



Child Safety and Wellbeing Procedure: Online Interactions with Young People

Rotary District 9815 Child Safety and Wellbeing Procedure: Online Interactions with Young People

Authorisation

Authorisation: District Governor Name:	[Insert Name]
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Acknowledgement	Adapted from the YLA Committee Procedure CSProcedure 2 (Barry Rogers and Hannah Flower, 29 April 2026).
Next scheduled review	May 2027

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Help for non-English speakers

If you need help to understand this Procedure, please contact your local Rotary club, or telephone the Translating and Interpreting Service (TIS National) on 131 450.

1. Purpose

This Procedure sets the operational rules that apply whenever an adult engaged in any program of Rotary District 9815 or its clubs interacts online with a young person taking part in that program. It gives effect to the screening, conduct, and protection requirements of the master Policy in the specific online context. The channels in scope are listed in the Section 4 definition of online interaction. This Procedure does not restate the master Policy; roles, responsibilities, training, complaints, incident response, and records management across the District sit at the master Policy level.

2. Scope

This Procedure applies to every adult engaged in any program of Rotary District 9815 or its clubs when that adult interacts online with a young person in connection with the program. There are no exceptions for short calls, group messages, or social media activity outside scheduled hours. It sits within the framework established by the *Rotary District 9815 Child Safety and Wellbeing Policy 2026* (the *Child Safety and Wellbeing Policy*) and is to be read together with the *Child Safety and Wellbeing Code of Conduct*, which sets the standards of behaviour this Procedure operationalises in the online context.

In particular, this Procedure applies to:

- Rotary and Rotaract members and volunteers — in any role involving contact with young people, online or otherwise.
- Program leaders, facilitators, mentors, and operations team members — in any program of the District or its clubs.
- On-site Rotarians — where appointed by a club or by the District to a program in that capacity.
- Guest speakers and visitors — for the duration of any engagement with a program of the District or its clubs where they may interact online with a young person, whether in person, by video link, or pre-recorded.
- Official Rotary guests — including the District Governor, District Governor Elect, District Governor Nominee, and District Youth Chair, where they interact online with a young person in connection with a program of the District or its clubs.

This Procedure applies from first contact with a young person — including online application, registration, or expression-of-interest processes — through to the end of the young person's involvement in the program.

Where another person interacts online with a young person in a Rotary context not listed above, ensuring their compliance with this Procedure is the responsibility of the inviting Club President, Program Leader, or the relevant District committee chair.

3. Important: concerns arising online are handled separately

If an online interaction gives rise to an incident, disclosure, allegation, or suspicion of child abuse, the matter is *not* handled under this Procedure. The matter must be reported immediately under the *Child Safety and Wellbeing Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures*.

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This carve-out applies regardless of who raises the concern — the affected young person, a parent or carer, another Rotary or Rotaract member, or any other person.

If anyone is in immediate danger, contact Victoria Police on 000.

4. Definitions

The following terms are used throughout this Procedure. Where a term has a defined meaning in legislation or in the V3.0 Rotary Club and DIO Handbook 2026, that meaning applies.

Term	Meaning
Young person	A person under 18 years of age.
Online interaction	Any electronic communication or contact with a young person. This includes video conferencing, group chat, direct messaging, social media, email, SMS, voice calls, online collaboration platforms, online application or registration forms, and any other electronic channel.
Approved Rotary channel	An email address, group chat, shared platform, or video conferencing tool authorised by the relevant Rotary body (club, District, or the District committee responsible for the program) for use with a young person.
Screened adult	A person whose name appears on the current Form F10 register for the program, who holds a current Working with Children Check (WWCC), and whose F8 and F9 forms are on file.
Live AI agent	An automated conversational system — chatbot, AI persona, or similar — that interacts with a user in real time.
F8	Rotary/Rotaract Youth Volunteer Information and Declaration Form.
F9	Rotary/Rotaract Volunteer Reference Check Form.
F10	Register of Youth Workers — the program-level register of screened adults.
F11	Rotary Youth Protection Incident Report Form.
F12	Sexual Abuse Incident Report.

5. The Procedure — six rules

The Procedure has six rules. Every rule applies whenever an adult in scope is interacting online with a young person in connection with a program of the District or its clubs. The summary at **Appendix A — At-a-glance card** is designed to be printed and pinned next to your laptop.

