



CAMP CRUSOE CHILD PROTECTION & SAFEGUARDING POLICY

Document Control & Version History

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Overall Responsible Person (Camp Director): Jeremy Quarrie

Designated Safeguarding Lead (DSL): Jeremy Quarrie (jeremy@campcrusoe.com)

Deputy Designated Safeguarding Leads (DDSL): Kathy Power, Sue Power (matron@campcrusoe.com)

Safeguarding is everyone's primary responsibility

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SECTION 1: CORE SAFEGUARDING PRINCIPLES & LEGISLATION

1.1 Core Principles

Camp Crusoe operates on four absolute, non-negotiable guiding principles:

- **The welfare of the child is paramount:** The needs, safety, and well-being of the child must always come first, overriding all other considerations, including the reputation of the camp or the convenience of staff.
- **Safeguarding is everyone's responsibility:** Every adult working on behalf of, volunteering at, or visiting Camp Crusoe has an active duty to play their part in keeping children safe. No single person can see the whole picture, but a collective culture of vigilance helps keep children safe.
- **Open Safeguarding Culture:** Camp Crusoe promotes an open safeguarding culture in which children and adults are encouraged to raise concerns without fear of blame or reprisal.
- **Equality of Protection:** All children have an equal right to protection from abuse, regardless of age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, pregnancy or maternity, or any other protected characteristic.

1.2 Legislative and Guidance Framework

This policy is aligned with UK legislation, regulations, and recognised safeguarding best practice.

- **Statutory Framework:** The Children Act 1989 & 2004, the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR), the Sexual Offences Act 2003, the Safeguarding Vulnerable Groups Act 2006, the Protection of Freedoms Act 2012, the Children and Social Work Act 2017, the Domestic Abuse Act 2021, and the Modern Slavery Act 2015.
- **Keeping Children Safe in Education (KCSIE):** Although Camp Crusoe is not an education setting, this policy adopts relevant safeguarding principles from *Keeping Children Safe in Education (latest edition)* as recognised safeguarding best practice.
- **Working Together to Safeguard Children:** We operate in accordance with the statutory guidance set out in *Working Together to Safeguard Children (2023, as amended or replaced)* and the supporting *Information Sharing Advice for Practitioners*.
- **Prevent and Online Safety:** Camp Crusoe adopts the principles of the UK Government's Prevent Duty guidance and the Online Safety Act 2023, utilising UKCIS (UK Council for Internet Safety) and NSPCC online safety guidance to shape operational risk management.

1.3 Governance & DSL Authority

Jeremy Quarrie serves as both the Camp Director and the Designated Safeguarding Lead (DSL). To ensure objective oversight and remove any conflict of interest or operational ambiguity:

- **The Deputy DSL has full authority to make safeguarding decisions in the absence of, or where concerns or allegations relate to, the DSL.**

SECTION 2: DEFINITIONS, INDICATORS, & SPECIFIC SAFEGUARDING HAZARDS

2.1 Definitions

- **Safeguarding and Promoting the Welfare of Children:** Protecting children from maltreatment, preventing impairment of health or development, ensuring they grow up in safe circumstances, and taking action to enable all children to have the best outcomes.
- **Child Protection:** The aspect of safeguarding that focuses on protecting specific children identified as suffering, or likely to suffer, significant harm.
- **Abuse:** A form of maltreatment of a child. Somebody may abuse a child by inflicting harm, or by failing to prevent harm.
- **Low-Level Concern:** Any concern—no matter how small, and even if no more than a suspicion or a gut feeling—that an adult working in or on behalf of the camp may have acted in a way that is inconsistent with the Code of Conduct.
- **Position of Trust:** Camp Crusoe treats all staff as occupying positions of trust. Any sexualised behaviour or inappropriate relationship with a camper is strictly prohibited and may constitute a criminal offence under the Sexual Offences Act 2003 or other legislation.
- **Rule of Two:** Wherever reasonably practicable, two members of staff should be present or aware whenever staff interact with a child in situations that could otherwise place either the child or member of staff at risk.

2.2 Indicators of Abuse and Neglect

Staff must maintain continuous vigilance for physical and behavioural signs of harm, including:

- **Physical Abuse:** Unexplained bruises (especially on soft tissue like neck, ears, inner thighs), burns, fracture patterns, flinching, or wearing long-sleeved clothing in hot weather.
- **Emotional Abuse:** Extreme low self-esteem, developmental regression, speech impediments, severe withdrawal, or inappropriate emotional outbursts.
- **Sexual Abuse:** Unexplained physical discomfort, age-inappropriate sexual knowledge, drawings, or behaviours, and sudden reluctance to be left alone with specific adults or peers.
- **Neglect:** Untreated medical or dental conditions, unwashed skin or hair, scavenging for food, or clothes that are persistently dirty, wet, or ill-fitting.

