

Student Anti-Bullying Policy

Policy Number: SAS009

Registered Entity	Nautilus Senior College
Policy Number	SAS009
Version	2.0
Policy Name	Student Anti-Bullying Policy
Compliance Standards	ACEQA: NESAs: 3.6 Safe and Supportive Environment, 3.9 Management and Operation VET:
Date Created	11/5/2018
Approved By / Date	CEO under delegation / 31/7/2023
Date Revised	15/7/2023
Next Revision Date	1/7/2025
Related Policies	SAS002 Enrolment and Withdrawal of Enrolment Policy SAS014 Child Protection Policy & Procedures SAS017 Student Discipline and Procedural Fairness Policy SAS020 Complaints Management Framework and Policy
Related Documents	

“The School’s policies are revised from time to time according to the requirements set out in section 47 of the *Education Act 1900* (NSW) and of the NSW Education Standards Authority (NESA) requirements for registration of the school.”

This policy and the related procedures have been developed and created by the staff and students of the school. This ensures that all members of the school are able to attend and participate in their time here knowing that it is safe for all stakeholders.

1. PURPOSE

Nautilus Senior College (the **College**) is committed to educating students about the importance of building respectful relationships consistent with the values of the College, and creating a safe, inclusive and supportive environment for all students and staff, where the risk of harm is minimised and the dignity of every member of the College community is respected and upheld. A supportive environment fosters the social, academic, physical, emotional and spiritual development of students. Bullying in any form is considered unacceptable behaviour in the College.

The College recognises the integral role that parents and caregivers play in the prevention and resolution of bullying. All members of the College community including staff, students and parents/caregivers, share a joint responsibility to identify and address bullying behaviour. A caring, supportive and collaborative culture that promotes positive is best equipped to prevent and respond to incidents of bullying, inappropriate use of technology and disrespectful behaviour in the College.

The College fosters an environment of respect and dignity by ensuring that its values are integrated in all aspects of College life.

This Policy must be adhered to when dealing with incidents of bullying of students. A copy of this Policy will be placed on the school website. The College reserves the right to amend the manner in which it discourages and responds to incidents of bullying.

Version:	1.0	2.0				
Effective Date:	11052018	31072023				

2. SCOPE

- 2.1. The policy and related procedures regarding Bullying and Harassment are developed and decided upon by staff and students of the College.
- 2.2. This policy and related procedures relates to all staff, students, family members, carers, visitors, volunteers and Mid North Coast Community College members engaged with the school.
- 2.3. The policy applies to any work related travel or functions e.g. Christmas parties and functions that are held on or off-site by our community partners.

3. POLICY

- 3.1. The Principal must ensure that the College has appropriate processes, resources and procedures in place to regulate a safe and supportive school environment.
- 3.2. The College will provide regular opportunities for staff members to be trained in effective recognition and response to bullying.
- 3.3. The College will provide students with opportunities to learn and develop skills in self-awareness and self-management of incidents of bullying and other student conflict behaviours.
- 3.4. The College will provide students with regular and explicit instructions on the College expectations and the policy and procedures in dealing with incidents of bullying.
- 3.5. Illegal behaviours that include physical violence, threats of violence, damaging property or stalking may require additional reports to external agencies such as the NSW Police and the Department of Communities and Justice.
- 3.6. Reports of student bullying can be made to any staff member at the College. A teacher or a member of the College Leadership Team will address the reported bullying in a timely manner.
 - 3.6.1. In circumstances where a student, parent or caregiver is of the view that the matter is not being dealt with effectively, they can refer the matter to the Principal or their delegate.
- 3.7. Records of incidents of bullying will be kept systematically by the College and regularly analysed to identify patterns and proactively support student wellbeing.

4. RESPONSIBILITIES

- 4.1. Members of the College staff must:
 - 4.1.1. Promote positive and appropriate relationships and behaviours, where the value of the individual is affirmed and the importance of qualities such as compassion, kindness and tolerance are encouraged;
 - 4.1.2. Teach and promote resilience;
 - 4.1.3. Teach and model active listening and ensure that all incidents are treated seriously;
 - 4.1.4. Support the College in maintaining a safe inclusive and supportive environment;
 - 4.1.5. Assist the College in resolving student conflict situations in a timely and appropriate manner in accordance with the Procedures set out in this document; and
 - 4.1.6. Identify and manage incidents of bullying and where appropriate, escalate matters to the Principal or other appropriate member of the College Leadership Team.
- 4.2. Members of the College non-teaching staff must:
 - 4.2.1. Promote a caring, supportive and respectful environment in the College, and
 - 4.2.2. Promptly report to a teacher or an appropriate member of staff, any reports of bullying or student conflict, either received directly or witnessed.

