



Downham School

Local Safeguarding Board Child Protection Procedures can be found at
<http://www.swcpp.org.uk/>

An electronic version of Working Together to Safeguard Children can be found in the teachers shared area on the school computer system

Safeguarding Documents Policy and Procedure

This policy is intended to ensure the appropriate safeguarding of all Pupils at Downham School and all Young People using Downham House. It should be read with the understanding of it's links to the following Policies and Statements: Whistle Blowing Policy, Staff Code of Conduct, Downham House Independent Visitor Policy, Complaints Procedure, Anti-Bullying Statement, Recruitment and Induction Policy, and appropriate Polices related to Health and Safety.

Introduction:

“Working Together to Safeguard Children” (hereafter referred to as: “Working Together”) states: “Children need to feel loved and valued, and be supported by a network of reliable and affectionate relationships. If they are denied the opportunity and support they need to achieve these outcomes (i.e. the ECM outcomes), children are at increased risk not only of an impoverished childhood, but also of disadvantage and social exclusion in adulthood.” (Pg 31 Para 1.2)

Working Together underpins the legislative framework for children namely the Children Act 1989 and Children Act 2004 where the welfare of the child is deemed to be paramount.

It identifies that a child may be in need of protection if certain criteria are met, if a child is injured deliberately or as a result of not providing the right levels of supervision, or where they are considered and shown to be of little worth. Children can live in situations where their needs are not regularly met or where they are subject to sexual abuse. For disabled children where they may not follow “normal” developmental lines or, due to the nature of their disability be unable to judge, or even to communicate, that what is happening to them is not ok. Those who have closest contact have to be observant and make judgements about what is and is not ok for that child.

Downham School and the associated residence Downham House must take account of the provision made for schools under “Working Together”, the pertinent extract is: “Education staff have a crucial role to play in helping identify welfare concerns, and indicators of possible abuse or neglect, at an early stage. They should refer to those concerns to the appropriate organisation, normally LA children’s social care, contributing to the assessment of a child’s needs and, where appropriate, to ongoing action to meet those needs. When a child has special educational needs or is disabled, the school will have important information about the child’s level of understanding and the most effective means of communicating with the child. The school will also be well placed to give a view on the impact of treatment or intervention on the child’s care or behaviour.” (pg 67 Para: 2.123)

Working Together’s statement specific to disabled children is contained in Appendix 1 attached and should be read and understood as part of this policy.

Policy:

Legislation and guidance emphasises that all persons who have engagement with, and responsibility for, children must be cognisant of their duties and responsibilities in this area and be aware of the child's right to protection; including knowing how and when to respond to ensure that the child is safeguarded. As such and in line with "Working Together to Safeguard Children" and the five Outcomes identified through the "Children Act 2004" and emphasised in "Every child Matters", (as consistent with Plymouth City Local Safeguarding Board's policies and procedures). Downham School and Downham House staff and supporters will ensure that all children attending the school or residence will have their person, rights and needs respected and safeguarded. Staff will further ensure that the residents be treated in such a way that they will be kept, and feel, safe.

Content:

1. Staff will be conscious of the need to ensure that the well being of each child is taken into consideration at all times.
2. The Headteacher of the School and senior officers on shift at Downham House will be trained and competent in the understanding of, and ensuring compliance with, child protection procedures.
3. Any statements of concern, issues, unexplained or suspicious injuries or significant deviation from anticipated presentation or behaviour will be noted (i.e. recorded and where possible in the child's own words) and reported to the appropriate person. The appropriate person will take responsibility for deciding whether a specific piece of information, event or information warrants implementing child protection procedures, if it does or the appropriate person is uncertain then:

The appropriate person will either discuss and agree actions to be taken with the designated lead person for Child Protection and record the outcome of that discussion, or if the designated lead person for Child Protection is unavailable, discuss these concerns with the relevant Children's Services contact point (Advice and Assessment services, the designated social worker or the out of hours service) and feed back to the designated lead person for Child Protection at the earliest opportunity. All such contacts will be recorded in full.