2.3 Child Criminal Exploitation (CCE) & County Lines

We recognise that children can be targeted for criminal exploitation. Staff must watch for indicators such as:

- Children in possession of unexplained money, expensive clothes, or multiple mobile phones.
- Signs of grooming, "debt bondage" (where children are forced to perform tasks to pay off invented debts), or carrying illegal drugs or weapons.
- Repeated missing episodes from camp or unauthorised contact with older, non-camp youth near the perimeters.

2.4 Child Sexual Exploitation (CSE)

CSE is a form of abuse where children are coerced, manipulated, or deceived into sexual activity. Perpetrators build relationships with children by offering "rewards" such as:

- Gifts, money, or transport.
- Affection, alcohol, drugs, or a sense of "status" and belonging.

- Staff must report any signs of a child receiving unexpected packages, secretive phone calls, or forming highly transactional relationships with peers or external visitors.

2.5 Modern Slavery & Human Trafficking

In line with the Modern Slavery Act 2015, staff must be alert to the signs of trafficking, labour exploitation, and domestic servitude. This includes children who appear under the absolute control of another individual, show signs of physical neglect, have no access to their own personal documentation (e.g., passports), or are brought to camp under highly suspicious or transactional arrangements.

2.6 Suicide and Self-Harm Response

Self-harm and suicidal ideation are critical safeguarding concerns. If a child expresses intent to self-harm, commit suicide, or is found actively self-harming:

- **Immediate Supervision:** The child must never be left alone. A staff member must remain with them under continuous, direct supervision.
- **Remove Ligature/Sharps Risks:** Safely remove any immediate physical hazards from the environment.
- **First Aid / Emergency Services:** Administer immediate first aid, send someone else for matron. If there is a life-threatening injury, call **999** immediately.
- **Escalation & Crisis Referrals:** Immediately notify the DSL. The DSL will contact parents and coordinate with local NHS urgent mental health services or emergency services as appropriate.

2.7 LGBTQ+ Safeguarding & Vulnerability

We recognise that LGBTQ+ children (or those perceived to be) can experience heightened vulnerability to bullying, social isolation, and mental health challenges.

- **Protection:** Staff must actively prevent and challenge homophobic, biphobic, and transphobic language or behaviour.
- **Outing Prohibition:** Staff must **never** "out" a child's sexual orientation or gender identity to other children, staff, or parents unless sharing that information is necessary to protect the child or another person from significant harm, or where required by law. LGBTQ+ identity is not a safeguarding concern in itself; discrimination and lack of support are the risks.

SECTION 3: STAFF CODE OF CONDUCT & BOUNDARIES

3.1 Code of Conduct & Physical Boundaries

Every member of staff must read and adhere to the Camp Crusoe Staff Code of Conduct. The following are extracts pertaining to safeguarding.

- **No Shared Sleeping/Bathing:** Staff must **never** share a bed, sleeping bag, or room with a child. Staff must **never** shower, bathe, or change clothes in the same room or at the same time as children.
- **No Rough Play:** Staff must not engage in rough physical games, horseplay, tickling, or initiation rituals.
- **Changing Room Entry:** Staff must not enter changing rooms or cabins unnecessarily. If entry is required staff must knock, announce themselves loudly, and ensure a second staff member is present (complying with the "Rule of Two").
- **Toilets:** Separate staff toilet facilities must be designated. Adults must not routinely use children's toilets unless necessary for supervision, safeguarding, assistance or an emergency.

3.2 Mobile Phones & Wearable Technology

- **Personal Devices on Duty:** Staff must not use personal mobile phones, smartwatches with cameras, or wearable cameras while on duty in the presence of children.
- **Storage:** Personal devices must be kept in staff cabins/dorms.
- **Communication Policy:** Staff must never communicate with children using personal messaging apps, encrypted platforms (e.g., WhatsApp, Signal), or personal social media accounts. All child-related communications must go through official camp channels.

3.3 Intimate Care Boundaries

- **Definition:** Intimate care includes assistance with dressing, toileting, personal hygiene, or medical procedures.
- **Same-Gender Care:** Whenever possible, intimate care must be provided by a staff member of the same gender as the child, with another staff member nearby.
- **Consent and Privacy:** Explicit written parental consent must be on file. The child's privacy and dignity must be respected at all times.
- **Never Photograph Injuries:** Staff must **never, under any circumstances**, photograph injuries, marks, or rashes in a child's intimate or private body areas.