Version:	1.0	2.0				
Effective Date:	11052018	31072023				

- 4.3. Members of the College Leadership Team, including the Principal must :
- 4.3.1. Ensure all staff and students are aware of this Policy;
 - 4.3.2. Actively promote, teach and model appropriate behaviours;
 - 4.3.3. Provide appropriate counselling and support services as required;
 - 4.3.4. Ensure that parents and carers are provided with regular guidance on the College's policy and procedures for dealing with incidents of bullying, including advice on how they can access assistance if they have concerns in relation to bullying; and
 - 4.3.5. Recognise and value the partnership between the College and home to prevent and resolve incidents of bullying.
- 4.4. Students are encouraged and supported to:
- 4.4.1. Treat all members of the College community with respect and dignity, respecting individual differences and diversity;
 - 4.4.2. Behave as responsible digital citizens;
 - 4.4.3. Behave in manner that upholds the Student Code of Conduct;
 - 4.4.4. Support the College and their teachers in ensuring the College remains a safe and inclusive and supportive environment;
 - 4.4.5. Be a responsible bystander and report all behavioural incidences that may amount to bullying behaviour to their teacher, the staff member on duty or another appropriate member of the College staff;
 - 4.4.6. Remain mindful at all times that there are serious consequences for inappropriate behaviours;
 - 4.4.7. Follow the **R.I.T.E** strategy if they are being bullied;
 - **RECOGNISE** that you have the right to feel safe and operate in an environment free from bullying;
 - **INFORM** the bullies that you want them to stop. Do this in a polite by firm was.
 - **TELL** a responsible adult about the bullying; and
 - **EVALUATE** the situation. If it does not improve, seek further help.
- 4.5. Parents and carers are encouraged to:
- 4.5.1. Be aware of this policy and strategies implemented by the College to prevent and respond to bullying;
 - 4.5.2. Help their children understand what bullying is and how it manifests;
 - 4.5.3. Help their children understand the legal ramifications and consequences of bullying;
 - 4.5.4. Be alert regarding their children's wellbeing, particularly being aware of any signs of distress or anxiety;
 - 4.5.5. Educate their Children about reporting potential bullying behaviours;
 - 4.5.6. Support their children to become responsible citizens and to develop responsible on-line behaviours;
 - 4.5.7. Recognise and value the partnership between the College and home in the prevention and resolution of bullying and remain calm and assist the College in the process;
 - 4.5.8. Be aware of child protection groups that exist to prevent bullying such as the Kids' Helpline, BeyondBlue, Bullying. No way!;
 - 4.5.9. Monitor their Children's online activity across all media, and keep a copy of any evidence and supply it to the College.

<i>Version:</i>	1.0	2.0				
<i>Effective Date:</i>	11052018	31072023				

5. DEFINITIONS

In all Policies and Procedures “The College” should be taken to mean “Nautilus Senior College” unless otherwise specified.

Bullying

Bullying is defined in the National Safe Schools Framework as:

- “an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert). Bullying of any form or for any reason can have long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.”

Complaint/Concerns

Complaint - A grievance, issue raised, expression of dissatisfaction or formal allegation.

Cyber-bullying

Comments made on social media that they may not say to someone face to face. These comments on social media can be just as damaging as any other form of bullying and in some circumstances it can also be a criminal act.

Cyber-bullying can take many forms

- Abusive texts, on-line posts and emails
- Imitating others on line using fake profile and other methods
- Spreading rumours and telling lies on-line
- Making hurtful comments
- Making threats or comments designed to intimidate on-line
- Repeated unwanted messages being sent to you
- People using your account to send fake posts
- People sending photos or videos of you to others to embarrass or humiliate you
- Excluding others on-line

Harassment

Harassment can include behaviour such as:

- telling insulting jokes about particular racial groups
- sending explicit or sexually suggestive emails or text messages
- displaying racially offensive or pornographic posters or screen savers
- making derogatory comments or taunts about someone’s race
- asking intrusive questions about someone’s personal life, including his or her sex life.

