



**Forster**  
**Community College**  
Inspiring Learning and Supporting  
Communities to Prosper

# Safeguarding Policy

Reviewed by: Alistair Griffin

Reviewed on: February 2017

Review due: February 2018

## **1. Objective & Policy Statement**

- 1.1. This Policy is an integral part of the College's values. It should be read in conjunction with the College's Health and Safety Policy, Internet Protection Policy and the Disclosure and Barring Service Check (DBS) Policy.
- 1.2. This policy aims to ensure the College is effective in:
  - Safeguarding all College Learners, Volunteers, Visitors, Placements and Staff; particularly, young people and those with identified additional needs at all College delivery locations including those studying in the community or workplace.
  - Safeguarding the College's Staff, volunteers and stakeholders in carrying out their duties in teaching, supervising and supporting Learners at all College delivery locations including those studying in the community or workplace.
- 1.3. The College is committed to ensuring safeguarding in all areas of practice. The College will strive to provide a safe and positive environment at all times for Learners and Staff. The College is determined to tackle safeguarding issues. The College will address safeguarding issues promptly. It believes that all Learners and Staff should feel safe.
- 1.4. This policy will be made available to all Staff via induction and training, and to all Learners and visitors by a summary posted on the College website and elsewhere as appropriate.
- 1.5. The College will:
  - Meet Government requirements with regard to the safeguarding of children and vulnerable adults
  - Risk assess where the most vulnerable Learners are and take steps to safeguard them
  - Safeguard all Learners, Staff, Volunteers, Visitors in line with this policy
  - Ensure that Board of Trustees and Senior Management monitor arrangements for safeguarding and receive regular reports
  - Have a central list showing that appropriate checks have been carried out on all Staff, Trustees and Volunteers including DBS checks for anyone who may have unsupervised access to any College Learners
  - Ensure that all Staff receive basic awareness training in safeguarding annually
  - Cooperate with other agencies to safeguard vulnerable Learners, including those in public care and on the child protection register
  - Take appropriate action where abuse has occurred
  - Have effective arrangements for the safety and health of Learners, Volunteers, Visitors, Placements
  - Provide Learners with information and/or training on safety and health, and raise awareness of unfair, unsafe, and abusive practices and how to access help and advice
  - Seek Learners' views on safety matters and act upon their feedback
  - Discuss safeguarding arrangements with Employers and Community delivery locations
  - Support this policy through guidance, support and training for all Staff

## **2. Scope**

- 2.1. This policy is relevant to all Staff, Associate Tutors, Board Members and Volunteers, in particular those who work with vulnerable people both Learners and Staff.

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### **4. Definitions**

- 4.1. Safeguarding - the process of protecting vulnerable people, whether from crime, other forms of abuse or from being drawn into terrorism-related activity.

### **5. Key Principles of Safeguarding**

- Prevent – To provide a safe environment for all Learners, Volunteers, Visitors, Placements and Staff
- Protect – To identify and report any learner who is suffering, or likely to suffer, significant harm. e.g. by neglect, physical injury, sexual abuse or emotional abuse or any aspect of bullying, harassment or coercion.
- Promote – To actively promote the welfare of all learners. To take appropriate action to see that all College staff and Learners are kept safe, both at home and at the College.

## 6. Responsibilities

6.1. All Staff, Learners and Visitors have the responsibility to be vigilant in adhering to this policy and assessing the risks of their own work and/or activities. The following roles have specific responsibilities to ensure the College delivers its duty of care to Staff and Customers.

### 6.2. Board of Trustees

The Board of Trustees are committed to ensuring that the College fulfils its duties in relation to Safeguarding Children, Young People and Adults at risk of harm. They have designated the Chief Executive Officer as the Safeguarding and Prevent Lead for the College.