4. Staff will cooperate with any enquiries or actions deemed appropriate by the lead agency to ensure the child's safety and well being and will participate in meetings, including writing and submitting reports, as required.
5. Staff will be trained to be aware of the signs and symptoms of abuse and be sensitive to how these might apply to the residents; child protection training will be considered a priority and regularly updated (bi-annually).
6. Should any member of staff have concerns about the conduct of a colleague they will discuss those concerns with the designated lead person for Child Protection in full, and follow the procedures laid down in the whistle-blowing policy.
A full record of such discussions including actions arising will be kept by the designated manager in line with Plymouth City policies on allegations against staff.

The designated lead person for Safeguarding is Michael Loveman, Headteacher of Downham School and Downham House.



CHILD PROTECTION POLICY

Purpose

This policy reflects our active commitment to promote and safeguard the welfare of pupils at our school in line with the five aims of 'Every Child Matters'. We believe that children have a fundamental right to feel safe and protected from any form of abuse. Therefore we aim to provide a secure, caring environment and curriculum which nurtures self-esteem and empowers children to protect themselves.

We aim to ensure that children who are vulnerable, at risk or have suffered harm are identified and action taken to keep them safe. We recognise that abuse may be emotional, physical, sexual or through neglect.

Roles and responsibilities of head, other staff, governors

This policy applies to all staff and volunteers working in the school. Any one of them could be the first point of disclosure for a child.

The **headteacher** will:

- appoint a designated lead person to be responsible for all child protection matters. **The designated lead person is Mr Michael Loveman (headteacher)**
- make arrangements for any relevant staff to be released to attend child protection conferences and training
- ensure that appropriate checks are carried out on all applicants for positions in the school – paid and voluntary. This will include checking identity, qualifications, professional and character references, health and physical capacity, previous employment history, to ensure gaps are accounted for, and criminal records.
- ensure that child protection procedures set out in this policy are followed by all staff and volunteers
- ensure that all staff have undertaken up-to-date training, including inter-agency working in the case of the senior designated teacher. This will include providing child protection training for all new recruits
- have in place procedures for dealing with allegations of abuse against members of staff in accordance with LEA guidelines and ensure that all staff and volunteers are aware of them
- ensure that all staff and volunteers know how to raise concerns about poor or unsafe practice and address such concerns sensitively and effectively
- establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty
- include in the curriculum activities and opportunities for PSHE which equip children with the skills they need to stay safe from abuse and to know who to turn to for help
- include in the curriculum material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to child care and parenting skills.

The **designated lead person** must:

- have received training in how to identify abuse and know when it is appropriate to refer a case
- have a working knowledge of how to contribute effectively when required to local child protection conferences and other procedures and discussions

- have access to resources
- ensure that all staff and volunteers recognise that he/she is a source of information, advice, support and expertise within the school
- be responsible for co-ordinating referrals by liaising with Social Services and other agencies over cases of abuse and allegations of abuse
- ensure that colleagues have had training in child protection relevant to their role and needs and know how to identify and report any concerns they have to the senior designated teacher immediately they arise
- ensure each member of staff and volunteer has access to and understands this child protection policy
- work with the governing body to ensure that this policy is reviewed and updated annually
- keep accurate, detailed and secure written records of referrals or concerns
- ensure parents have access to the child protection policy and are aware that referrals may be made by the school
- ensure that when a child transfers to another school the next school receives his/her child protection file in time to make any necessary arrangements, and advise the receiving school of the need for this file to be kept separate from main school file.

All staff have a responsibility to protect children from abuse. Anyone made aware of or suspecting child abuse should take immediate action. Actual physical injury, verbal statements of actual physical, emotional or sexual abuse and evidence of neglect justify urgent referral to the senior designated teacher. They should respond to the child by:

- treating the child with utmost sensitivity, doing nothing to damage the child further through thoughtlessness or carelessness in their reaction to the child's distress
- listening and recording as accurately as possible what the child says with dates and times
- not probing or asking leading questions. It is the job of the police to investigate
- not promising to keep secrets.

The information should be passed directly to one of the designated staff members.