The law also has specific provisions relating to certain types of harassment:

- Sexual harassment is any unwanted or unwelcome sexual behaviour where a reasonable person would have anticipated the possibility that the person harassed would feel offended, humiliated or intimidated. It has nothing to do with mutual attraction or consensual behaviour.
- Harassment linked to the disability of a person or their associate is against the law.
- Offensive behaviour based on racial hatred is against the law. Racial hatred is defined as something done in public that offends, insults, humiliates or intimidates a person or group of people because of their race, colour or national or ethnic origin.

A one-off incident can constitute harassment. All incidents of harassment require employers or managers to respond quickly and appropriately. Employers can also be held liable for harassment by their employees. This is called ‘vicarious liability’.

Version:	1.0	2.0				
Effective Date:	11052018	31072023				

Legal Responsibilities

Under current Work Health and Safety Legislation, MNCCC has the primary duty to eliminate or minimise, as far as reasonably practicable, the risks to health and safety at the workplace. This duty includes the implementation of strategies including training, to prevent bullying.

6. REFERENCES

Anti-Discrimination Act 1977 No 48.

7. VERSION HISTORY

Version No.	Implemented by	Revision Date	Approved By	Approval Date	Reason
1	V Byrnes	13/04/2018	V Byrnes	11/05/2018	
1.1	A Paterson	31/01/2019	V Byrnes	31/09/2019	Minor administrative amendments
1.2	C Parkin/ J Beaumont	11/03/2019	V Byrnes	14/03/2019	Amendments to clarify procedure and link to other policies; changes to procedural flowchart
1.3	John Beaumont/ Paul Davis (Integroe)	25/03/2021	CEO under delegation	26/03/2021	Updated definitions Minor corrections throughout. Formatting updates.
1.4	John Beaumont	31/05/2021	CEO under delegation	31/05/2021	Inclusion of new section- Strategies to minimise bullying at Nautilus Senior College
2	Integroe Partners	July 2023	V.Byrnes	31/7/2023	Amending to reflect best practice.

Version:	1.0	2.0				
Effective Date:	11052018	31072023				

APPENDIX 1: PROCEDURE OVERVIEW

Procedure

- 1.1. Where the College becomes aware of an alleged bullying incident, it must respond appropriately in accordance with the Bullying Incident Checklist (**Appendix 4**)

- 1.2. While the response will depend on the specific circumstances, the following general procedures will apply to all matters:
 - 1.2.1. All reported incidents of bullying will be taken seriously and dealt with sensitively taking into consideration any immediate risks and wellbeing concerns.
 - 1.2.2. In deciding a response process, the College will listen to the complainant and discuss with them the preferred course of action.
 - 1.2.3. All incidents of bullying will be investigated and documented by the College. At a minimum this includes
 - Recording all incidents in the Behaviour Incident section of Sentral;
 - Protecting the rights of all involved, including the student who has allegedly bullied another student;
 - Interviewing the complainant and the alleged bully/ies separately;
 - Gathering information from any identified witnesses; and
 - Confidentially retaining a written record of the incident, investigation and outcomes.
 - 1.2.4. Students who are found to have engaged in bullying behaviours will be disciplined in accordance with the College's Behaviour Management Policy, commensurate with their age and level of understanding. These students will also be offered help and guidance for correction of their behaviour to mitigate against repeat incidents.
 - 1.2.5. Where possible, restoration of peer relationship and reconciliation will be considered.
 - 1.2.6. Parents and caregivers will be regularly updated and may be asked to attend a meeting to discuss the problem.
 - 1.2.7. Where required and deemed appropriate, the police youth liaison officer may be consulted and invited to meetings with students and/or their parents/caregivers.
 - 1.2.8. Repetition of bullying behaviour may lead to suspension, or in the most serious cases, expulsion from the College.

