
RED ROSES PUBLIC SCHOOL, D BLOCK, PALAM VIHAR, GURGAON

HARYANA-122017

SAFETY COMMITTEE GUIDELINES, 2017

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PREAMBLE

As a private institution imparting public service, we are committed to conducting and governing ourselves with ethics, transparency and accountability and to this, we have developed governance structures, practices and procedures that ensure that ethical conduct at all levels is promoted across our institution. It is thus in acknowledgement of and consonance with these values, that we are dedicated to ensuring that the work environment at our School is conducive to fair, safe and harmonious relations, based on mutual trust and respect, between all the staff members, students and other employees of the School. We also strive to guarantee a safe and welcoming environment to all those who visit our School in any capacity, such as students, parents, teachers, employees, etc.

This policy is being created keeping in mind the best interests of the students and staff combined. This policy is going to provide a broad mechanism of dealing with the various methods of providing adequate safety and security to the students and staff.

The requirement for this policy has been necessitated by the orders of the Director Secondary Education, Government of Haryana and other authorities. This policy is therefore guided by and complies with the several communications received by the School from authorities which are as follows:

- a. Regulations on School Safety dated 15.09.2017 bearing Memo No. 8/1930-2017-PS(4) received from the Directorate School Education, Government of Haryana.
- b. Safety of Children in Schools Regulation dated 12.09.2017 vide Circular No. 19/2017 from Central Board for Secondary Education.
- c. Major Guidelines for the safety and protection of school going children dated 12.09.2017 vide Memo No. 12102-12301 from Block Education Office, Gurugram.
- d. Order under Section 144 of the Code of Criminal Procedure, 1973 issued by District Magistrate, Gurugram dated 25.09.2017.

This policy shall at all times be read along with the aforestated guidelines. All provisions mentioned in this document shall be in addition to the other rules and regulations of the School which are equally binding on students, staff, teachers, parents.

I. SAFETY COMMITTEE

As per the guidelines, the School is mandated to set up a safety committee comprising of the Principal, Teacher of Physical Education, Coordinator, Security in-charge of the school and two parents. Therefore, the following are the members of the Safety Committee of the School, which are subject to change at the discretion of the School only.

S. No.	Name	Designation
1.	Mrs. Ritu Bedi	Principal (Chairperson of the Committee)
2.	Mrs. Poonam Yadav	Coordinator of the School (Member)
3.	Mr. Shankar Mahto	Teacher of Physical Education (Member)
4.	Mr. Suryanath	Security In-charge (Member)
5.	Mrs. Swetha Matukumalli	Parent (Member)
6.	Mr. Navin K. Trivedi	Parent (Member)

II. RESPONSIBILITY OF THE SCHOOL

The School shall take active steps towards ensuring that it creates awareness among all sections of personnel associated with the School, namely children, staff (teaching/non-teaching) and parents about the risks involved with regard to child safety and simple preventive measures that can be taken to reduce these risks.

Creating awareness of bullying, other forms of physical or sexual abuse: most children may not be aware of the dangers they are exposed to, a result of two factors- their innocent minds and their trusting personalities. While care must be taken not to instill such terror in them that they are fearful of simple day to day living, it is essential to give them enough of an idea of some evils that do lurk and what they can do to prevent them. Bullying as a concept is easily understood and far easier for the school to put up inputs in place, as part of its anti-bullying policy.

The counselling studies have stressed the importance of inculcation of the following concepts in the minds of the innocent children:

1. Good touch, bad touch - a child, even as young as two or three must be told about the difference between good touch and bad touch, and specific parts of the body which had not been touched circumstances which makes these exceptions okay (specifically only mother giving power to, Dr examining in presence of parent, etc.). The child must understand that if the touch makes him or her uncomfortable and she or he must report it, and must be encouraged to report feeling uncomfortable from a very early age.
2. Strangest safety- children from a small age, even as young as two, must be trained to be careful of strangers and never talk to strangers and most importantly, never go anywhere with a strange. Children must be given specific symptoms that they must never go with a stranger even if they're told that the mother or father asked him to pick them up because of injuries. Also that all strangers may not grant them, some

may entice them sweets or ice cream and they should not fall into this trap.