The Board will:

- Support the College CEO, Leadership Team and College Staff over matters relating to Safeguarding.
- Ensure that the College has updated procedures and policies which are consistent with the Bradford Safeguarding Children Board and the Bradford Safeguarding Adults Board procedures.
- Ensure that the governing body reviews the College policy and procedures for Safeguarding each year.
- Ensure that the governing body is informed of how the College and its staff have complied with the policy and procedures. The governing body will receive from the Safeguarding & Prevent Lead an annual report which reviews how the duties have been discharged, including but not limited to a report of the training that staff have undertaken.
- Oversee the liaison between agencies such as the Police, Children's Social Care – as defined by the guidance Keeping Children Safe in Education and the local Safeguarding Adults Multi- Agency policy and procedures in connection with allegations against the College CEO and Senior Leadership Team. This will not involve undertaking any form of investigation but ensuring good communication between the parties and providing relevant information to assist enquiries. Copies can be found on the web and in the policies and procedure drive.  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf)  
<https://www.bradford.gov.uk/media/1729/safeguarding-adults-multi-agency-policy-and-procedures-december-2015.pdf>

### 6.3. The Safeguarding & Prevent Lead

The Safeguarding & Prevent Lead must be a Senior Staff Member of the College who can ensure that preventative measures can be put in place where necessary.

Their responsibilities are:

- Report to the Board of Trustees and facilitate the discharge by the Board of their responsibilities as described at 6.2 above.
- Lead responsibility for ensuring that the College carries out its duties in relation to Safeguarding Children, Young People and Adults who may be at risk of harm in College.
- Undertake training in relation to Safeguarding.
- Provide an quarterly reports to the governing body and Safeguarding Lead Governor (and Child, Young Person and Vulnerable Adult Protection); setting out how the College has discharged its duties. He/she is responsible for reporting deficiencies identified by the Annual SAR or external

bodies such as (Bradford Safeguarding Children Board) BSCB and Bradford Council's Safeguarding Adults Board (SAB) to the governing body at the earliest opportunity.

- To ensure that parents of learners under 18 are aware of the College's Safeguarding Policy.
- To ensure that the College liaises with BSCB and SAB.
- To ensure that there is liaison with secondary schools that send learners to the College to ensure that appropriate arrangements are made for those learners.
- To ensure that there is liaison with employers and training organisations that receive young people from the College on long term placements to ensure that appropriate safeguards are put into place locally.
- To ensure that all staff and volunteers receive awareness training in Safeguarding and are aware of the College procedures.
- To ensure that the College deals with allegations in accordance with these procedures.
- To resolve any inter-agency issues and complaints.

#### 6.4. All Staff

All Staff will:

- Undertake training as set out in section 7 of this policy.
- Report all concerns as set out in section 10 of this policy.
- Report any disclosure as set out in section 11 of this policy.

### 7. Training

- 7.1. All Staff will undertake appropriate training and CPD covering Safeguarding. Where possible training will be certificated by a national agency.
- 7.2. Board members will undertake appropriate training covering Safeguarding. Where possible training will be certificated by a national agency.
- 7.3. Learners will be supported to understand Safeguarding and how they can keep themselves and fellow learners safe as part of the college induction and, where opportunities arise, though learning embedded in the curriculum.

### 8. Prevent

- 8.1. All FE / HE providers in relation to the Counter Terrorism and Security Act 2015 have a duty to ensure all learners, staff, Trustees, and volunteers are advised on how to keep safe and remain within the law. The Prevent Duty Section 26 contained within this legislation does not prevent learners and staff from having political or religious views and concerns, but contains details on how they might use these concerns or act on them in non-extremist ways.
- 8.2. Prevent is one of the four elements of 'CONTEST', the Government's counter-terrorism strategy. The four elements are PURSUE → PROTECT → PREPARE → PREVENT. It aims to stop young people becoming terrorists or supporting terrorism
- 8.3. The College has a clear policy which sets out how it will meet its legal duty – please see the Prevent Implementation Policy.
- 8.4. The Government Prevent Strategy:
  - Responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views.
  - Provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support.