- 1.3. The principles of procedural fairness must govern the response process. This includes:
 - 1.3.1. Providing details of an allegation relating to a specific matter or incident taking into consideration the importance of maintaining confidentiality of witnesses;
 - 1.3.2. Explaining the process by which the matter will be considered;
 - 1.3.3. Providing an opportunity for a response to the allegations of bullying;
 - 1.3.4. Making available to students and parents/caregivers, policies and procedures under which disciplinary action may be taken;
 - 1.3.5. Where appropriate, particularly in serious matters, providing an offer of having a support person at any meetings and/or interviews; and
 - 1.3.6. Providing information about the appeal process in accordance with *Complaints and Grievance Handling Policy*.

Version:	1.0	2.0				
Effective Date:	11052018	31072023				

- 1.4. A full and adequate file must be kept for all reported bullying incidents and stored confidentially.
- 1.4.1. Access to the file is only in accordance with applicable State or Commonwealth legislation or for appropriate professional reasons by authorised persons.
- 1.4.2. The level of detail of records will depend on the level of complexity of the bullying incident. At minimum, the file should contain a complete Bullying Incident Checklist and document:
- Information gathered;
 - The key steps taken to manage the bullying incident;
 - Outcome/s of the bullying incident, including whether the complaint was substantiated and the resulting actions (if any); and
 - Steps taken to implement, follow up and monitor outcomes.
- 1.5. All parties to a bullying incident must maintain confidentiality and treat confidential any personal information about students, their families or other persons respectfully.
- 1.5.1. Sharing of confidential and personal information with external persons or agencies may only occur within the established guidelines for such communication and in accordance with any relevant legislation relating to the provision of such information.
- 1.5.2. The Principal or their delegate has discretion to share information with relevant staff to manage student interactions in classrooms, at the College or during excursions.

<i>Version:</i>	1.0	2.0					
<i>Effective Date:</i>	11052018	31072023					

APPENDIX 2: WHAT IS BULLYING?

Bullying is a pattern of uninvited ongoing behaviour directed by a more powerful person or group to intentionally or unintentionally hurt, injure, embarrass and/or distress a less powerful person or group. Bullying can be physical, verbal, psychological or social. Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability or sexual orientation, both online and offline. Bullying can be illegal if it involves behaviours that include physical violence, threats of violence, damaging property or stalking. Bullying can happen in person or online, and can be obvious or hidden.

Bullying behaviour has three key features:

- it involves intentional misuse of power in a relationship;
- is ongoing and repeated behaviours; and
- it involves behaviours that cause harm and distress to the person who is being bullied and also others, for example their family, friends and bystanders.

Bullying can take many forms, all of which can cause distress. Examples of bullying include:

- Physical: hitting, pushing, tripping, kicking, spitting on others;
- Verbal: teasing, using offensive terms and names, spreading rumours, belittling
- Non-verbal: using digital communication technology such as email or text messaging to hurt others, using rude gestures, making inappropriate facial gestures, writing offensive and hurtful notes or graffiti about others;
- Extortion: threatening to take someone’s food or money or other possessions;
- Exclusion: deliberately excluding a person or a group from a community event or a group, refusing to sit next to someone, shunning people out of groups, clubs and meetings
- Property: stealing, hiding, damaging or destroying property
- Cyber: posting material (in any form – photos, print) on a website or sending via the internet or any technological device which identifies, bullies, embarrasses or harasses individual students, groups, parents and families, staff or others in the College community. This applies both at and away from the geographical College location. It can include:
 - Annoying/repeated phone calls;
 - Harassing, offensive or obscene emails;
 - Threatening emails or text messages;
 - Defamatory, embarrassing or personal information on message boards or chat rooms;
 - Posting, disseminating or sharing information, photos or videos without the victim’s permission with the intent to cause hatred; and
 - Inappropriate digital and social networking.

All forms of bullying are toxic to our College community.