The **governing body** will ensure that:

- the school child protection policy conforms to the LA guidance and is reviewed annually
- the policy includes provision for procedures for recruiting and selecting staff and volunteers and for dealing with allegations of abuse against members of staff/volunteers
- the school has a senior designated teacher to take lead responsibility for dealing with child protection issues
- the named governor will governing body and school staff have received appropriate training and any information necessary to carry out their responsibilities for child protection
- any deficiencies in child protection arrangements are brought to the attention of the governing body and are remedied immediately
- a member of the governing body is nominated to be the person responsible for liaising with the LEA and external agencies in the event of allegations of abuse being made against the headteacher.

The nominated Governor for 2009-2010 is Ann McDonald

This **nominated governor** will:

- ensure that the school’s child protection policy is in place and is reviewed and reported on annually to the governing body.
- oversee procedures and take action according to LA procedures, where there are allegations against the headteacher.

Parents and carers need to be aware that should any member of staff suspect that a child might have been deliberately harmed or neglected by their parent/carer, the school has a duty to inform the local Social Services department. It is then the duty of Social Services to decide on the best way of carrying out an investigation. The police have the right to speak with the child without parental consent when it is in the best interests of the child. They may do so on school premises or, as appropriate, in special premises where a video may be made. However, they cannot take a child off the school premises without the permission of the headteacher. When the police interview a child, a member of staff known to the child should provide appropriate support.

Arrangements for monitoring and evaluation.

The headteacher will report to the Personnel Committee annually on the implementation of the policy, identifying any necessary changes in approach which are deemed necessary.

Notifications

- Where appropriate prompt notification of the initiation and outcome of any child protection enquiries involving the school will be made to OFSTED
- We will report to the police any evidence known of children becoming involved in prostitution, or of unauthorised persons picking children up, contacting children in the school, or observed trying to make contact with children outside the school. We will also report to the police any serious incident within the school that has necessitated the police being called.
- All significant events relating to the protection of children will be notified by the headteacher to the appropriate authorities, and OFSTED.
This will include the following events: death of child, inappropriate conduct by a staff member, serious harm suffered by a child, serious illness or accident involving a child, the outbreak of any notifiable infectious disease.
- Staff (and children) who have concerns about practices in the school which put children at risk of abuse or serious harm can raise their concerns directly with OFSTED.
(Tel 08456 404046, email whistleblowing@ofsted.gov.uk or write to: WBHL, Ofsted, Royal Exchange Buildings, St Ann’s Square, Manchester, M2 7LA)
- The school will notify a child’s parent and where applicable the child’s placing authority, of any serious incidents involving their child, including any allegation that the child has committed an offence.

This policy will be reviewed in line with the policy review schedule.

Signed.....

Date.....

Appendix 1

SAFEGUARDING and CHILD PROTECTION PROCEDURES

1. Procedures for recording of events or issues felt to be significant but on their own not requiring referral to the Designated Person are as follows:
 - Record the information as fully as possible on the Downham School CP1 form.
 - Discuss the issues with your line manager and collate the forms in a secure file referenced to the child raising the concern.
 - Should a number of these forms be completed and raise the level of concern discuss the issues with the designated person.
2. Procedures for referral to the Designated Lead Person are as follows:
 - Complete the relevant sections of the Downham School CP2 form (and note when you did this)
 - Take this form to your line manager and discuss the issues (and note when you did this)
 - Your line manager must indicate to you what they will do with your information
 - If the outcome is not to your satisfaction take the form and the information direct to the designated person
 - The designated person will give you feedback as to the decision taken
3. Monitoring – in the case of children on the Child Protection Register (C.P.R.) or of children about whom staff have concerns, teachers should note any of the following :
 - frequent/long absence for which no satisfactory explanation has been given;
 - poor punctuality;
 - changes in behaviour;
 - changes in home circumstances;
 - any other concerns.

The Designated Lead Person should be informed so that any necessary action can be taken.

