents, teachers, the school nurse and other members of staff.

We recognise that many of the risks to children in the 'real world' equally apply to the 'virtual world' that children and young people may encounter when they use ICT in its various forms. We take seriously our responsibility to educate our students to help them to become safe and responsible users of new technologies, and allow them to be discriminating users of both the content they discover and the contacts they make online. Our aim is to teach them the appropriate behaviours and critical thinking skills to remain both safe and legal online, wherever and whenever they use technology.

We will act in line with the procedures of South Gloucestershire Safeguarding Children Board (SGSCB) – www.swcpp.org.uk (South West Safeguarding and Child Protection Group). As well as ensuring that we address child protection concerns, we will ensure that students who attend the school are kept safe from harm whilst they are in our charge.

As a consequence, we:

- Assert that all employees of the school are an integral part of the child safeguarding process;
- Accept totally that safeguarding students is an appropriate function for all members of staff in the school is wholly compatible with their primary responsibilities;
- Will ensure that all staff are aware of the child protection procedures established by SGSCB and act on any guidance or advice given by them.

All staff **must** familiarise themselves with and follow the information and advice given in this policy.

SPECIFIC OBJECTIVES

At SIS-UK, through awareness and concern for all students, we aim to:

- be aware of the needs of all students in our care
- provide security and stability for all students in our care
- handle any concerns confidentially, sensitively and through the correct channels.

This is achieved through the following specific objectives.

- 1 To foster students' educational development through all areas of the curriculum so that their self-esteem is raised, enabling them to acquire skills, attitudes and coping strategies which will help them to make reasoned decisions based upon sound judgement and valid information;
- 2 To provide a variety of opportunities for discussion with their peers and teachers in which the ground rules of confidentiality, tolerance and trust are observed;
- 3 To teach problem-solving techniques, assertiveness skills and respect for themselves and for other people. To encourage them to be responsible members of the school community, who will develop into caring adults with regard to their families and to society;
- 4 To maintain links between the school and parents and guardians;
- 5 To establish and maintain links with representatives of outside agencies with responsibility for our students both within and outside the UK;
- 6 To maintain links with UK agencies with responsibility for the care and protection of children;
- 7 To view seriously any instances of bullying and to deal with them effectively;
- 8 To ensure that all members of staff understand child protection procedures and are alert to signs of potential or actual abuse in the categories of physical abuse, neglect, emotional or sexual abuse;
- 9 To ensure that written policies available to staff, students and parents make clear expectations and current procedures at SIS-UK regarding safeguarding children, which will be updated from time to time;
- 10 To have in place effective reporting and action procedures, in compliance with legislation and local guidance;
- 11 Any deficiencies or weaknesses in student protection arrangements will be remedied without delay.

WHAT IS CHILD ABUSE AND NEGLECT?

There are many components in child abuse and neglect. Whilst one may try to define them individually, there is often an overlap and one child may be subjected to one or more of the different forms of abuse and neglect. Child abuse and neglect is not rare and is present in every stratum of society. The following includes some examples for each category but are not exclusive.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of children, though it may occur alone.

Neglect

This includes emotional deprivation and is where a child, over a long period of time, does not have his/her needs met. All children need love, protection, security, food, warmth, education and medical care. If these are not supplied on a regular basis, there could be neglect. Neglect is a very

insidious form of maltreatment, which can go on for a long time, and is typically the hardest form of abuse to identify or prove. It implies the failure of the parents or carers to act properly in safeguarding the health, safety and wellbeing of the child. It includes nutritional neglect, failure to provide medical care or to protect a child from physical and social danger.

Physical Abuse

This is where the carer deliberately inflicts an injury. Some of the more common injuries encountered are caused by punching, slapping, kicking and shaking. The child may also be injured by being hit with some implement like a stick or a belt. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy.

Sexual Abuse

This is where an adult, or even an older child or adolescent, uses a child (under 18) for his/her own sexual gratification or profit, whether or not the child is aware of what is happening. This can take many forms which include obscene telephone calls, exposure, fondling, masturbation, sexual intercourse and showing or taking of pornographic photographs/videos. It can also include the exploitation or abuse of children through the production of or looking at sexual online images. It is important to warn children about the possibility of stranger abuse, but it should be remembered that 85% of children who are abused are assaulted (often regularly and frequently) by someone they know. For some this is their father or mother.

HOW TO RECOGNISE THE SIGNS OF CHILD ABUSE

There are many ways in which child abuse may come to your notice:

- The student may tell you;
- A student's friend or relative may tell you;
- You may notice injuries;
- You may notice signs of neglect;
- The student may behave in a very aggressive or perhaps sexually explicit manner.