3. Yell, run and tell - the simple mantra must be taught to every child. It explains what to do if someone touches you or comes close to touch you in a way that makes you uncomfortable or scared. First- yell loudly (this has the dual purpose of attracting the attention of anyone nearby as well as giving the perpetrators the clear message that she or he cannot get away with this and must stop immediately). Second step- run as fast as you can, to put maximum distance between you and the perpetrator. Third step – Tell - be sure to talk to your teacher or friend or parents about this so that action can be taken immediately.
4. Awful acquaintances- children should be told that it is not only strangers who may cross the line with bad touch, but it is often known persons as well who could do this, after making them a promise to keep it secret. They must be encouraged to share is immediately with a trusted adult.
5. Internet hazards - the children must be told the importance of not disclosing personal details to internet strangers, who could in fact predators living in the area and using a false identity; encouraging them to share with parents any such contacts they are uncomfortable with so that the parent can guide them make sensible decisions. Children are required to be sensitised against internet, cyber bullying, abuse on Facebook, Twitter, Youtube and other social media platforms, by circulation of undesirable or objectionable material by schoolchildren or staff involving school children. They must also be warned against misuse of electronic or telephonic media at schools leading to obscene e-mails or texts or videos etc. during or after school hours by students or staff involving school children.
6. Many children believe that it is better to remain silent rather than report on of hands to themselves or others, for the following reasons: the relief they make it into trouble or get as cold drink of the report,

hence they prefer to remain silent. They may see a threat that if they tell they will be killed or harmed or blackmailed into silence by some other threat. A

lot of children know instinctively that, when someone tries to abuse them physically, something is wrong. To their innocent minds however, it is not clear who the wrong doer is. They are not clear that the problem is not with them but the other person, so mistakenly they assume that they may be part of the problem and therefore remain silent.

7. The following important road safety guidelines must be given to the children:
 - a. never walk on a road without an adult;
 - b. when walking with an adult, always walk on the inner side of the road not on the side of the traffic;
 - c. wherever possible use the pavement or footpath;
 - d. never run across the road while crossing; walking is better so oncoming vehicles find it easy to predict your path;
 - e. how to cross a road- look right, then left, then right again before crossing the road. Try to always find the zebra crossing for crossing the road;
 - f. always be alert when walking on a road that you are not in the parts of any oncoming traffic
 - g. never use headphones or mobiles while walking or cycling on the road; focus completely on traffic and your own safety;
 - h. never walk behind a vehicle for us that is reversing; preferably wait till it has stopped moving or cross from the front of the vehicle rather than behind.
 - i. A workshop for road safety guidelines must be conducted in the school for all students.
8. Self defence- the school shall organise self-defence classes for students of all classes as part of its curriculum and ensure that every child has a pair of basic forms of self defence.

9. Legal literacy club must be started where students can be taught about their legal rights and fundamental rights and various other protections that are designed specifically for students and teenagers such as the juvenile Justice act, protection of children from sexual offences act and others.
10. A movement plan is annexed along with this document indicative of the manner in which movement is expected in School by the Students, Teachers, Staff and Parents as Schedule A.
11. A communication plan is annexed along with this document indicative of the manner in which any incident can be communicated to the appropriate authorities in times of need as Schedule B.
12. A crisis management plan is annexed along with this document indicative of the manner in which all students, staff and teachers of the School are supposed to abide by in case of any crisis for the purposes of evacuation, as Schedule C.
13. A capability map will be put up on all floors indicative of the various capabilities of the staff and teachers of the School so that the students can know who to approach in case of any incident.
14. The School has a fire safety certificate from the concerned authority and all fire safety equipment are in working condition.
15. There are separate toilets for the non-teaching staff in the School.
16. Sufficient number of CCTV Cameras have been put in place by the School to ensure that any untoward incident can be immediately acted upon.
17. Police verification of all staff has been completed.
18. The School shall take any other step keeping the interests of the safety of the students paramount.