4. Case conferences – It is City policy that all Child Protection Case Conferences should be attended. Conferences will normally be attended by the SENCO, Headteacher or a member of the Management Team. Class teachers should inform the Designated Person if they are unable to attend so that alternative arrangements can be made. Following the conference, please inform the Headteacher, the co-ordinator and concerned colleagues of any relevant matters arising.
5. Case conference notes should be shown to the Headteacher/the Designated Person and any colleagues concerned with the child and then placed in the appropriate folder stored in the Headteacher's office.
6. All relevant information is stored centrally including:
 - i. general information, including handbooks and circulars;
 - ii. blank forms for recording information concerning suspect child abuse (CP1).
 - iii. a ring binder in which will be logged the following:-
 - a) any referrals or concerns from whatever source with date and appropriate details to be filled in by Designated Person even when it is decided to take no further action;

- b) notes (including diagrams when relevant) about any injuries suspected to be non-accidental and details of any action taken;
- c) relevant information about any child already on the C.P.R. (e.g. frequent absence, poor punctuality, long absence, changes in behaviour, changes in home circumstances) and any action taken;
- d) records of any phone calls or visits from Social Services or other agencies concerning children on the C.P.R. or suspected to be suffering abuse and any action taken as a result.
- e) record of any relevant information, e.g. H.V. prior to admission, previous schools attended, etc.
- f) list of children known to be currently on C.P.R. and their class teachers.

The available UK evidence on the extent of abuse among disabled children suggests that disabled children are at increased risk of abuse, and that the presence of multiple disabilities appears to increase the risk of both abuse and neglect. Disabled children may be especially vulnerable to abuse for a number of reasons. Some disabled children may:

- Have fewer outside contacts than other children
- Receive intimate personal care, possibly from a number of carers, which may both increase the risk of exposure to abusive behaviour and make it more difficult to set and maintain physical boundaries
- Have an impaired capacity to resist or avoid abuse
- Have communication difficulties that may make it difficult to tell others what is happening
- Be inhibited about complaining because of a fear of losing services
- Be especially vulnerable to bullying and intimidation and/or
- Be more vulnerable than other children to abuse by their peers.

11.28 Safeguards for disabled children are essentially the same as for non-disabled children. Particular attention should be paid to promoting high standards of practice and a high level of awareness of the risks of harm, and strengthening the capacity of children and families to help themselves. Measures should include:

- Making it common practice to help disabled children make their wishes and feelings known in respect of their care and treatment
- Ensuring that disabled children receive appropriate personal, health and social education (including sex education)
- Making sure that all disabled children know how to raise concerns, and giving them access to a range of adults with whom they can communicate. Those disabled children with communication impairments should have available to them at all times a means of being heard (Care staff need to know the child, their differing presentations, when they are distressed and happy etc. provide access to pictorial communication aids, be able to use signs for those who understand Makaton and be willing to question and check out unusual presentation, injuries etc.)
- An explicit commitment to, and understanding of, disabled children's safety and welfare among providers of services used by disabled children
- Close contact with families, and a culture of openness on the part of services
- Guidelines and training for staff on good practice in intimate care; working with children of the opposite sex; handling difficult behaviour; consent to treatment; anti-bullying strategies; and sexuality and sexual behaviour among young people, especially those living away from home.

("Working Together" Pg. 198)

Appendix 3

STANDARDS FOR THE DELIVERY OF INTIMATE CARE TO CHILDREN

All children are entitled to consideration of dignity, privacy and individualised care when requiring assistance with their personal hygiene and care needs, e.g. toileting, washing, dressing or undressing, or administration of medicine.

Staff involved in the delivery of intimate care must be mindful of the individual's particular needs and capabilities. They should also ensure that care is delivered in a safe and sensitive manner.

This standard has been designed to protect both staff and children whenever intimate care is performed.

Children with a disability can be vulnerable in such situations, and staff need to be aware that some tasks and treatments could be open to possible misinterpretation, or the child put at risk.

Definition

Intimate care involves any physical assistance, supervision or treatment for a child which involves seeing, touching or other contact with the child's body because of their disability or care needs and which may be a potential source of embarrassment to the individual child, or their carer.