These are some examples of signs which should cause concern:

- Repeated injuries such as burns & bruises which you feel have no satisfactory explanation;
- Students who appear regularly as being dirty, smelly, poorly clad or hungry;
- A student who is very depressed and might even be speaking about attempting suicide;
- A student who becomes involved with other students in explicit sexual play or who uses very explicit sexual language;
- A student who does not want to go home at the end of term or who runs away from home.

WHAT ACTION SHOULD BE TAKEN?

Staff are required to report concerns about practices that may put students at risk, whether this practice is by another member of staff, a parent, another adult, another student or by self-harm. (See also the school's Whistleblowing policy which sets out the process for making such disclosures and states that staff must be able to do so without fear of reprisal.)

If the allegation or concern is serious and immediate, always speak to the designated person or his/her deputy as soon as possible, and regardless of the time of day or night. Information also needs to be recorded. (See "*Recording*" below.)

Members of staff are specifically asked NOT to investigate suspicions relating to child protection issues; if somebody believes that a child may be suffering or may be at risk of suffering significant harm, they must always refer such concerns to the designated person.

Such concerns may relate to any of the following:

- Receipt of any information from a student of a child protection nature,
- Where a student makes a direct allegation or implies that they have been abused,
- If any person has suspicions that a student may be at risk of harm,
- If anyone observes injuries that appear to be non-accidental,
- An allegation is made against a member of staff that s/he has harmed a child, committed an offence against a child or behaved in a way that questions his/her suitability to work with children.

If you are concerned about a student's behaviour for reasons other than a clear linkage with possible abuse, (such as particularly unusual behaviour for any student, out of character for that student, behaviour noted for much longer than normal), please use the Child Protection Recording Form. In such cases, if a pattern emerges from repeated 'low level' concerns, then the child protection procedures are likely to be followed.

Refer to Flowchart 1 & 2 at the end of the policy for an outline of the steps to be followed. Also read and remember the following detail and note the different procedures relating to allegations against a member of staff.

Always remember that the welfare of the student is of paramount importance.

1. In the first instance, a verbal report should be made to the Designated Person regardless of the time of day or night. The DSP will contact the Proprietor.

Note - if the allegation concerns the DSP, the report should be made directly to the Proprietor by email or phone. If the allegation concerns the Proprietor, the verbal report should be made to the Director. *[At present the school Director is the DSP. In due time, when another member of staff is the DSP, then the following should apply: If the allegation concerns the DSP, the verbal report should be made initially to the Director.]*

Immediate external help: Where immediate action is needed to safeguard the student, the police will be contacted or, if the student requires medical attention, medical help will be sought. This contact will normally be made by the DSP/Director or school Nurse.

Contacting parents: Students who are able to give informed consent (12+ depending on level of maturity) may not wish to involve their parents at the early stages. Otherwise, parents will be informed of any student protection concerns prior to a referral being made, **unless** the school believes that notifying parents could increase the risk to the student or exacerbate the problem, in which case advice will first be sought from children's social care.

- 2a. **If the allegation or concern is one of child protection caused by a student, including self-harm, or by an adult other than an employee of the school, including a parent or legal guardian,** the DSP will phone the duty Social Care Team at the South Hub, Kingswood (tel. 01454 868541). Initially names of people involved may not need to be divulged but the social worker cannot proceed without names and details.
- 2b. **If the allegation relates to the action or possible action of a member of staff,** the DSP will refer the matter to the Safeguarding Officer (LADO) for South Gloucestershire, Janet Fraser, for clarification (tel. 01454 868924) or, in her absence, her PA will advise regarding the designated substitute. Initial contact should always be by phone and not email.

3. If it is agreed that the eligibility criteria in the SGSCB “*Thresholds Matrix*” document are met, a formal referral will be made which must be followed up in writing by the school (DSP) within 48 hours. The social care team/LADO will consider the information and undertake the appropriate assessments. If the allegation is against another student as the perpetrator, it may be necessary for the school to suspend the student against whom the allegation is made. If the allegation is against a member of staff, it may be necessary for the school to suspend the staff member pending investigation, in line with his/her Contract with the school.