<i>Version:</i>	1.0	2.0					
<i>Effective Date:</i>	11052018	31072023					

APPENDIX 3: RESPONSES TO BULLYING AND HARASSMENT

Verbal bullying and harassment

Issue	Responsibility	Action
For one off 'heat of the moment' occurrences of name calling, threats and ridicule	Teacher, staff member and students witnessing or made aware of behaviour	Discussions of the situation with those involved and student apologies are requested and explored. Behaviour Incident raised in Sentral. Principal and Wellbeing Team member notified.
Two or more occurrences with increasing severity	Principal, delegated staff member	A restorative circle may be called on behalf of the students themselves or others concerned by the behaviour including staff and volunteers. Parents notified.
Ongoing incidence	Principal	Meeting with parents/guardian/ caregiver to discuss situation and possible steps that need to be taken
Continuing behaviour or escalation in severity	Principal	Student is given time-out to receive outside counselling and support due to concerning bullying behaviours.
Behaviour reaches critical level	Principal	Student offered a withdrawal form to commence withdrawal process (in consultation with parents/guardian/ caregiver)

Physical bullying and harassment

Issue	Responsibility	Action
Initial incident of physical bullying and harassment including threats and assaults	Teacher, staff member witnessing or made aware of behaviour.	Behaviour Incident raised in Sentral Witnesses to complete a Critical Incident Report Form and meet with the Principal and Wellbeing team Parents notified
Repeat of incident or escalation of behaviour with threats of possible physical harassment action	Principal	Meeting with parents/guardian/ caregiver to discuss situation and possible steps that need to be taken to resolve the situation eg restoration circle
Ongoing incidence of behaviour	Principal	A request for time-out with off-site counselling may be placed on the individual/s involved
Behaviour does not abate	Principal	Student offered a withdrawal form to commence withdrawal process (in consultation with parents/guardian/ caregiver) Physical assault notified to Police

Version:	1.0	2.0				
Effective Date:	11052018	31072023				

Online bullying and harassment

Issue	Responsibility	Action
Facebook, Instagram, SnapChat, YouTube, WhatsApp, Messenger or other social media application	Teacher, staff member or other student witnessing the online behaviour reports incident to the Principal	Behaviour Incident raised in Sentral. Meeting of perpetrator and affected student with Principal and Wellbeing Team member. Parent/Guardian/Caregiver Notified. Anti-cyber bullying strategies offered to affected student. Wellbeing team will meet to discuss situation for follow-up restorative practices. Outside counselling may be Sought. Police are notified if no improvement.

<i>Version:</i>	1.0	2.0					
<i>Effective Date:</i>	11052018	31072023					

APPENDIX 4: BULLYING INCIDENT CHECKLIST AND EXPLANATORY PROCESS

Staff member completing this form:	
STEP 1: Staff Involved and Immediate Response	
STEP 2: Reporting	
Incident witnessed and/or reported by (name and date):	
Parents/Carers:	
Teacher/s:	
Student/s:	
Referred to (name and date):	
Deputy Principal:	
Other member of staff	
Written report provided:	
Principal:	
Parents/Carers (name and date):	
Informed:	
Suggested investigation process explained:	
STEP 3: Investigation	
Investigation led by (name and date):	
Investigation Plan devised:	
Interviews conducted:	

Version:	1.0	2.0				
Effective Date:	11052018	31072023				

STEP 4: Explanation of the findings of the investigation	
Interview between Investigator, Adjudicator and Parent/Carers of alleged victim	
Interview between Investigator, Adjudicator and Parent/Carers of alleged bully	
Police/other authority/agencies contacted (if applicable)	
STEP 5: Discipline	
Discipline Issued:	
Management Plan:	
STEP 6: Appeal Process	
Parent/Carer appeal via Complaints and Grievance Handling Policy	
STEP 7: Process of Reconciliation	
Consent granted by parties and parents/carers:	

Signature: _____

Date: _____

<i>Version:</i>	1.0	2.0					
<i>Effective Date:</i>	11052018	31072023					

EXPLANATORY PROCESS

Step 1: Staff involved and immediate response

In the event of an alleged situation arising, either in the form of being noticed by a teacher, witnessed by a student and/or reported by a parent/caregiver, the incident is referred to the Principal or delegated staff member, as soon as possible. At the discretion of the College and depending on the confidentiality and seriousness of the situation, other staff may be involved to assist in the following process.

In situations where there is an immediate or imminent risk to the safety and wellbeing of another person, all parties must be separated. The College must ensure appropriate supervision and maintain duty of care towards each student, including considering whether immediate counselling support is required.

Parents/caregivers of the students involved will be informed about a matter of serious concern. The suggested process for investigation will be explained to the parents/caregivers.