5.1 Rule 1 — Use approved Rotary channels, not personal ones

Communication with a young person takes place through an approved Rotary channel — an email address, group chat, shared platform, or video conferencing tool authorised by the relevant Rotary body (club, District, or the District committee responsible for the program). Personal email, personal phone numbers, personal social media accounts, and personal direct messaging apps are not used for any communication with a young person in connection with a program of the District or its clubs.

For email in particular, outbound email to a young person is sent from a role-based or position email address — for District programs, the program’s position email (for example, rypen@rotary9815.org.au, muna@rotary9815.org.au); for club programs, the program’s position email where one exists, or the club’s general email address otherwise. Outbound email is not sent from a member’s personal Rotary email address (for example, barry.rogers@rotary9815.org.au). Position addresses persist across leadership handovers, are monitored by more than one person, and keep the program’s records in one place.

Where a young person sends email to a member’s personal Rotary address, the member replies from the program’s position address and asks the young person to use that address going forward. Program flyers, information packs, registration confirmations, and any other materials given to young people or their parents and carers carry the program’s position address as the contact.

5.2 Rule 2 — Two screened adults present on every video or voice call

Every video conferencing call and every voice call involving a young person has at least two screened adults from the Rotary side present at all times. In a program with named program roles (for example, Facilitators at RYPEN or Mentors in a youth mentoring program), the two screened adults on the call are drawn from those program roles.

Where two adults are not available for a brief, scheduled call (for example, a one-on-one wellbeing check-in), the call is recorded with parent or guardian permission as set out in Rule 3, and a second screened adult is advised in advance and on standby. Unscheduled one-on-one video or voice calls with a young person are not permitted.

5.3 Rule 3 — Get parent consent: for recordings and for images/stories

Two distinct parent or guardian consents are required before the program begins. Both are collected at registration and held with the program records by the activity organiser.

Consent 1 — Video conferencing and recording

Video conferencing calls involving young people are not recorded without the express written permission and knowledge of the participant’s parent or legal guardian. Recordings are securely stored on a Rotary-controlled platform and accessed only by members of the program team for the sole purpose of program review.

Routine recordings are kept for a minimum of 12 months from the conclusion of the relevant activity, after which they are securely deleted unless retention is required for an investigation. Any recording that captures, or is reasonably believed to capture, evidence of suspected abuse, harassment, or grooming is retained confidentially and indefinitely — there is no time limit on civil claims for personal injury arising

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from physical or sexual abuse of a minor in Victoria (Limitation of Actions Amendment (Child Abuse) Act 2015 (Vic)).

Consent 2 — Use of images and stories

Where a program intends to share or publish a young person's image (photo or video) or story (quote, testimonial, or written account), the program obtains express written consent from the parent or legal guardian before the young person participates. The consent names the specific use proposed (for example: District website, club newsletter, Rotary social media channel) and is held with the program records.

Where consent has been given for a specific use, that use is allowed only on the Rotary channels named in the consent, not on personal accounts of members or volunteers (see also Rule 5). Consent can be withdrawn by the parent or guardian at any time; the program is responsible for removing the image or story from the Rotary channels as soon as practicable on withdrawal.

5.4 Rule 4 — No private online contact with a young person

Private one-to-one online communication with a young person is not permitted under any circumstance. This includes message boards, video conference private chats, breakout rooms with one adult and one young person, direct messaging on social media platforms, SMS or text messaging, and personal phone calls — and any other channel with similar effect. Where one-to-one contact is unavoidable, copy a second screened adult onto the thread immediately, or break off the conversation and re-open it through an approved Rotary channel with a second screened adult present.

5.5 Rule 5 — No social media connections, tagging, or sharing

While a young person is involved in a program of the District or its clubs, and afterwards until they turn 18, the following apply. For Rotaract members aged 18 and over, the rules apply for as long as the Rotary relationship continues.

- Do not send or accept friend, follow, or connect requests with the young person on personal social media accounts.
- Do not share personal phone numbers with the young person.
- Do not tag a young person, share their username or handle, or share images that identify them, on any platform.
- Do not share stories, photos, or video that identify the young person on personal accounts or in personal messages. Image and story sharing on approved Rotary channels is governed by Rule 3 (Consent 2).

Tagging a young person, or sharing their handle, can reveal their interests, the locations they visit, and their social connections — information that puts their safety at risk. **This is a child safety risk regardless of intent.**

5.6 Rule 6 — Live AI agents do not interact with young people

Live AI agents (defined at Section 4) do not interact directly with young people in any program of the District or its clubs. Where AI tools are used by the program team to prepare program materials — for example, slides, summaries, captions, or translations — all output is reviewed by a screened adult before being shared with young people, and the use of AI is noted in the program records.