INFORMATION DISCLOSED TO YOU

If a student is disclosing information it is important that you do not promise to keep secrets, but to:

- Listen carefully to what the student is saying;
- Avoid asking leading questions – staff should be aware that the way in which they talk to a student can have an effect on the evidence which is put forward if there are subsequent criminal proceedings. Care must therefore be taken in asking and interpreting a student’s responses to questions about indications of abuse. This applies whether the student is making an allegation or volunteers information which amounts to an allegation;
- Believe the student. Demonstrate that s/he is being taken seriously and that what is being said is being accepted without criticism;
- Be calm, supportive and reassuring;
- You should not promise to a student giving evidence that the information can be kept confidential, but you can promise to support that student throughout any ensuing action that may have to be taken;
- Remember that if a student trusts you enough to tell you something that has or is happening to them, then it is a privileged position to be in and it is important that you give them the time and space to do so;
- You are not expected to make a diagnosis, but only to alert the appropriate authorities, as detailed below;
- Do not ask the student to repeat his/her account for your benefit or that of others;
- You should make brief notes of conversations.

RECORDING

When recording information relating to possible child protection issues, please use the “Child Protection Recording Form” available in houses, the staff room, on the intranet and appended to this policy document. Attach other notes to a copy of the form if appropriate.

1. Where a student has disclosed to an adult in the school, whoever they may be, there must be a record of this made as soon as possible after the event. The member of staff must record what they have seen, heard or know accurately at the time the event occurs.
2. Any record must be signed and dated by the individual who has received the disclosure/made the observation, either at the time, without making it awkward for the student, or as soon after as you are able. Include verbatim quotes where possible.
3. Any record must separate fact from opinion, observation from conjecture. These records may be used in any criminal investigation undertaken by police and therefore it is important that they are an accurate account of events.
4. It is not appropriate for a student to have to speak to more than one member of staff about what has happened to them. Therefore it is the responsibility of the person to whom the student has first spoken to give an account of the disclosure to the DSP, and not to ask the student to repeat what s/he has said.

STORAGE OF CHILD PROTECTION INFORMATION

All information relating to child protection concerns are stored in individual Child Protection files, one per student (not by families), in a separate storage area from other information held on students. Only the Designated Person, Director and Proprietor have access to these files. This filing cabinet is in a lockable room to which only a limited number of senior managers have key access. A log book is used to record each time the filing cabinet is accessed, including for which file and what reason.

DEBRIEF

There will be an opportunity for staff to debrief with the DSP, the Director or the Proprietor. Staff must not disclose anything to other third parties about child protection matters.

CONFIDENTIALITY

The school, and all members of staff at the school, will ensure that all data about students is handled in accordance with the requirements of the law, and any national and local guidance.

Any member of staff who has access to sensitive information about a student or the student's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a student may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated person. The rights of the person under child protection legislation supercede other rights such as those under data protection and human rights legislation.

CONDUCT OF STAFF

The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

At all times, members of staff are required to work in a professional way with students. This is essential in every work setting with children but all the more so in a boarding school where staff and students spend many hours together in formal and informal contexts. All staff should be aware of the dangers inherent in:

- working alone with a student
- physical interventions
- cultural and gender stereotyping
- dealing with sensitive information
- contacting students through private telephones (including texting) or over the internet by email, MSN or social networking websites
- disclosing personal details inappropriately
- meeting students outside school hours or school duties
- giving to and receiving gifts from students and parents. [See Staff Contract.]

Staff members will not give their personal phone number or personal email address to any current student or recent ex-student (those who have left the school less than two years previous). They will also not include students or such recent ex-students on their Facebook, Twitter or other social media accounts.

If any member of staff has reasonable suspicion that a student is suffering harm, and fails to act in accordance with this policy and South Gloucestershire Safeguarding Board procedures, SIS-UK will view this as misconduct, and this may be dealt with as a disciplinary matter.

PHYSICAL CONTACT & RESTRAINT

Members of staff may have to make physical interventions with children. Members of staff should only do this where:

- It is necessary to protect the student, or another person, from immediate danger, and
- If the member of staff has received suitable training.

ALLEGATIONS AGAINST MEMBERS OF STAFF

If anyone makes an allegation that any member of staff may have:

- Committed an offence against a student
- Placed a student at risk of significant harm
- Behaved in a way that calls into question their suitability to work with students,

the allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by SGSCB.

The director will handle such allegations, unless the allegation is against the director, when the proprietor will handle the school's response. The director (or proprietor) will gather information about the allegation, and report these without delay to the Local Area Designated Officer. In ALL cases the person against whom the allegation has been made must not be informed until after consultation has taken place with the LADO.