1. Wherever possible children should be encouraged to perform their own intimate care, and given the necessary support and encouragement to enable them to do this.
2. On admission to the school consent for a carer to deliver intimate care will be obtained from the parent appropriate to the child's age and level of understanding.
3. Any special requirements or concerns related to intimate care should be identified.
4. Carers should respond as soon as possible to meet the child's personal needs e.g. hygiene, toileting.
5. The care to be delivered should be explained to the child according to their age and level of understanding, and where possible their permission sought.
6. The carer should select an appropriate environment to deliver intimate care to ensure privacy and dignity.
7. During any procedure which requires a child to remove their clothing, they are entitled to privacy and choice with regard to the people present during this procedure.
8. Intimate care should always be undertaken with tact and sensitivity.
9. The carer should document any adverse or unusual reactions exhibited by the child during the delivery of intimate care. These concerns should be noted and shared, and the delivery of further intimate care monitored and reassessed, and further action taken if indicated.
10. During the delivery of intimate care, should the carer have cause for concern regarding possible child abuse, the recognised procedures should be followed in line with in-service training by first contacting the designated Child Protection Co-ordinator.
11. If children are engaged in an activity e.g. messy play/water or similar activities, carers must ensure that the child is appropriately dressed to respect their individual dignity and privacy.

Appendix 4

Looked After Children

Looked After children have the right to expect the same outcomes we all want for every child – they should be healthy, stay safe, enjoy and achieve, make a positive contribution to society and achieve economic wellbeing.

Definition

Looked After is a term that refers to children in the care of the Local Authority. This can happen either with parental agreement or when a Court makes a Care Order. The child may be living with foster carers, in a residential unit, with family members, and sometimes with their parents. Downham School recognises that Looked After Children may have very specific needs.

Downham's commitment to Looked After Children

The educational achievement of looked after children as a group remains unacceptably low. The Social Exclusion Unit had identified five key reasons why children in care underachieve in education:

- too many young people's lives are characterised by instability
- young people in care spend too much time out of school or other place of learning
- children do not have sufficient help with their education if they get behind
- carers are not expected, or equipped, to provide sufficient support and encouragement at home for learning and development
- children in care need more help with their emotional, mental or physical health and wellbeing.

Downham School is committed to helping every child achieve the highest educational standards he or she possibly can.

Looked After Children are a priority for admission, and Downham School will follow the LA's admission criteria.

Action Plan

Downham School is committed to enhancing the achievement and welfare of Looked After Children. Downham School will ensure equal access to a broad and balanced education and appoint a named governor for Looked After Children.

The headteacher will:

- Act as a resource and advocate for children in care.
- Record and monitor academic progress and attendance and report to PLACE Team.
- Monitor attendance and exclusions weekly and liaise with EWO/Exclusions Officer as appropriate.
- Maintain Personal Education Plans along with the child's social worker and review as part of the care review process.
- Promote good communication between all those involved in the child's life and ensure staff are aware of all relevant information.
- Liaise pro-actively with PLACE Team and Social Care Team.
- Take an active interest in the use of AEN/PRG Funding to support Looked After Children.
- Ensure that a member of staff attends care reviews, whenever possible
- Provide additional support for transition between schools/key stages and liaise with new DT.
- Link with SENCO to ensure any Special Educational Needs are assessed on arrival and met.
- Encourage engagement in school clubs or activities and ensure participation in school trips and curriculum enhancement activities.

Appendix 5

The use of mobile phones, cameras and electronic recording/storage equipment

- All mobile phones should be switched off or silent during staff contact/working hours.
- All mobile phones should be secured away from areas for intimate care; eg toilets, hydro pool
- No mobile phone may be used in place of a school camera to take photographs of the pupils.
- Only school cameras should be used to record images of the pupils; the school cameras will be checked and cleared regularly by the ICT technician/SMT.
- When a staff member wishes to use a personal camera to record images (for enhanced quality) the camera must be checked by a member of the SMT prior to use and before it is taken home following use. Staff cameras must not be left in school for prolonged periods.



Downham School

FORM CP1

SIGNIFICANT EVENT or CONCERNS ABOUT THE SAFETY OR WELFARE OF A CHILD OR YOUNG PERSON AT DOWNHAM SCHOOL

DATE	Notes about the event or issues raising concern	Signature



Downham School

CONCERNS ABOUT or INCIDENT RELATING TO THE SAFETY OR WELFARE OF A CHILD OR YOUNG PERSON

DETAILS OF CHILD/YOUNG PERSON			
Name		D.O.B	
Address			
Telephone			
First Language		Ethnic Origin	
Other language(s)			
Would an interpreter or signer be required? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is child/young person's name on Local Authority Child Protection Register? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes - which category?			
CARERS DETAILS (if known)	<i>Relationship to child</i>		Parental Responsibility?
Name			
FAMILY DETAILS (if known)	Name	D.O.B	Address
Mother			
Father			
Siblings			
Relevant others			

Worker's view/opinion

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Action already taken by worker:

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Action to be taken following discussion with line manager

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Have the child protection concerns been discussed with a parent or carer? Yes/No

If not, what is the reason for this?