- Works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that we need to deal with.
- The strategy covers all forms of terrorism, including far right extremism and some aspects of non-violent extremism.

8.5. The College is committed to supporting vulnerable learners through this Safeguarding policy and the Prevent Implementation Policy in order to prevent potential radicalisation.

## 9. Communication

- 9.1. Information about safeguarding and the process for Learners and Staff to report abuse will be available in all College venues.
- 9.2. The College induction will include relevant information on safeguarding for learners.
- 9.3. Information, guidance and paperwork for Staff will be on the College intranet.

## 10. Reporting Concerns

- 10.1. If a Staff member is concerned that there may be a safeguarding issue but there has been no direct disclosure they are not to investigate the issue themselves. As long as there is no immediate risk to Learners, Staff or Volunteers a **Risk Assessment Form (Appendix F)** should be completed. The form should be hand written and hand delivered to the Safeguarding & Prevent Lead within 24 hours.
- 10.2. If there is reasonable grounds for concern of immediate risk to Learners, Staff or Volunteers the concern must be reported to the Safeguarding & Prevent Lead or, if unavailable, the Duty Manager. The Police or other relevant external body may be contacted under these circumstances. Staff should not allow lack of consultation delay action if they have serious concerns of immediate risk to Learners, Staff or Volunteers. A list of useful support and help lines can be found in Appendix D.
- 10.3. Once the concern has been raised with the Safeguarding & Prevent Lead an action plan will be formed and relevant Staff members briefed. The forms and action plans will be kept secure in the Safeguarding file.

## 11. Handling Disclosures

- 11.1. Staff who become aware of suspected abuse or are party to a direct disclosure of abuse will:
  - Stay calm
  - Act immediately
  - Not investigate the issue themselves
  - **Follow the procedure set out in Appendix C to assess their next immediate action**
  - Seek the advice of the Safeguarding & Prevent Lead
  - Complete a Safeguarding Report

## 12. Whistleblowing

12.1. The College has a clear policy that is available to all Staff and Volunteers. *Please see the Whistleblowing Policy.*

## 13. Vetting visiting speakers

- 13.1. The College will:
  - Review material to be used by external speakers in advance of any event or visit.
  - Supervise all speakers while on premises and where appropriate request a portable DBS.

- Use opportunities to challenge extremism and to promote British values, as appropriate.
- Challenge extremist ideas which are used by terrorist groups and can purport to legitimise terrorism, as appropriate.
- Endeavour to incorporate the relevant duties so as not to:
  - (a) Stifle legitimate discussions, debate or Learner engagement activities in the local community; or
  - (b) Stereotype, label or single out individuals based on their origins, ethnicity, faith and beliefs or any other characteristics protected under the Equality Act 2010.

#### **14. Record Keeping**

- 14.1. All records of suspected abuse will be stored in a secure place to which only the College Safeguarding Lead will have access. Information will only be kept as long as necessary and, where appropriate, records passed to Children's Services or Adult Social Services as soon as possible. All records will be handwritten by the person having concerns within 24 hours, using Appendix E, F or G and will be factual and non-judgemental. Remember that under the Data Protection Act the person mentioned in the report has the right to request to see what information is recorded about them.
- 14.2. You must, as a minimum, include the log number, date, relevant names of Staff and other individuals involved as well as adding your signature at the bottom of the record. Please ensure you strike out any blank space remaining after the record is ended.

#### **15. Confidentiality**

- 15.1. Staff should have access to confidential information about Learners and service users, in order to undertake their responsibilities. Confidential information about a learner should never be used casually or shared with another person other than on a need-to-know basis. In circumstances where the learner's identity does not need to be disclosed the information should be used anonymously.
- 15.2. Sharing information – if a member of Staff is in any doubt about whether to share information or keep it confidential he/she should seek guidance from the designated senior person in the College.

#### **16. Evaluation of impact**

- 16.1. In order to realise the College's commitment to safeguarding the College will demonstrate planning and analysis of impact by evaluating:
- Responses from Safeguarding Safety Survey
  - Ask Learners to comment on via various Learner Feedback (LF) Forms
  - Report on safeguarding issues to the Board of Trustees.