III. TEACHERS AND THEIR OBLIGATIONS

19. Ensure that the child comes to no harm, especially during the time the children are assigned to him/her.
20. Assist the child in developing self-esteem, confidence, independence of thought and the necessary skills to cope with possible threats to their personal safety, both within and outside the School.
21. Encourage a climate of open communication with the students so that information about abuse/violence with any student does not remain secret till late, but problems are reported early and can get resolved immediately. Students are more likely to turn to trusted adults for help in resolving problem in a climate of safety, and the teacher must make the students feel safe in their interactions with him/her.
22. Report any aspects that are at risk with regard to arrangements that should have been in place to protect the student from any danger or harm, so that any lapse could be immediately rectified, thereby preventing the dangers from happening/recurring.
23. Report any untoward incident that may come to their attention either directly or indirectly as per the communication plan as set out in this policy.
24. While it is important to make the students understand the value of discipline and good behaviour, which can often take the face of giving punishments to the student for wrong behaviour, however every effort has to be made to ensure that at no stage does such punishment become too harsh that are damaging to the physical and mental health of the student.
25. Corporal punishments of any kind are strictly prohibited and such behaviour on the part of the teacher will at no cost be tolerated or condoned by the School. The teacher concerned must also hold the School completely harmless in case any incident of corporal punishment is reported at her end.

IV. OBLIGATIONS OF PARENTS

26. Parents are not only important stakeholders in education, but play a major role in the entire education process and care must be taken by every parent to ensure that they are performing their duties to the fullest to ensure that the health and well-being of the student is maintained. A list of mandatory acts by the parents are listed below:
27. Parents must at all costs avoid a situation where their ward is feeling neglected at home. Many such incidents are often reported by the students in the School to their peers and teachers.
28. Every effort should be made by the parents to keep the environment at home absolutely safe, peaceful and conducive to the student's healthy growth. Students at school going age are extremely impressionable and parents must ensure that they do not pick up any bad habits from home and neighbourhood.
29. Every parent must proactively keep a check on the almanacs of their wards to see if any note has been made by his/her teachers in school. On multiple occasions it is seen that the message given by the teacher for the parents regarding the student is not communicated to the parents leading to unwanted consequences. This completely negates the efforts made by the School towards the growth of the student.
30. It is extremely important for the parents to understand that a School is different from a child care institution and that they cannot leave their wards completely in the hands of the School without appreciating their own roles. The School desires active support from all its parents and strict adherence to the policies of the School, some of which as an example will be highlighted below.
- a. If a student has been injured or hurt at home, he must be given first aid at home and only then sent to School. In case he is suffering from fever, he must be given medicine at home as prescribed by a qualified doctor.

- b. All sick/injured students must carry a note signed by the parents regarding the physical or mental condition of the student. If it is found that the student has turned up unwell from home, a written note will be given from the School that must be returned after signatures from the parents.
- c. All parents who have opted out of availing the School Bus services, are instructed to ensure that their mode of transport is completely safe. In case there is a private vehicle that has been engaged by the parent, every parent must clearly sign an undertaking as is given below in **Form I** and return it to the School.
- d. Every parent must ensure that for all students upto class 5, the School shall not allow such student to leave the School campus without a parent or guardian. In this regard, the parents are hereby directed to provide the names of the parents/guardians who shall be entitled to escort the students as per **Form II** below. In case none of the parents or guardians whose names have been provided in the manner stated above are available, a written note signed by the parents must accompany the student in advance, otherwise the student shall not be permitted to leave the School premises.
- e. All students must always be accompanied by lunch boxes for the recess period in School. In case a student has forgotten to bring his lunch box from home and the same is being sent later by the parents/guardian, the same shall be accompanied through a note signed by the parents or guardians as listed in **Form III**. The School shall not permit any item to be sent inside the School by any person, unless the same is accompanied with such note.
- f. No student, upto class 5 shall be allowed to step down from the School bus unless his/her parents or guardian is available at the bus stop. It shall not be the responsibility of the bus in

charge to communicate with the parents or guardian regarding the same. In case such parent/guardian is not available at the designated bus stop, the student shall be taken back to the School and it shall be the sole responsibility of the parents to pick him/her up from the School campus.