RECRUITMENT

In order to ensure that students are protected whilst at the school, we will ensure that our staff are carefully selected, screened, trained and supervised. We accept that it is our responsibility to follow the guidance set out in "Safeguarding Children and Safer Recruitment in Education", in particular:

- That staff are appropriately recruited and vetted. It is our practice to include this Safeguarding Children Policy in full in the job details for all posts at the school.
- Before appointing someone, follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with vulnerable children;
- Check that all adults with substantial access to children at SIS-UK have an enhanced Criminal Records Bureau check before starting work, and prior to confirmation of appointment.
- That staff are fully inducted and supported once in post.

We will ensure that at least one member of any interview panel has completed certified NSCL "Safer Recruitment" training.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

- Identity checks to establish that applicants are who they claim to be
- Academic qualifications, to ensure that qualifications are genuine
- Professional and character references prior to offering employment
- Satisfy conditions as to health and physical capacity
- Previous employment history will be examined and any gaps accounted for.

The school will report to the Independent Safeguarding Authority, within one month of leaving the school, any person who has been required to leave SIS-UK because s/he is no longer considered suitable to work with students, (contact address PO Box 181, Darlington, DL1 9FA (0300 1231111)).

INDUCTION & TRAINING

All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues.

All new staff at the school will receive basic child protection information and a copy of this policy before having sole responsibility for students at the school.

All staff will attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection. All staff will receive Level 1 training or Level 1 refresher training at least every three years (preferably annually), and the Designated Person certificated Level 3 training every two years. Evidence of this is recorded/minuted.

CONTRACTED SERVICES

Where SIS-UK contracts its services to outside providers (e.g. catering and cleaning services), the school will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider. The contract with the service provider also states that any Agency staff employed by the service provider will also be CRB checked prior to working at SIS-UK.

SCHOOL TRIPS

The Policy on school Trips requires that assurance will be obtained from any outside agencies that appropriate checks (eg CRB checks) have been completed on all appropriate staff.

TRANSPORT OR STUDENTS BY STAFF

No member of staff will transport a student in the staff member's vehicle without the written permission of the student's parents or legal guardian and only if the staff member's car insurance includes appropriate business insurance cover which has previously been seen and registered by the Bursar.

COLLECTION OF A STUDENT FROM SCHOOL

Staff must be told if someone other than a parent or guardian (i.e. someone who is not known by the teacher/houseparent) is wishing to collect a student from school. No student is allowed to go home with a stranger unless the parents have notified the staff. If such a situation is likely to occur, then appropriate phone calls must be made and the student must not leave the care of the school until parental or legal guardian permission has been granted. In addition, all staff should be aware of difficult marital situations relating to students in our care, especially if one parent is denied access to a child who is enrolled at the school. (A photograph of that adult should be at the school if possible/appropriate and information given to security on the gate who should phone the Office/Director if uncertain).

VOLUNTEERS

It is not SABIS International school UK's practice to involve volunteers in the running of the school. However, in line with national guidance, we include the following in our Safeguarding Children Policy:

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will be trained in line with and adhere to the school's child protection procedures. Where a volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a volunteer is to be in school regularly or over a longer period then they will be checked (via CRB and references) to ensure their suitability to work with children.

NON-ATTENDANCE AT SCHOOL

While issues over non-attendance at school are unlikely to arise in a full boarding school, we are required by law to inform Children's Services at Kingswood in such cases.

PHOTOGRAPHING CHILDREN

We will not allow images of students to be used on school websites, publicity, or press releases, without express permission from the parent, and if we do obtain such permission, we will not identify an individual student by name at the same time as showing an image of that student.

The school cannot however be held accountable for photographs or video footage taken of our students by parents or members of the public.

DESIGNATED MEMBER OF STAFF

1. The designated senior member of staff (designated person) for child protection at SABIS International school UK is David Bryson, the school Director. In his absence, child protection matters will be dealt with by the Student Life Coordinator.
2. The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. All members of staff are informed who the Designated Person is, the role fulfilled by the DSP and that the DSP acts as a source of advice available for other staff to draw upon.
3. The school recognises that the Designated Person:
 - Will coordinate action within the school over child protection cases, will liaise with and making referrals to Children's Social Care and other relevant agencies over suspicions that a child may be suffering harm;
 - Should possess skills in recognising and dealing with child welfare concerns and will receive appropriate training and support;
 - Is the first person to whom members of staff report concerns;
 - Is responsible for referring cases of suspected child abuse or allegations to the relevant investigating agencies according to the procedures established by SGSCB;
 - Is also responsible for dealing with allegations made against members of staff, (given that the DSP is currently the Director). It is the role of the Director or, in his absence, his deputy, to respond to allegations made against staff.

To be effective they will:

- Act as a source of advice, support and expertise within the school regarding child protection;
- Cascade safeguarding advice and guidance issued by SGSCB;
- When concerned that a referral has not been dealt with in accordance with the child protection procedures, refer to the Business manager of SGSCB to investigate further;
- Ensure each member of staff at the school and regular visitors who have interaction with students are aware of and can access this policy readily;
- Liaise with the director (if not the director) to inform him/her of any issues and ongoing investigations and ensure there is always cover for the role;
- Ensure that this policy is updated and reviewed annually and work with the Proprietor regarding this.
- Be able to keep detailed accurate secure written records of referrals/concerns, and ensure that these are held in a secure place. Such records will be kept in a room to which only a limited number of senior staff have a key and will be kept in a lockable filing cabinet, separate from other student records and with individual files for each relevant student. A log will be kept of every time this filing cabinet is accessed.
- Ensure parents are aware of the child protection policy in order to alert them to the fact that SIS-UK may need to make referrals. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a student.
- When a student leaves the school roll, ensure any child protection file is transferred to the new school as soon as possible, separately from the main file, and addressed to the designated person for child protection.
- When a student leaves and the new school is not known, ensure that the local authority is alerted so that the student's name can be included on the database for missing students.

The designated person also has an important role in ensuring all staff receive appropriate training. They should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case;
- Have a working knowledge of how South Gloucestershire Safeguarding Children Board operates and the conduct of a child protection case conference and be able to attend and contribute to these when required;
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff and the Proprietor.
- Make themselves (and any deputies) known to all staff.

PROPRIETOR

The Proprietor, Mr Salah Ayche, is the **SABIS® Director** responsible for Child Protection. He recognises that child protection is of paramount importance.

The Proprietor will review safeguarding practices at SIS-UK at least annually, to ensure that:

- The school is carrying out its duties to safeguard the welfare of students at SIS-UK;
- Members of staff are aware of current practices in this matter, and that all staff receive training at the appropriate level and frequency in accordance with statutory and Ofsted/ISI guidance;
- He attends training **Child Protection/Safeguarding training** as possible;
- Child protection is integrated with induction procedures for all new members of staff;
- The school follows the procedures given by SGSCB and any supplementary guidance issued by the Local Authority;
- Only persons suitable to work with children shall be employed at SIS-UK ;
- Take appropriate disciplinary action where safeguarding concerns about a member of staff are substantiated.

INFORMING OFSTED

The school will inform Ofsted / ISI as soon as is reasonably practicable, but no later than 14 days, of any actual abuse or allegations of abuse on the premises.

CONTACT DETAILS

Designated Senior Person/Director: David Bryson – via school / mobile (07784 947582)

Proprietor: Salah Ayche – send an SMS asking Mr Ayche to call in urgent matters: 00 20100 160 3456

South Hub Social Care Team, Kingswood – 01454 868541

Local Area Designated Office – Janet Fraser [01454 868924 (janet.fraser@southglos.gov.uk)

AVAILABILITY OF SAFEGUARDING CHILDREN POLICY

This policy is given to all staff, all applicants for posts at the school and is made available to parents via the school's website.

REVIEW

This policy was last updated in January 2012 and is due for renewal in July 2013.



SAFEGUARGING CHILDREN POLICY

Name of staff member: _____

I have read and understood the SABIS International School UK SAFEGUARGING CHILDREN POLICY. I understand:

- the procedures to be followed should a possible child protection issue arise and
- my obligations under the policy.

I understand that it is fully acceptable to seek advice from the Designated Senior Person / Director if I am uncertain what to do at any time.

Signed: _____ Date: _____

Please return this form to the School Office before the start of term / before you have unsupervised access to students.



SABIS International School UK
Bath, England

Member of the SABIS® School Network

Child Protection Recording Form - Confidential

This form should be filled in for any Child Protection concern, even if you feel your concern may be trivial. It will help to build a bigger picture and hopefully avoid missing important information. Notes made during disclosure can be written on this form and continuation sheets or can be attached to this form. All information will be stored confidentially in the Child Protection file on this student, accessible only to the Designated Person, Director and Proprietor.

Student Name: _____ House: _____ Grade: _____ Comp #: _____

Staff member completing form: _____

Allegation or concern (include specific details including names, dates, times):

Signed: _____

Date: _____

Response by Designated Person:

Signed: _____

Date: _____