#### **17. Appendices**

Appendix A – Recognition of child abuse

Appendix B – Recognition of vulnerable adult abuse

Appendix C – Procedure for dealing with disclosure or suspected safeguarding issues

Appendix D – Support and Help Lines

Appendix E – Protection of young people and vulnerable adults concern form

Appendix F – Protection of young people and vulnerable adults Risk Assessment Form

Appendix G – Record Update Page

### **Appendix A - Recognition of Child Abuse**

The Children Act 1989 defines a child as anyone under the age of 18. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them, or more rarely, by a stranger. They may be abused by an adult or adults or by another child or children.

The College uses the NSPCC's published guides on child abuse to aid in recognition of the Signs, symptoms and effects of child abuse and neglect. These can be found on their website:

<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

The NSCPP publishes a comprehensive guide to the types of abuse and neglect on its website:

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

## **Appendix B – Recognition of Vulnerable Adult Abuse**

The Department of Health 2000 describes a vulnerable adult as:

“Any person aged 18 or over who is, or may be, in need of community care services, by reason of mental or other disability, age or illness; and who may be unable to take care of him or herself, or is unable to protect him or herself from against significant harm or exploitation”.

The below list is not exhaustive. Users of this policy should have undertaken up to date and appropriate training which will provide further detail.

### **Physical abuse**

Including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions

### **Sexual abuse**

Including rape or sexual assault or sexual acts, to which the vulnerable person has not consented, or could not consent, or was pressurised into consenting

### **Psychological abuse**

Includes; emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks.

### **Financial or material abuse**

Including: theft, fraud, exploitation, pressure in connection with wills property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.

### **Neglect and acts of omission**

Including; ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition or heating.

### **Discriminatory**

Including: Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as the ‘protected characteristics’ under the Equality Act 2010) Institutional

## Appendix C – Procedure for Dealing with Disclosure of Safeguarding Issues

If a Learner informs you that they are experiencing Harm/Abuse:

1. **Respond calmly** and listen carefully to what they are telling you. Try not to appear shocked or show disapproval. It can be very difficult for someone to talk about their own abuse.
2. **Explain you cannot keep total confidentiality** on such matters and that you may need to speak to a Designated Safeguarding Officer.
3. **Do not discuss the disclosure with anyone other than one of the Designated Safeguarding Officer.** It may be appropriate to talk to your line manager in some circumstances but you do not automatically need to do so. **Be clear with the learner about who you are speaking to and when.** Keep the learner informed of what is happening as a result of their disclosure and ascertain their wishes and feelings where possible.
4. If they then decide not to continue talking to you offer them advice about **support help lines** and organisations See Appendix D. Help them to find a room where they can make private phone calls.
5. Try to find a quiet area to speak where you will not be interrupted. **Do not put them off talking by asking them to meet later.**
6. Ask the learner to explain as clearly as possible but **do not ask leading questions**, ask open questions when necessary in order to clarify and gather further information.
7. **Make a written record** of what the learner has told you using the **Disclosure Form (Appendix E)**, including the time, date and location of your meeting. Sign and date each page of the notes.
8. You should **be objective** when reporting the disclosure although you can describe the manner or state of the learner when they presented themselves to you. It is rare but there is a possibility you may be asked to attend a multi-disciplinary meeting outside College and/or give evidence in court proceedings in relation to this disclosure.
9. **Discuss concerns with Safeguarding Lead** to establish if the concerns are Safeguarding concerns. The Safeguarding Lead will assess the concern and if required take the appropriate action, complete or continue the record on the **Disclosure Form (Appendix E)**.
10. **Ensure that the learner is safe in College.** Try to ascertain how safe they will be if they leave College or return home.
11. Where a learner has made a disclosure of abuse or a staff member has concerns about abuse **no contact should be made with the learner's parents or carers without consultation with the Designated Safeguarding Officer.**
12. You may have concerns that a learner is experiencing abuse because of their behaviour or changes in their presentation or that they are missing from College. **Signs and symptoms which may indicate abuse or harm are described in training and a short list can be found in Appendix A and B.** Contact a Designated Safeguarding Officer to discuss your concerns.
13. A learner may disclose information that leads to **concerns that another child or young person or adult is experiencing abuse. You need to inform the learner that you will need to tell a Designated Safeguarding Officer.**
14. **If you continue to be concerned about a learner** after you have informed the Safeguarding Lead **contact the Safeguarding Lead** again.