SECTION 4: RESIDENTIAL CAMP OPERATIONAL SAFEGUARDING

4.1 Supervision Ratios

To ensure safe supervision during all camp operations, Camp Crusoe maintains strict staff-to-child ratios. Ratios represent the minimum standard and may be increased at any time following a dynamic risk assessment.

Activity / Group Type	Age Group	Staff:Child Ratio	Special Requirements
Standard Daytime Activities	Ages 8–11	1:8	Minimum of two staff members present per group.
Standard Daytime Activities	Ages 12–15	1:10	Minimum of two staff members present per group.
High-Risk Activities	All Ages	1:6	Led by a qualified instructor with standard staff assisting; follows National Governing Body (NGB) guidelines.

Overnight Supervision	All Ages	1:10	Mixed-gender staff on-duty.
Off-Site Excursions	All Ages	1:8	Fully documented risk assessment required for each trip.

4.2 Overnight Safeguarding, Cabin Allocations & Curfews

- **Cabin Allocations:** Cabin allocations will be by gender assigned at birth, following discussion with parents where individual needs arise. Mixed-gender cabins are prohibited.
- **Lights-Out & Evening Patrols:** Night-shift staff will perform scheduled, non-intrusive patrols of corridors and cabin areas after lights-out until all children are all asleep.
- **Children Leaving Cabins:** If a child is found out of their cabin after lights-out, staff must gently guide them back, ensuring the "Rule of Two" is followed. Any unexplained overnight activity must be reported to DSL/DDSL.
- **Overnight Headcounts:** Headcounts must be conducted at lights-out, and immediately after any overnight fire evacuation.
- **Night-Time Disclosures & Illness:** If a child makes a disclosure or falls ill overnight, on-duty night staff must immediately notify the DSL/DDSL. Staff must remain in open, visible communal areas while addressing the situation.
- **Lone Working Protection:** Staff working at night must have active contact with the Camp Director. No staff member may work entirely alone in an isolated residential block.

4.3 Missing Child Operational Procedure

In the event that a child is unaccounted for, staff must activate this procedure immediately:

1. Immediate Localised Search: Minutes 0-5.

Conduct a rapid, quiet search of the child's last known location, cabin, and surrounding immediate area. Check with their cabin mates and activity leader. Notify the DSL immediately.

2. Camp Lockdown & Coordinated Search: Minutes 5-15.

Initiate a camp-wide assembly or lockdown using a pre-arranged signal (air horn). Gather all children in the dining hall for a formal roll-call. Simultaneously, dispatch pre-assigned staff pairs to search perimeters, outbuildings, toilets, and high-risk zones.

3. Establish a Timeline: Minutes 10-15.

The DSL will establish a clear timeline: exactly when and where the child was last seen, what they were wearing, and their physical and emotional state.

4. Emergency Services Escalation: Minute 15+.

If the child is not found within 15 minutes of initiating the camp assembly, the DSL will immediately call **999** to report the missing child to the Police, providing the established timeline, physical description, and photo. Parents will be notified immediately after calling the police.

5. Recovery & Review: Post-Recovery.

Once the child is safely located, staff will immediately perform a welfare check and coordinate a professional medical assessment if required. The DSL will conduct a thorough debrief with the child, their parents, and involved staff, followed by an immediate review of the camp's risk assessments to prevent recurrence.

SECTION 5: OPERATIONAL PROCEDURES & SAFEGUARDING PROCESSES

5.1 Information Sharing & Confidentiality

- **Overriding Duty:** Safeguarding concerns and the protection of a child override normal data protection and confidentiality laws where sharing information is necessary to protect a child from harm.
- **Statutory Compliance:** Information sharing must be conducted in accordance with the *Information Sharing Advice for Practitioners* supporting *Working Together to Safeguard Children*.
- **Parental Communication:** Whenever appropriate, children and parents will normally be informed that information is being shared unless doing so would increase the risk of harm.
- **Proportionality:** Information must only be shared with relevant staff on a strict "need-to-know" basis.

5.2 First Aid & Medical Safeguarding

- **Safeguarding Integration:** Medical staff must receive safeguarding training. They must recognise that unexplained physical injuries, repeated minor injuries, or inconsistent explanations of how an injury occurred are key safeguarding indicators.
- **Injury Reviews:** The DSL and Camp Matron will conduct a regular review of all first-aid and incident logs to identify patterns of concern or potential abuse.