- g. When parents/guardians of a student are informed regarding the health condition of the student, such parent/guardian must immediately come to the School to receive their ward without any delay. In case the parents or guardians are unable to come to School on time for collecting the student, the teacher shall make a note as indicated in **Form IV**.
- h. It has been noted that the parents/guardians often leave the students outside school premises in case the student has got delayed in reaching in the School. It is hereby reiterated that the School doors shall remain shut after 8 am on all working days and the parents are directed not to leave their wards outside the School gate. The School or its management shall have no responsibility of the safety/security of the student in such case.
- i. The School almanac contains designated pages for giving details of any medical conditions that the student may be suffering from. However, it has been noted that often such pages are blank or filled incompletely. Therefore, you are directed to fill the details immediately and inform the School regarding the same.

31. In case any of the undertakings mentioned hereinabove are not submitted by the parents wherever applicable, it shall mean that the parents/guardians have waived any claim against the School and the School shall be entitled to take whatever action it may deem fit and proper in the best interests of the child. The Parents shall be directed to indemnify the School against any losses, expenses made by the School towards any such steps taken by it.

32. The parents are hereby welcomed to meet within School premises in case they wish to assemble peacefully and discuss any issues pertaining to the School and its facilities.

V. SCHOOL COUNSELLOR

33. The role of the counsellor will be to prevent any problems from happening by advising the school management on specific interventions required and a close rapport with the students, and addressing problems if and when they do occur.
34. The counsellor will handle any problem cases among children, be it simple problems of coping which create a sense of being unsafe, cases of bullying to cases of physical or sexual abuse.
35. The Counsellor should ensure that he/she is seen as approachable, yet discreet; students should feel comfortable to approach him/her with problems.
36. The counsellor must visit each class at least once a term, to connect with the class to connect with the students and to assess issues, if any.
37. The counsellor should interact closely with class teachers to be updated on any particular students who are facing problems.
38. In case of any suspicion that a student is a possible case of having faced any form of abuse, the matter must be immediately informed to the Counsellor who shall handle the student, and involve the parents and Safety Committee in a discreet manner.

VI. HELPLINE

39. All important helpline numbers shall be displayed clearly on the School notice board visible to every student/teacher/staff so that immediate action can be taken in case of any untoward incident. All students will be made aware of all helpline numbers. Kindly refer to Schedule D.

VII. PROCEDURE FOR DEALING WITH COMPLAINTS

40. Any form of abuse/harassment must be brought immediately to the knowledge of the School Counsellor/Safety Committee and wherever possible, immediate remedial action must be taken.
41. The name of the survivor of the abuse must be kept confidential and secret, except from those specific teachers/counsellors who may need to be aware so that they can provide necessary support.
42. In case any event of abuse is reported to the Safety Committee by any person other than the victim himself, the anonymity of such informer must be maintained by the Safety Committee at all costs.
43. Depending upon the extent of injury, the school must provide immediate first aid, and bring in a qualified medical practitioner if warranted, and if the extent of injury is serious, then it shall be the responsibility of the School to rush the child to the nearest medical facility and simultaneously inform the parents as well.
44. Depending on the severity of the case, an expert counsellor to assist parents may be brought in to guide the child or student on how to cope with the situation. The school counsellor can play a key role. In the absence of the school counsellor for any reason, assistance from a trained counsellor must be taken immediately.
45. Immediate intimation to the local police station about the incident is also mandatory, especially if it involves serious injury to the child, & use of weapons such as knives, guns, to ensure that suitable arrests can be made as applicable, & as a deterrent for future cases.

46. School must initiate investigations within the first 24 hours, whether or not it is a working day if it is a severe case with the injury to the student requiring medical attention; if it is a routine case, then investigation must begin by the first working day. An enquiry will be conducted by a team constituted by the school which will be the school safety committee. The report must be submitted within two days. Punitive action must be taken against any person found guilty within seven days of the incident, and personal records updated accordingly.

VIII. CHILDREN WITH SPECIAL NEEDS

47. All efforts have to be made by the school to ensure that students with special needs are given proper care and attention.
48. All facilities in the School must be made disable friendly such as inclusion of ramps, and toilets with special facilities.