## **Appendix D – Support and Help Lines**

### **Bradford Safeguarding Children Board**

<http://www.bradford-scb.org.uk>

### **Bradford Council Safeguarding Adults Board**

<https://www.bradford.gov.uk/adult-social-care/adult-abuse/safeguarding-adults-board-sab/>

### **Bradford Women’s Aid**

Advice, support and refuge for women and girls fleeing domestic abuse / violence.

T: 01274 666241 W: [www.bradfordwomensaid.org](http://www.bradfordwomensaid.org)

### **Staying Put**

Support for those affected by domestic abuse.

Languages: English, Urdu, Punjabi, Hindi, Bengali, Polish and Slovak.

T: 01274 667104 W: [www.stayingput.uk.net](http://www.stayingput.uk.net)

### **Men Standing Up**

Housing and support to all men who are victims of domestic abuse.

T: 0300 303 0167 W: [www.bradfordcyrenians.org.uk](http://www.bradfordcyrenians.org.uk)

### **Bradford Rape Crisis and Survivors Service**

Advice and support to anyone affected by rape and survivors of sexual abuse.

T: 01274 308270

T: 01274 308271 E: [contactus@brcg.org.uk](mailto:contactus@brcg.org.uk) W: [www.rapecrisis.org.uk](http://www.rapecrisis.org.uk)

### **Victim Support**

Advice and support for anyone who is a victim of crime.

T: 0808 1689111 W: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

### **Barnardo’s Turnaround Service**

Works with people around CSE and trafficking.

Sir Henry Mitchell House

4 Manchester Road Bradford, BD5 0QL

T: 01274 434222 W: [www.barnardos.org.uk](http://www.barnardos.org.uk)

### **Hand In Hand**

Keighley-based service providing advice and support for males and females up to age 21 involved in CSE.

T: 01535 606868 E: [www.childrensociety.org.uk/hand-in-hand](http://www.childrensociety.org.uk/hand-in-hand)

### **Refugee Council**

Advice & support for refugees.

T: Under 18s Section - 0207 346 1134 W: [www.refugeecouncil.org.uk/how\\_can\\_we\\_help\\_you](http://www.refugeecouncil.org.uk/how_can_we_help_you)

### **Equity Partnership**

Working with and for Bradford's Lesbian, Gay, Bisexual and Trans communities.

T: 01274 727759

T: 01274 727779 E: [rachel@equitypartnership.org.uk](mailto:rachel@equitypartnership.org.uk)

### **Yorkshire MESMAC**

Bradford Office 28 Chapel Street Little Germany BD1 5DN

T: 01274 395815 E: [bradford@mesmac.co.uk](mailto:bradford@mesmac.co.uk)

### **BLAGY**

Bradford Lesbian and Gay Youth. Support group meets weekly.

T: 01274 395815

BLAST (Yorkshire MESMAC)

Service specifically for boys and young men affected by CSE.

T: 0113 244 4209 T: 0113 244 4209 M: 07921 372896 E: [blast@mesmac.co.uk](mailto:blast@mesmac.co.uk)

In a Crisis:

### **Accident & Emergency Department**

Any medical emergency or mental health emergency.

Bradford Royal Infirmary Duckworth Lane Bradford

BD9 6RJ

T: 01274 542200

### **Bradford NHS First Response**

This service is for people of all ages living in Bradford, Airedale, Wharfedale or Craven experiencing a mental health crisis.