5.3 Photography and Image Sharing

- **Approved Photography Only:** Only camp-owned, authorised devices may be used to take photographs for promotional purposes.
- **No Live Streaming:** Live streaming of camp activities, performances, or sessions is strictly prohibited to protect children who may be subject to court orders or care arrangements.
- **No Biometrics:** The use of facial recognition or biometric processing of camp images is strictly prohibited unless legally justified and explicitly authorised.
- **Parental Opt-In:** Written parental opt-in consent must be secured at registration. No images of children whose parents have opted out may be captured.
- **Parental Photography:** During arrival/departure days parents are requested to **only photograph their own children** to prevent inappropriate image sharing.

5.4 Child Tech Misuse

- **Child Tech Use:** Children are not allowed any form of technology while at camp other than that prearranged for legitimate reasons between their parents and the Camp Director.
- **Device Handling:** Any device found to be in the possession of a child without consent will be secured by the DSL and searched for content taken at camp.
- **Strict Image Clause:** Any suspected indecent images involving children must not be viewed, copied, or forwarded by staff and must be reported immediately to the DSL and police where appropriate.

SECTION 6: SAFER RECRUITMENT & VISITOR VETTING

6.1 Vetting & Safer Recruitment

Camp Crusoe follows strict safer recruitment procedures.

- **Safer Recruitment Training:** At least one member of each recruitment panel must have completed recognised safer recruitment training appropriate to working with children.
- **References:** At least two professional, written references must be obtained **before** employment is started. These must be verified directly via an online reference form from the referee. Character-only references (e.g., from family friends) are only acceptable for younger members of staff who have no work experience.
- **DBS Checks:** Roles involving "regulated activity" will undergo an Enhanced DBS check with a Barred List check. Other roles will be checked to the maximum level legally permissible for the specific position.
- **Vetting Gaps:** Intermittent work, career breaks, and employment gaps must be explained in writing and verified during interview.

6.2 Contractor Vetting

- **DBS Verified:** Long-term or regular contractors must be DBS-vetted by their employer or Camp Crusoe.
- **Supervised Access:** Emergency contractors who have not undergone DBS checks must be accompanied and supervised by a member of Camp Crusoe or Thorpe Woodlands Adventure Centre staff at all times when children are on site.

SECTION 7: QUALITY ASSURANCE, COMPLAINTS & OUR PROMISE

7.1 Safeguarding Quality Assurance (Annual Audit)

To ensure our policies remain active, robust, and effective:

- **Annual Audit:** The Camp Director will commission an annual independent safeguarding audit of all records, logs, recruitment files, and procedures.
- **Risk Register:** The DSL will maintain a **Safeguarding Risk Register** updated before, during, and after each camp season.

7.2 Our Safeguarding Promise to Children

We want every child at Camp Crusoe to feel safe, heard, and supported. This is our promise to you:

Our Promise to You

- **We will listen to you:** Your voice matters, and we are always here to hear what you have to say.
- **We will believe you:** If you tell us something is wrong or that you are hurt, we will take your words seriously.
- **We will take you seriously:** We do not ignore worries, no matter how big or small they seem.
- **We will explain what happens next:** We will tell you exactly what we are going to do to help so you are never left in the dark.
- **We will only tell people who need to know:** We respect your privacy and will only share your information with adults who must know to keep you safe.

- **We will help keep you safe:** That is our most important job at camp, and we will do everything we can to protect you.

7.3 Child-Friendly Complaints Procedure

We ensure that children understand how to make a complaint if they feel unsafe, unhappy, or worried about how they are being treated.

How to Raise a Concern (Three Safe Ways):

- Option A: Talk to an Adult on Staff
- Find any Camp Crusoe or Thorpe Woodlands Adventure Centre adult and say, "I need help."
- Option B: Write a Quick Note
- Write your worry down and drop it into the secure, private "Tell Us" letterbox in the Lodge Hall.
- Option C: Bring a Friend Along
- If you are feeling shy, tell a friend or cabin mate first. Ask them to walk with you to go speak to an adult together.

What Happens Right After You Speak Up?

1. **Immediate Safe Space:** The staff member will immediately take you to a quiet, private area away from other campers.
2. **Listening with Respect:** They will sit with you, listen closely, write down what happened, and support you.
3. **Clear Next Steps:** They will explain exactly what we are going to do to make sure you are safe and happy.