IX. TRAINING OF STAFF

49. Periodic sensitisation and awareness campaigns or seminars or talks on disabilities and special needs of children must be conducted for the entire schools are including administrative staff, support staff and teachers.

X. OTHER COMMITTEES

50. The School has already set up an Internal Complaints Committee against Sexual Harassment, POCSO Committee which are governed by the Anti-Sexual Harassment Policy, 2017 of the School, the details of which can be accessed from the School's website.
51. The students, parents, staff and teachers are requested to kindly go through the same diligently and understand all procedures, guidelines and must also take steps towards strict adherence with the same.
52. All these committees have been made keeping in mind the well-being of the students and all the structures created must be utilised in a manner to ensure that there is no hindrance in the same.

XI. MISCELLANEOUS PROVISIONS

53. All parents are welcome to visit the school to discuss any issues that they may have regarding their ward, or school facilities, after taking prior appointment from the concerned staff/teacher/principal of the School.
54. The School management shall be, in consultation with the School Safety Committee entitled to modify/alter/repeal any provision from this document keeping in mind the best interests of the students.

SCHEDULE A
MOVEMENT PLAN

SAFETY MOVEMENT BELT IN SCHOOL

Morning arrival and dispersal of students:-

Mr. Pankaj Mahajan and Mr. Shankar Mahto will monitor the arrival of students. Parents can leave their wards to entry gate no.1. In morning and in afternoon the school transport will come and go out from main gate no. 2. Walker students disperse from gate no. 1.

SAFETY MOVEMENT FOR ASSEMBLY TIME

The students of Ground Floor will go to assembly by gate no.2.

The students of First (1st) Floor will get down by stair case no.1 and go to the ground by gate no. 2.

The students of Second (2nd) Floor will get down by stair case no.2 and go to the ground by gate no. 3 and come back to the classes by respective gates.

SAFETY MOVEMENT FOR ACTIVITY PERIOD

MUSIC CLASS :- The students will go for activity by stair no. 1 to Third(3rd) Floor.

YOGA :- The students will go for activity by stair no. 2 to Third(3rd) Floor.

CHESS :- The students will go for activity by stair no. 2 to class IX (9TH).

KHO-KHO, FOOTBALL, LAWN TENNIS :- The students will go for activity by Gate no.3 to Playground.

SKATING :- The students will go for activity by Gate no. 2 .

SELF DEFENCE, DANCE, TT:- The students will go by Stair no. 1 to Basement.

SAFETY MOVEMENT FOR DISPERSAL TIME

BUS AND VAN STUDENTS:- The students will go by stair case no. 2.

WALKERS :- The students will go by stair case no. 1.

All the class teachers will accompany their respective classes during lunch period, for assembly and for dispersal time.

SAFETY MOVEMENT FOR CANTEEN DAY

For canteen day Helper is in place for the safety of students.

Stair case no. 1 is used for canteen and they have to finish their refreshment in the basement only and come back by stair case no. 1.

Training – Management must ensure staff is given appropriate training time to time to handle any situation without any hurdles.

Use of toilets/ water point by students:-

All students and staff are supposed to use the toilet and drinking water from their own floor only. No student is allowed to loiter in corridors or go to other floors for nature's call.

As early primary and pre-primary classes are held on ground floor and first floor. No student from II and III floor are allowed to use water or toilet facilities on these floors.

Swings area is strictly for pre-school, pre-primary and primary classes only. No student over class V should go on swings.

For movement to basement, computer room, library, ground etc. subject teachers have to accompany the students at all times. A class buddy at the beginning of the line and teacher at the end. Bolt the room after leaving.

Students are to keep away from toilet shafts (kept locked), electric panels marked for danger clearly.

In case of an emergency/ evacuation students are supposed to follow the Exit signs on each corridor, staircase and floor and assemble at the safe "Assembly Point" in the ground.

Students have been trained to climb the stairs from the right -hand side, holding the railing and alight from left side of the staircase without touching the wall.

Students are instructed and adequate signs in place asking students not to run on staircase and in corridors.