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Head Teacher CP Officer comment

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Action agreed to be taken:

By whom

<p>.....</p> <p>.....</p> <p>.....</p>	
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Refer to SSD? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name of person contacted in Social Services	
Tel	Date and time of contact
Date confirmation letter sent	Copy attached? Yes <input type="checkbox"/> No <input type="checkbox"/>
Signed by member of staff reporting incident	Date and time
Date and time discussed with manager	Signed by manager
Date and time discussed with Head Teacher CP Officer	Signed by Head/CP Officer

- Copy to be kept on young person's file in confidential section.
- Action to be followed up by appropriate person and discussed in supervision with Head /CP Officer.
- Information to be shared with staff as appropriate to ensure that young person concerned or others are kept safe.

Outcomes/feedback on actions taken by responsible person:	Date notification received:
Actions required at Downham School/House arising from enquiries (if any):	Date notification received:

Continuation sheet:

(Please use this form to record further actions or additional elements from the previous pages)

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Letter of confirmation

Downham School
Horn Lane
Plymstock
Plymouth
PL9 9BR

Downham House
94 Church Road
Plymstock
Plymouth
PL9 9BG

Address of
person to whom
this letter will be
sent:

Dear

Ref: (child's name, address, DoB.)

Further to our contact on (date) we are writing to confirm the content of our information to you (Attached is Downham School CP1 form), please confirm to us in writing what actions are being taken so that we can complete our records.

If there are any implications for response to the young person concerned that may impact on the work we undertake with (child's name) please ensure that we are incorporated into any discussions so that we can amend the appropriate documentation as necessary.

Thank you in anticipation.

Appendix 7

Administration of CRB Checks

For New Staff and All Current Staff on Rolling Programme

Issue Application Forms & Guidance Sheet.

Enter staff details in the log next to the relevant form reference number, include date given and post description.

Photocopy all evidence and the completed form. Add the date sent on the log sheet.

Fill in Section X & Y. Send the original form to the CRB Team via internal post.

Keep the photocopy of the form and evidence in the locked CRB drawer and monitor the progress of the disclosure online (<http://www.crb.gov.uk/Default.aspx?page=4336>)

Keep copies of the checks made on the status of the disclosure.

Once the CRB check has been completed the CRB Team will send a confirmation memo. Take two copies of the memo one for the personnel file and one for the rolling programme file.

Enter the date cleared on the log and enter the disclosure details in SIMS to update the staff records.

Add the details to the cover sheet on the personnel file and put the photocopied form and evidence on file. (This documentation will need to be shredded after 6 months)

Maintain three year rolling programme of review of CRB for all staff

CRB Team contact number 305450

Appendix 8

Training Schedules and Registers

Designation	CP/safeguarding	Safer recruitment	CPI NVCI
Designated Person: MAGL Deputy DP: RP	Bi Annually	✓ ✓	Annually
Teaching staff	Bi Annually		Annually
Support staff	Bi Annually		Annually
Admin staff	Bi Annually	✓	Annually (day 1)
Governors	Bi Annually	✓	

Training record 09.07.09

Designation	CP/safeguarding	Safer recruitment	CPI NVCI
Designated Person: MAGL Deputy DP: RP	January 2009	✓ Dec 2006 ✗	Oct 2008
Teaching staff	June 2007		Oct 2008
Support staff	Sept 2008		Jan 2009/Apr 2009
Admin staff: SE		✓	
Governors: AMcD (Chair) (PP&C)		✓ ✗	

Training record 01.01.2010

Designation	CP/safeguarding	Safer recruitment	CPI NVCI
Designated Person: MAGL Deputy DP: RP		✓ Dec 2006 ✗	
Teaching staff			
Support staff			
Admin staff: SE		✓	
Governors: AMcD (Chair) (PP&C)		✓ ✗	

Updated July 2009

These procedures and this information replace earlier versions, which should be destroyed.