SECTION 8: LOW-LEVEL CONCERNS, WHISTLEBLOWING & ALLEGATION MANAGEMENT

8.1 Low-Level Concerns

- Any concern—no matter how small, and even if no more than a suspicion or a gut feeling—that an adult working in or on behalf of the camp may have acted in a way that is inconsistent with the Code of Conduct must be reported.
- All low-level concerns must be reported to the DSL before the end of the working day and recorded separately from safeguarding records.

8.1 Whistleblowing Policy

If a staff member, volunteer, or contractor has concerns about the conduct of a colleague, they have a professional duty to report it.

- **Colleague Concerns:** Report directly to the DSL or DDSL.
- **DSL Implicated:** If the concern relates to the DSL (Jeremy Quarrie), staff must **not** report to him. They must bypass him and escalate directly to the local authority's LADO or MASH, or call the **NSPCC Whistleblowing Helpline on 0800 028 0285**.

8.2 Allegations Against Staff

When an allegation of abuse is made against any adult working on behalf of Camp Crusoe:

- **LADO Notification:** The DSL (or DDSL if the DSL is implicated) must contact the **Local Authority Designated Officer (LADO)** for the area in which the camp is operating within **1 working day** (24 hours) and before any internal investigation begins.
- **MASH / Police:** If a child is in immediate danger or a crime is suspected, call **999** or the local Multi-Agency Safeguarding Hub (MASH).

- **Suspension:** Suspension is a neutral, non-disciplinary act to ensure safety and protect all parties during an investigation.
- **Retention of Records:** Allegation records must be retained on the individual's confidential personnel file (held separately from general safeguarding records) in accordance with current statutory guidance.

8.3 General Safeguarding Record Keeping

- **Shift-End Deadline:** All safeguarding concerns, disclosures, and reports must be documented as soon as possible, and **strictly before the end of the working shift**.
- **Retention:** General safeguarding records and chronologies concerning children must be kept securely in encrypted files for **25 years** from the child's date of birth.

SECTION 9: EMERGENCY INCIDENT RESPONSE & REFERRALS

When a safeguarding incident occurs, use the step-by-step pathways below to determine exactly who to contact and how quickly to escalate.

Pathway 1: The concern is about a CHILD

(Examples: suspected abuse at home, peer-on-peer bullying, or self-harm concerns)

1. **Report Immediately:** Inform the Designated Safeguarding Lead (DSL) or Deputy DSL (DDSL) immediately.
2. **Assess Urgency:** The DSL/DDSL will quickly assess if the child is in immediate danger.
 - **IF YES (Immediate Harm):**
 - Call emergency services (**999**) immediately.
 - Contact the local Multi-Agency Safeguarding Hub (MASH) within 24 hours.
 - **IF NO (No Immediate Harm):**
 - Document and log the details securely before the end of your shift.
 - Monitor the child closely and evaluate if they need Early Help support.

Pathway 2: The concern is about an ADULT

(Examples: staff member, volunteer, or contractor violating the Code of Conduct)

1. **Check for Conflict of Interest:** Is the Designated Safeguarding Lead (DSL, Jeremy Quarrie) the person involved or implicated in the concern?
 - **IF YES (DSL Implicated):**
 - Do not notify the DSL.
 - Bypass internal channels completely and report directly to the Local Authority Designated Officer (LADO).
 - Alternatively, call the **NSPCC Whistleblowing Helpline (0800 028 0285)**.
 - **IF NO (DSL NOT Implicated):**
 - Report the concern immediately to the DSL or Deputy DSL.
 - The DSL will review the incident and contact the LADO within 1 working day (24 hours).

APPENDIX A: REGIONAL EMERGENCY CONTACT DETAILS

Primary Operating Location: Norfolk

Agency / Service	Contact Number	Email Address
Emergency Services (Police/Ambulance)	999 (Emergency only)	-
Non-Emergency Police Support	101	-
Norfolk Multi Agency Safeguarding Hub (MASH)	0344 800 8020	-
Norfolk Out-of-Hours Emergency Duty Team	0344 800 8020 (Select Option 2)	-
Norfolk Local Authority Designated Officer (LADO)	-	LADO@norfolk.gov.uk
NSPCC Whistleblowing Advice Line	0800 028 0285	help@nspcc.org.uk

SECTION 10: AGREEMENT

By signing below, I confirm that I have read, understood, and agree to adhere to the Camp Crusoe Child Protection & Safeguarding Policy (2026) and the associated Staff Code of Conduct. I recognise my professional duty to keep children safe and to report any safeguarding, child protection, or low-level concerns immediately.

- **Staff Member Name (Printed):**

- **Signature:**

- **Date:** ____ / ____ / 2026