T: 01274 221181

### **NHS Choices**

111 is the NHS non-emergency number. It's fast, easy and free. Call 111 when you need medical help fast but it's not a 999 emergency.

T: 111

### **Samaritans**

24 hour helpline. Talk to us any time you like, in your own way, and off the record – about whatever's getting to you. You don't have to be suicidal.

6 Mornington Villas Manningham Bradford

BD8 7HB

Usually open for walk ins 11am-10pm

T: 01274 547547 (local call rates) T: 116 123 (free call) T: 08457 909090 (local call rates) E:

[jo@samaritans.org](mailto:jo@samaritans.org)

**Appendix E – Protection of Young People and Vulnerable Adults****Disclosure Form****STRICTLY CONFIDENTIAL**

Use this form to in conjunction with the policies and procedures laid out in the Safeguarding Policy and its Appendices to record any **disclosure of abuse made to you by a Learner**.

The report should be factual and should not include opinions or personal interpretations of the facts presented.

If the report is made directly after the disclosure, it should be signed, dated and passed as soon as possible, or at the latest within 24 hours, to the College's Safeguarding & Prevent Lead.

Alternatively you can make a report verbally and this form will be used to record the discussion.

Staff Name	
Date and Time	
Location of meeting with learner	
Learner Name and D.O.B	
Learner's preferred contact number	
Any other people present at meeting (include D.O.B and contact number of any learners as well as contact numbers of non staff members)	

**STRICTLY CONFIDENTIAL**

Details of disclosure or concern:

Page no.   2   of \_\_\_\_\_ number and attach any additional pages of notes.

Discussed with: College's Safeguarding & Prevent Lead

Date

Time

Staff Name and Signature

Safeguarding & Prevent Lead Name and Signature

**This form must be hand written and hand delivered.**

**Do not in any circumstances send in the internal mail or by email.**

**Appendix F - Protection of Young People and Vulnerable Adults**

**Risk Assessment Form**

**STRICTLY CONFIDENTIAL**

Use this form to record any safeguarding concerns relating to Learners that you believe may be **vulnerable to abuse or harm of themselves or toward others.**

The risk assessment should be factual and should not include opinions or personal interpretations of the facts presented. It should be signed, dated and passed as soon as possible, or at the latest within 24 hours, to the College's Safeguarding & Prevent Lead.

Alternatively you can make a report verbally and this form will be used to record the discussion.

Where appropriate relevant Staff should be made aware of the existence of the risk assessment and any preventative measures put in place by the action plan.

The Safeguarding Officer will ensure the risk assessment is placed in the Safeguarding file so that if any Safeguarding incidents are reported adjustments can be made to ensure others do not occur for this learner.

Staff Name and Signature	
Date and Time	
Learner Name and D.O.B	
Reason or signs and symptoms indicating concern and/or risk	

Page no. \_\_\_ | \_\_\_ of \_\_\_\_\_

**STRICTLY CONFIDENTIAL**

**Action Plan**

Who	What	By When

Page no. 2 of \_\_\_\_\_ number and attach any additional pages of notes or plans.

Discussed with: College's Safeguarding & Prevent Lead

Date

Time

Staff Name and Signature

Safeguarding & Prevent Lead Name and Signature

**This form must be hand written and hand delivered.**

**Do not in any circumstances send in the internal mail or by email.**

Log Reference Number:

### **Appendix G – Record Update Page**

This form is to be used to add additional pages to either Appendix E or Appendix F, in line with the safeguarding policy. It may be used for additional space when creating the initial record or to add an update to the record at a later date, for example; to record the conclusion of a safeguarding report.

You must, as a minimum, include the log number, date, relevant names of Staff and other individuals involved as well as adding your signature at the bottom of the record. Please ensure you strike out any blank space remaining after the record is ended.

The form should be hand written and submitted to the Safeguarding and Prevent Lead as soon as possible and always within 24h.