Students are instructed time and again not to run around, play, push or pull anyone inside the classroom. Strict action like calling the parents will be taken if a student fails to comply.

SCHEDULE B
COMMUNICATION PLAN

MAPPING OF COMMUNICATION CHANNELS IN SCHOOLS

For the quick communication in the school premises every floor has intercom facility. The places are Library on II floor, Computer Lab on first floor and Reception on ground floor. Additionally intercom is available with the school guard at main gate, principal and headmistress for emergency. So in case a child gets hurt the class monitor/teacher/ floor attendant have been adequately informed and trained to go to these points on their floor and inform the concerned person. So that quick action can be taken.

The school has one lift installed which is to be used only in emergency situations.

No student is to be sent for an errand alone from the class except for using toilet or drinking water.

A sick student should be accompanied by the class buddy. Should be taken to medical room and Principal be informed immediately.

SCHEDULE D

HELPLINES

Emergency Numbers

1. Police	-	100
2. Fire	-	101
3. Ambulance	-	102
4. Women helpline number	-	1091
5. Columbia Asia	-	0124-6165666
Hospital emergency		0124-3989896

Intercom Numbers

1. Principal Ground Floor	-	22
2. Headmistress Ground Floor	-	28
3. Technical Advisor Ground Floor	-	27
4. Library Second Floor	-	24
5. Accounts Ground Floor	-	23
6. Reception Ground Floor	-	21/9
7. Computer Lab 1 st Floor	-	26
8. Guard Room Ground Floor	-	25

FORM I

UNDERTAKING BY THE PARENT/GUARDIAN

I, Dr./Mr./Mrs./Ms. _____, r/o

parent/guardian of _____ studying in Standard ____ of Red Roses Public School, D-Block Palam Vihar, Gurugram, hereby affirm and undertake that I have decided not to take transport provided by the School for the pick-up, drop off facility for my above stated ward. I also affirm and undertake that the School has apprised me of the safety benefits of availing the School transport, however, for my own convenience or personal reasons, I have decided to arrange private transport for my ward. I further unequivocally state, affirm and undertake that the School and its management shall at all times be held harmless and innocent in case of any mishap involving the private transport availed by me for my ward. I shall also not make any claim against the School in such a case.

Signature:

Name:

Tel:

Date:

FORM II

UNDERTAKING BY PARENT/GUARDIAN

I, Dr./Mr./Mrs./Ms. _____, r/o

_____ am the parent/guardian of _____ studying in Standard ____ of Red Roses Public School, D-Block Palam Vihar, Gurugram. I am providing below a list of permitted visitors/guardians who I hereby authorise to visit my ward in School or escort them from the School Campus. I hereby instruct the School not to entertain any other person as listed hereinbelow for the purposes mentioned above. I shall however keep the School informed by way of a written communication in advance in case there is any change in the said list. In case the listed persons are not available, I request the School to keep my ward in its custody until such authorised person is made available. The School shall be within its power to request the visitor for his/her identification before handing over my ward to him/her.

Permitted visitors/guardians:

1. _____
2. _____
3. _____
4. _____
5. _____

Signature:

Name:

Tel:

Date:

FORM III

NOTE BY THE PARENT/GUARDIAN

I, Dr./Mr./Mrs./Ms. _____, r/o
_____ am
the parent/guardian of _____ studying in Standard ____ of
Red Roses Public School, D-Block Palam Vihar, Gurugram. This is to inform
you that my ward has by mistake not carried his lunch box, therefore I am
personally visiting or sending Mr./Ms. _____ to the
School along with the lunchbox. Kindly hand over the same to him.

Signature:

Name:

Date:

FORM IV

NOTE BY TEACHER

I Mr./Mrs./Ms. _____, working as
_____ in Red Roses Public School, D-Block
Palam Vihar, Gurugram state as follows:

A student of the School Mr./Ms. _____ of Standard
_____ got injured in the premises of the School and the parent of the
student was informed at _____. The parent/guardian of the
student has reached the School at _____ to collect their ward.

Reason for delay (if any)

Signature of the teacher:

Signature of the parent/guardian: