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**CHILD PROTECTION POLICY**

Camp Shamrock was set up in 1966 to remove children from areas of high conflict during an unsettling period within the country.

The camp seeks to implement a practice of equal opportunity and provide a safe environment free from the impediments of sectarianism and prejudice through Christian example with a view to;

*Building a better future*

*Protecting our children*

*Setting good standards*

*Implementing Good Practice*

It is the earnest desire of Camp Shamrock that our children should enjoy activities in a safe and caring environment. To this end, we have developed a Policy to provide guidelines for all those who work with children in our care. The Policy aims to ensure a consistent response in dealing with children; it sets out clear procedures when a concern about possible abuse arises.

While the primary responsibility for the care of children rests with their parents or guardians, all of us have a responsibility for their well-being and protection. In this sense, child protection is *everyone’s* business. This policy is to be shared with all those connected in any way with Camp Shamrock and will undergo regular reviews.

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# PROACTIVE CHILD PROTECTION

CAMP SHAMROCK will design its programs and execute its mission in alignment with the following standards:

• We will keep the health and safety of children paramount at all times

• We will consider child safeguarding in project planning and implementation to determine potential risks to children that are associated with project activities and operations

• We will work to ensure that personal dignity and respect for children is maintained through all projects, programs and departments

• We will apply measures to reduce the risk of child abuse, exploitation, or neglect, including, but not limited to:

* Limiting unsupervised interactions with children
* Prohibiting exposure to pornography; and
* Complying with CAMP SHAMROCK data responsibility standards, as well as applicable laws, regulations, or customs regarding the photographing, filming, or other image generating activities of children.

# WHAT IS CHILD ABUSE?

Child abuse can be categorised into five different types: *neglect, harm, emotional abuse, physical abuse and sexual abuse.* A child may be subjected to more than one form of abuse at any given time. The National Guidelines have adopted the following definitions of child abuse:

***Neglect*** is normally defined in terms of an omission, where a child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, Intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care.

Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For instance, a child who suffers a series of minor injuries is not having his or her needs met for supervision and safety. A child whose ongoing failure to gain weight or whose height is significantly below average may be being deprived of adequate nutrition. A child who consistently misses school may be being deprived of intellectual stimulation.

***Harm*** can be defined as the ill treatment or the impairment of the health or development of a child. Whether it is significant is determined by his/her health and development as compared to that which could reasonably be expected of a similar child.

***Emotional*** abuse is normally to be found in the relationship between a caregiver and a child rather than in a specific event or pattern of events. It occurs when a child’s needs for affection, approval, consistency and security are not met. It is rarely manifested in terms of physical symptoms. Examples of emotional abuse include persistent criticism, sarcasm, hostility or blaming; conditional parenting, in which the level of care shown to a child is made contingent on his or her behaviour; and having inconsistent or inappropriate expectations of a child. Children show signs of emotional abuse by their behaviour (for example, excessive clinginess to or avoidance of the parent), their emotional state (low self-esteem, unhappiness), or their development (failure to thrive).

***Physical*** abuse is any form of non-accidental injury that causes significant harm to a child, such as the use of excessive force in handling a child or permitting/creating a substantial risk of significant harm to a child.

***Sexual*** abuse occurs when a child is used by another person for his or her gratification or sexual arousal, or for that of others.

There are different possible reasons why adults abuse children – stress, unhappy circumstances, the feeling of having no power in adult relationships, the feeling of power over children or perhaps having being abused as a child or suffering some other form of psychological damage. None of these, singly or together, can excuse abusive actions.

Some adults convince themselves that there is nothing wrong in such behaviour and/or that the child enjoys it or that it is for the child’s good. Abuse can never be justified by such arguments. Abuse is always wrong and is **NEVER** the child’s fault.

In considering the possibility of abuse, adults should remember that:

* You can’t tell by looking at a person if they are an abuser – they look “normal”. Abusers come from all classes in society, professions, religious faiths and races.
* Abuse is sometimes carried out by strangers but **MOST ABUSERS** are known to the child and in a position of trust and/or authority.
* Not only adults abuse children. Sometimes older children and young people can and do abuse younger children.

# RECOGNISING CHILD ABUSE

The ability to recognise child abuse depends as much on a person’s willingness to accept the possibility of its existence as it does on knowledge and information. It is important to note that child abuse is not always readily visible, and may not be as clearly observable as ‘textbook’ scenarios suggest.

The recognition of abuse normally runs along three stages:

***Considering the possibility*** — if a child appears to have suffered an inexplicable and suspicious looking injury, seems distressed without obvious reason, displays unusual behavioural problems; or appears fearful in the company of parents/carers.

***Observing signs of abuse*** — a cluster or pattern of signs is the most reliable indicator of abuse. Children may make direct or indirect disclosures, which should always be taken seriously.

***Recording information*** — establishing the grounds for concern by obtaining as much detailed information as possible. Observations should be recorded, including dates, times, names, locations, context and any other information which could be considered relevant or which might facilitate further assessment.

The following examples would constitute reasonable grounds for concern:

* A specific indication from a child that s/he was abused
* A statement from a person who witnessed abuse
* An illness, injury or behaviour consistent with abuse
* A symptom which may not in itself be totally consistent with abuse, but which is supported by corroborative evidence of deliberate harm or negligence
* Consistent signs of neglect over a period of time.

A suspicion, which is not supported by any objective signs of abuse, does not constitute a reasonable suspicion, or reasonable grounds for concern.

# RECRUITMENT, SELECTION & SCREENING

As part of Camp Shamrock’s commitment to upholding child protection principles, Camp Shamrock will at all times undertake comprehensive recruitment, screening and selection procedures for all Directors, staff, consultants, interns and volunteers prior to their active involvement with any Camp Shamrock programme. These procedures will include:

1. Exploration through interview processes of child protection issues with candidates whose role would involve unsupervised access to children or supervision of others (suggested questions in appendix A)
2. Reference checking procedures for all potential staff including confirmation of identity and at least two comprehensive reference and character checks prior to the offering of any position. Where the candidate’s role would involve unsupervised access to children or supervision of others, these reference checks will involve asking specifically about child safety (see suggested questions in appendix B), and will be documented and filed accordingly.
3. Police checks at the point of recruitment and every two years for those whose roles involve unsupervised access to children and children’s information and for those involved in supervising others.
4. An assessment of the risk the person would pose to the safety of children if employed or engaged in any Camp Shamrock programme.
5. Re-assessment of the ongoing suitability of individuals to engage in roles involving contact with children on a three-yearly basis.
6. An adequate code of behaviour for all helpers which will prevent the misuse of discipline, specifically forbidding the use of corporal punishment and counteracting bullying.

# INCREASED AWARENESS OF CHILD PROTECTION; STAFF TRAINING

Camp Shamrock is committed to ensuring that all Directors, staff, consultants, interns and volunteers are aware of child protection issues and that each person has a responsibility to uphold the rights of the child at all times. Awareness will be promoted via induction/orientation, promotion of the role of the Designated Child Protection Officer (DCPO), the provision of training where required, and the regular discussion of child protection matters in meetings.

During induction/training, all Camp Shamrock employees, Directors, interns and volunteers will be given a copy of the Child Protection Policy. Those in roles involving contact with children will read the policy on a periodic basis.

# WHEN CHILD ABUSE IS SUSPECTED/ROLE OF SAFEGUARDING LEAD

Staff/counsellors at Camp Shamrock working with children are especially well placed to observe changes in behaviour, unexplained failure on the part of a child to develop, or outward signs of abuse in children.

An abused child is likely to be under severe emotional stress and a counsellor may be the only adult whom the child is prepared to trust. Great care should be taken not to damage that trust. When information is offered in confidence, the staff/counsellor member will need tact and sensitivity in responding to the disclosure. The staff member/counsellor will need to reassure the child, and retain his or her trust, while explaining the need for action and the possible consequences, which will necessarily involve other adults being informed. It is important to tell the child that everything possible will be done to protect and support him/her, but not to make promises that cannot be kept (e.g. promising not to tell anyone else).

When a child makes a disclosure of abuse:

* Listen to the child
* Do not ask leading questions nor make suggestions to the child
* Offer reassurance but do not make promises
* Do not stop a child recalling significant events
* Do not over react
* Explain that further help may have to be sought
* Record the discussion accurately and retain the record
* Make sure as far as possible that the child is currently safe from any harm or risk.

The desired information may be difficult to acquire given the age of the child and the possible nature of the abuse. The child may not be able to give all the information, especially at the first contact. Please be patient. It may be helpful to use a blank sheet of paper to record the details.

This information is then reported to the DCPO. The record of the discussion is given.

Bert Ritchie currently has specific responsibility for child protection at Camp Shamrock. He (as confirmed by the board of Directors) is the DCPO for Camp Shamrock in all dealings with Health Boards, PSNI and other parties, in connection with allegations of abuse. In his absence, Sheba Clinton (as confirmed by the board of Directors) will assume these responsibilities. The duties of the DCPO include establishing contact with the Health Board official responsible for child protection in that area; providing the Directors with information and advice on child protection; ensuring the guidelines are followed; informing Social Services of any concern regarding to and retained by the Contact Person. The Contact Person then completes a Report Form in some detail.

When child abuse is suspected, it is essential to have a record of all the information available. All records so created are regarded as highly confidential and are retained in a secure location by the Contact Person. Indeed, all information regarding concerns of possible child abuse should only be shared on a need to know basis in the interests of the child.

[Note that the same procedures apply if a parent/carer or any other person discloses that s/he has harmed or is at risk of harming a child].

# REPORTING PROCESS

**Taking action when alerted to possible abuse is crucial.**

\* Listen \*Accept \*Reassure \*Explain \*Record \*Act \*Get support.

There are a number of recommended “Do’s and Don’ts” in this area:

**Do**

* listen and hear
* give time to the child to say what they want
* reassure – that he/she has done the right thing in disclosing this information
* record in writing – what was said as soon as possible
* inform – the Board of Directors as soon as possible

**Do not**

* panic
* ask leading questions
* promise to keep secrets
* enquire for details of the abuse
* under **any** circumstances attempt to deal with the problem alone

All information retained in respect of alleged Child Abuse will be held securely by members of the Board of Camp Shamrock only in accordance with Data Protection and GDPR guidelines. This information will be reviewed annually and disposed as per the retention policy held by the Directors.

# ALERTING THE AUTHORITIES

Social Services should always be notified where a person has a reasonable suspicion or reasonable grounds for concern that a child may have been or is being abused or at risk of abuse. The following examples would be reasonable grounds for concern:

* Specific information from the child that he/she was abused
* An account by a person who saw the child being abused
* Evidence, such as injury or behaviour, which is consistent with abuse and unlikely to be caused another way
* An injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it is a child; ensuring that a record is prepared in as much detail as possible of any concern which is raised; maintaining the confidentiality of information; keeping records/forms in a safe place; keeping relevant people informed and evaluating training needs.

If a staff member/counsellor has any concern or anxiety, it is important that he/she takes some action and talks to the Contact Person. The sooner one takes action, the more likely the abuse will stop and the child can be helped to recover from the experience. However, it can be difficult to be sure of one’s suspicions or concerns. Even experts can find it hard to decide if a child is being abused.

The Contact Person meets immediately with the Board of Directors and if all are satisfied that there are reasonable grounds for the suspicion or allegation, the Contact Person reports the matter to the relevant Health Board immediately.

Where the Contact Person is submitting a report to Social Services he/she will inform the parent/guardian unless doing so is likely to endanger the child or place the child at further risk. Any decision taken not to inform a parent/guardian is briefly recorded together with the reasons for not doing so.

In cases of emergency, where a child appears to be at immediate and serious risk, and it is not possible to make contact with the appropriate Social Services Department, PSNI are contacted immediately. Under no circumstances should a child be left in a dangerous situation pending Health Board intervention.

If for whatever reason you feel the designated person or the leader has not taken sufficient appropriate action, you have the right and duty to approach the statutory authority yourself. It would be courteous to inform the Contact Person of your intention or action.

# MAKING A COMPLAINT – BY A PARENT (OR OTHER INDIVIDUAL)

If you are worried about your child at Camp Shamrock or you have a complaint about Camp Shamrock, your child’s tent leader is the best person to approach first for an informal discussion.

If your complaint is about a staff member (excluding the DCPO), you should contact the Camp Shamrock DCPO.

Complaints regarding the DCPO should be directed to another Director of Camp Shamrock.

**Contacting your child’s tent leader or DCPO**

They will usually be onsite during the day, but you can leave a message with the Camp Shamrock telephone number available on the website asking the tent leader/DCPO to contact you.

**If you are unhappy with the response**

If the tent leader can’t help, or if you are not satisfied with their response, you can talk to the DCPO. You should be able to arrange a meeting or a telephone conversation through the Camp Shamrock’s telephone number available on the website.

**If you are unhappy with how the problem was resolved**

If the DCPO cannot resolve your complaint informally and to your satisfaction, they should discuss the matter with the other Directors available onsite. If you can’t resolve a problem informally, Camp Shamrock has a formal complaints procedure that you can follow. This procedure requires that you make a formal written complaint, addressed to the Board of Directors, Camp Shamrock.

Check with the DCPO if you should put your complaint in writing. Generally, only those complaints about tent leaders / staff/ Camp Shamrock which are written and signed by parents may be investigated formally.

Shortly after reaching its decision, the Board of Directors will let you know its decision on your complaint. This decision ends the Camp Shamrock complaints process.

You can of course take your complaint to any of the relevant registered / regulated organisations in Northern Ireland that have been established for the protection, welfare and safeguarding of children. Normally, they will require that the complainant has firstly and fully followed the Camp Shamrock’s complaints procedures. The key criterion for any intervention by any of these organisations is that the action complained of has or may have adversely affected the child.

# RESPONDING TO ALLEGATIONS MADE AGAINST CAMP SHAMROCK ITSELF

If the incident involves a Camp Shamrock staff member, Camp Shamrock has the right to stand down the staff member until a thorough investigation has occurred. Any staff member who has been stood down will continue to be treated with respect, and will not be considered guilty or innocent until the investigation has been completed.

There is an ethical, moral and legal obligation that all incidents of physical, sexual or emotional abuse are reported. Any suspicion or allegation of any form of child abuse needs to be documented and reported to the DCPO as soon as possible.

Any suspicion or allegation of child abuse, including the inappropriate use of printed or electronic materials (past or present) by a Camp Shamrock stakeholder is to be immediately reported to the DCPO. The incident should be officially documented within 24 hours wherever possible.

All necessary steps will be taken after an investigation has been completed, which may include:

* Reinstatement of the accused and necessary actions to address any damaged reputation or confusion amongst Camp Shamrock staff and stakeholders
* Dismissing the accused if proven guilty and liaising with appropriate authorities. The tendering of a resignation will not prevent an allegation being comprehensively investigated.
* Facilitating ongoing support for the child and their family, referring to appropriate agencies where required

NOTE: Confidentiality as to the details of the allegation and the identity of the alleged survivor/s and respondent/s is to be upheld at all times throughout this process. The only exception to this is where the maintenance of confidentiality would further endanger a child, for example where a child makes a disclosure and asks that the Camp Shamrock stakeholder not tell anyone. Confidentiality in this context means that only those specifically involved in the allegation and consequent investigation will be aware of personal information of those involved, and information will be passed on strictly on a ‘need to know’ basis.

# SUMMARY OF REPORTING/REFERRAL PROCEDURE

The suspicion, concern or allegation is noted

Report immediately to the Designated Contact Person (who will always be a Camp Director)

The Director will immediately inform the other members of the Board of Directors

On consultation, and if it is deemed necessary the Designated Contact Person will contact the following Authority(s)

PSNI - 101

Social Services (The Gateway Service team in the area where the child lives)

Northern Area 03001234333

Eastern Area 03001000300

Western Area 028 71314090

Southern Area 02837415285

# CODE OF CONDUCT

PREVENTATIVE PRACTICE – PRUDENT GUIDELINES

Appropriate behaviour with children

* Be careful of extended hugs and kisses from children, especially children with special needs.
* Carry identification when on journeys with children.
* Discourage inappropriate personal relationships between staff members/carers and children.
* Do not spend too much time alone with children away from others. If it is a one-to-one situation, make sure the door is open or and do not be alone in a tent with a child.
* Do not take a child or young person alone in a car on journeys.
* Do not engage in rough physical games, including horseplay. If you physically restrain a child for any reason, be aware that it could be misinterpreted as assault.
* Do not allow or engage in inappropriate touching of any kind. Never pat a child on the bottom even in fun.
* Do not allow children to use inappropriate language unchallenged.
* In a residential setting, do not ever (under any circumstances) take a child or children alone into your tent.
* Do not make suggestive comments about a child, even in fun.
* Do not do things of a personal nature for children that they can do for themselves.

This includes anything that could be misconstrued.

* Do not go into the toilet alone with children, if possible.
* Do not ever take a child to your home, without parental consent.
* Keep a record of any false allegations a child makes against you or other staff, (e.g. “you’re always picking on me”, “don’t touch me”, etc). Keep records of dates and times.
* If a child touches you or talks to you in an inappropriate way, record what happened and tell the Contact Person. Ignoring this or allowing it to go on may place you in a very difficult position.

In the event of injury, ensure that it is recorded and witnessed by another adult.

Discipline

There are occasions when it is necessary to impose some discipline on a child or group of children because of their behaviour.

Do ***not***

* use force (smack, hit)
* discipline out of anger
* use put downs with children
* humiliate a child in front of others
* reject the child; instead, reject the behaviour
* allow some children to take all your time and energy
* compare children with each other

**DO**

* Work with each child’s positives
* Be a good role model
* Take “time out” if your emotions become heated
* Be consistent and work as a team
* Take care to give quiet children equal attention

Activity planning

One needs to ensure safe transport and adequate supervision to and from the campsite and any other camp related activities. Written parental consent must be routinely secured. Where an outing is residential (i.e. overnight), additional care is required in such circumstances.

All residential programmes, no matter how short, must have a specific adult nominated as a ‘designated’ person by the Board of Directors to ensure adherence to the child protection guidelines. Additional adult helpers who have not been Police checked should not have unsupervised access to children.

Activity Leaders have a responsibility to ensure the suitability of the facilities and that it meets statutory safety requirements. To that end, a risk assessment policy has been produced to cover the main activities held during Camp Shamrock. The risk assessment policy can be found at appendix C.

The consent of parents/guardians is essential when taking children or young people away. The Camp Shamrock consent form must be signed by the parent/guardian.

Camp Shamrock will ensure that parents are aware of: the programme/activities to be undertaken; the names of adults accompanying the group; essential telephone numbers and location of the activity/residential; useful mobile phone numbers; the expected behaviour of the young people and the possible consequences; and a note of clothing, footwear and pocket money to bring.

Leaders should pay attention to adult to young people ratios (1-8) and to the need for a proper mix of male/female leaders for mixed groups.

* 4 - 8 years - one adult to six children
* 9 - 12 years - one adult to eight children
* 13 - 18 years - one adult to ten children

All leaders of Camp Shamrock should receive training in the use of these guidelines. If they have not already received a copy, they must be given a copy of the procedures as part of their preparation information.

Camp Shamrock must have adequate insurance for the planned activities. The Directors should inform the leaders of its rules for behaviour and the leaders should ensure that the rules are kept by the young people. Separate sleeping accommodation should be provided for males and females.

Access to First Aid and/or a doctor should be readily available in an emergency. An appropriately qualified First Aider should be available on site at all times.

There should be always adequate supervision for any activity or game. A risk assessment

An accident form or accident report book should be kept and details of any accidents recorded.

Leaders of activities which require transport must exercise discretion as to who is permitted to drive cars or minibuses.

They must ensure that:

Insurance cover is adequate and valid.

Drivers should be aware of the limitations of third party insurance.

The drivers are fully qualified and aware of the responsibility towards passengers.

Speed limits are observed.

Everyone knows what to do in the event of a breakdown.

All vehicles must be roadworthy.

The number of passengers should be limited to the number of available seat belts.

*Bullying Policy*

The damage inflicted by bullying can be underestimated. It can cause considerable distress to a child to the extent that it affects their health and development. In extreme cases it can cause significant harm. Bullying can take many forms but the main three are physical (hitting, kicking, theft); verbal (sectarian/racist remarks, name calling); and indirect (spreading rumours). Leaders of organised activities should be aware of the potential for harm and have prepared volunteers on steps to deal with any incident.

Camp Shamrock’s Policy on Bullying is available on its web site at [www.campshamrock.org](http://www.campshamrock.org)

**Photo/Video Recordings**

It is natural that campers and counsellors will wish to have a visual record of their activities. When taking photographs or making videos, leaders should apply the normal principles of dignity and respect.

Parents/Guardians must be made aware of their right to refuse an image being used for publication of display on social media. Further information on the Camp Shamrock Disclaimer policy can also be found on the website at www.campshamrock.org

Storing photographs/images of individuals or groups on any leader’s personal computer may be innocent but could be misconstrued.

Photographs or videos should not be taken of children in what might be perceived as compromising positions.

# REVIEW OF POLICY

This policy will be reviewed in June 2025.

# Appendix A

Suggested interview questions;

In addition to standard interview questions, a candidate for a Camp Shamrock volunteer or staff role should also be asked questions to determine whether they are suitable to be in contact with children, such as the following:

What rewarding experiences have you had working/interacting with children?

• For what reason/s do you think that you get along with children/that children like you?

• What are your thoughts on interacting with children in this role?

• What would you do if you encountered a child who was difficult or disruptive in this role?

• What would you do if a child hit you while you were undertaking this role?

• What would you do if a child wanted to hug you while you were undertaking this role?

• What would you do if, while in this role, you encountered two children fighting, engaging in sexual play or stealing property?

• What would you do if a child invited you to become involved in intimate behaviour?

• What would you do if a child threatened to make a false allegation of abuse about you?

• What would you do if you observed a partner family member disciplining a child in a way which you felt was abusive or excessive?

• What would you do if the child of a partner family member disclosed abuse and/or an unsafe living situation to you?

• Have any complaints ever been made about your professional practice? If so, how have you responded to these?

• For what reasons have you left your previous jobs / volunteer positions (involving contact with children)?

• What kind of relationships do you hope to develop with children and families through your involvement with Camp Shamrock?

• What do you believe constitutes professional practice when working with children?

*If any answer to these questions should be cause for concern, these concerns should be documented and followed up with the DCPO.*

# Appendix B

Suggested reference check questions.

In addition to standard reference check questions, a candidate for a CAMP SHAMROCK volunteer or staff role should also be asked questions to determine whether the candidate is suitable to be in contact with children, such as the following:

• How long have you known the applicant and in what capacity?

• What strengths does/would [the person] bring to their interactions with children?

• Would you consider [the person] to be a positive role model for children?

• Please could you detail any interaction with children [the person] had in this role?

• Do you have any concerns about [the person’s] safety to work with children?

• Has anything you observed of [the person] ever given you cause for concern were this role to involve them being in contact with children?

• From your knowledge of [the person], how do you think they would respond in a situation where they were under pressure with children?

• Do you have any recommendations about [the person]’s interactions with children in this role?

• Is there anything else you would like to say?

*If any answer to these questions should be cause for concern, these concerns should be documented and followed up with the DCPO.*

If the person is appointed, answers to these questions should be recorded and filed in the person’s application

# Appendix C

Camp Shamrock Risk Assessment