Step 2: Reporting

When an alleged bullying situation becomes apparent, it is to be reported to the Principal as soon as possible. Where possible, a written report is requested. This can be done either in the form of a letter or an email addressed to [insert email address]. All modes of communication will be kept confidential and treated with due care and diligence.

Except for a general inquiry, classroom teachers who become aware of a possible bullying situation cannot conduct a personal investigation without the approval of their Line Manager. A procedurally fair investigation process must occur before a decision is made.

All alleged bullying situations must be referred to the Principal.

Step 3: Investigation

Once a report has been made, the situation has been temporarily neutralised and all parties are safe, an investigation can begin. Normally, this will involve a Management Plan. Depending on the nature of the alleged bullying, the investigation will be led by the Principal or a delegated staff member. Generally, this is the longest part of the process and has no time constraint.

The Process:

- An investigation commences with the unbiased decision and hearing rule firmly established as guiding principles. Confidentiality and witness protection will also be provided during the process.
- An investigation plan is devised.
- General principles of the investigation process outlined in the *Anti-Bullying Policy* must be followed.

The 'hearing rule' includes the right of the person against whom an allegation has been made to:

- know the allegations related to a specific matter and any other information which will be taken into account in considering the matter;
- know the process by which the matter will be considered;
- respond to the allegations; and
- know how to seek a review of the decision made in response to the allegations.

Version:	1.0	2.0				
Effective Date:	11052018	31072023				

The 'right to an unbiased decision' includes the right to:

- impartiality in an investigation and decision-making
- an absence of bias by a decision-maker.

An Investigation Plan requires:

- Identification of the person who make the final adjudication (usually the Principal).
- Selection of investigator/s to minimise a conflict of interest and to ensure the investigation remains neutral, impartial and objective.
- Collection of preliminary information including the notification documents such as a written complaint.
- Notification to the parents/caregivers of the student alleged to have bullied the complainant.
- Process of collection of information:
 - names of people to be interviewed listed, including the complainant;
 - selecting a person to write a transcript of the interview;
 - selecting open ended interview questions to ask during interviews;
 - a time frame set in which to conduct interviews;
 - determine the order of people to be interviewed and interview times; and
 - obtain other relevant evidence, photos, documents, printed cyber activity.
- After the initial interview stage, the investigator must complete a review of the Investigation Plan and where appropriate a revised plan of the investigation may be prepared.
- Interview the student alleged of bullying the complainant.
- Review evidence.
- Write a report.
- Submit the report to the person adjudicating the allegation.

Step 4: Explanation of the Findings of the Investigation

An interview is arranged between the Investigator, Adjudicator and the parents/caregivers of the alleged victim. The process and findings of the investigation are discussed. If the allegation is sustained, supportive measures will be discussed.

An interview is arranged between the Investigator, Adjudicator and the parents/caregivers of the alleged bully. The process and findings of the investigation are discussed. If the allegation is sustained, the proposed consequences will be discussed with the parents/caregivers and the student. The student involved is made clearly aware of why their behaviour was wrong, why it cannot be continued and how they will prevent it in the future. Ideally, the student should be able to articulate why they are receiving a consequence.

The College reserves the right to contact the Police and seek the assistance of the Police Youth Liaison Officer to address and resolve bullying incidents.

Step 5: Discipline

Once an unbiased decision is established by the adjudicator and all parties given the right to be heard, a consequence is issued. The discipline outcome will depend on the severity of the incident. The College will protect the privacy of students insofar it is practical and appropriate taking into consideration principles of procedural fairness. Without divulging unnecessary details, to protect all parties involved, it is sometimes necessary to inform staff about a specific management plan for student interactions in classrooms and in the playground.

Version:	1.0	2.0					
Effective Date:	11052018	31072023					

Step 6: Appeal Process

In the event of a parent/caregiver being dissatisfied with the process or outcome of the investigation, the parent/caregiver is to be directed to the College’s *Complaints and Grievance Handling Policy*.

Step 7: Process of Reconciliation

Once discipline has been completed, the relevant parties will be provided with an avenue to begin a reconciliation process in a controlled environment with appropriate supports. This will only occur if both parties and their parents/caregivers grant consent.

<i>Version:</i>	1.0	2.0					
<i>Effective Date:</i>	11052018	31072023					