6. Reporting lines for this Procedure

This Procedure operates inside the District's child safety and wellbeing framework. The table below summarises who acts on what within the Procedure. All other roles and responsibilities for child safety

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and wellbeing in the District sit at the master Policy level and the *Child Safety and Wellbeing Procedure: Responding and Reporting*.

Direction	Detail
Parent or guardian permission for video conferencing and recordings	Collected by the activity organiser at the time of registration; held with the program records; sighted by the CYPO (for club programs) or the DYPO (for District programs) before the program commences.
Parent or guardian permission for use of images and stories	Collected by the activity organiser at the time of registration; held with the program records; sighted by the CYPO or DYPO.
Verification that adults on a video or voice call are screened	Confirmed by the activity organiser against the Form F10 register before each scheduled call.
Storage and retention of recordings	Owned by the activity organiser for the duration of routine retention (12 months); transferred to the DYPO for indefinite retention where the recording relates to suspected abuse, harassment, or grooming.
Concerns arising online (incident, disclosure, allegation, or suspicion of abuse)	Reported by any person within scope under the <i>Child Safety and Wellbeing Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures</i> — see Section 3 above.
Routine breach of this Procedure (no harm to a young person)	Reported by any person within scope to the CYPO (club program) or DYPO (District program). The CYPO or DYPO reports to the responsible body at its next meeting.

7. Forms and tools used by this Procedure

Form / tool	Used at	Source
Form F10 — Register of Youth Workers	Rule 2 — confirms an adult is screened before joining a video or voice call. Maintained by the relevant club or District committee.	<i>V2.0c Club Rotary Handbook Appendices 2026</i>
Parent or Guardian Consent — Video Conferencing and Recording	Rules 2, 3 — captures consent for video conferencing participation and call recording. Held by the activity organiser.	<i>To be developed (D9815)</i>

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Parent or Guardian Consent — Use of Images and Stories	Rule 3 (Consent 2) — captures consent for use of the young person's image or story. Held by the activity organiser.	<i>To be developed (D9815)</i>
Approved Rotary video conferencing account	Rules 2, 3 — the relevant club or District committee holds an account on the platform used for video calls; recordings are stored only on that account.	<i>Operational — held by club or District committee</i>
Form F11 — Rotary Youth Protection Incident Report	Sections 3 and 6 — used where a concern arising online does not amount to suspected abuse, and (under the Responding and Reporting Procedure) where it does.	<i>V2.0c Club Rotary Handbook Appendices 2026</i>
Form F12 — Sexual Abuse Incident Report	Section 3 — used where a concern arising online relates to suspected sexual abuse.	<i>V2.0c Club Rotary Handbook Appendices 2026</i>

8. Communication

This Procedure will be communicated to our community by:

- publishing it on the District website.
- including it in induction processes for club and District personnel who run programs involving young people.
- including it in annual training for Club Youth Protection Officers, run by the District Youth Protection Officer.
- issuing the at-a-glance card (Appendix A) at the start of any program of the District or its clubs that involves online interaction with a young person.

9. Privacy

The District and its clubs collect, use, and disclose information about online interactions in accordance with privacy laws and other relevant laws. For information on how we collect, use, and disclose information, refer to our [privacy policy](https://rotary9815.org.au/privacy) at rotary9815.org.au/privacy.

10. Related policies and procedures

This Procedure is to be read together with our other related documents, including:

D9815 Policies

- *Rotary District 9815 Child Safety and Wellbeing Policy 2026* (the *Child Safety and Wellbeing Policy*).
- *Child Safety and Wellbeing Procedure: Responding and Reporting*.
- *D9815 Child Safety and Wellbeing Risk Register*.

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- [Commitment to Diversity, Equity, and Inclusion](#).
- D9815 Privacy Policy (rotary9815.org.au/privacy).

D9815 Codes and Procedures

- *Child Safety and Wellbeing Code of Conduct*.
- *Child Safety and Wellbeing Volunteer Accreditation Procedure* (WWCC, F8, F9, F10 — establishes who is a screened adult).

District 9815 Procedures

- *District 9815 Procedure: Complaints* — sits beside the Child Safety and Wellbeing suite as a general-purpose District procedure.

Plain Language Guides

- *D9815 Child Safety and Wellbeing Infographic: Online Interactions with Young People* (forthcoming).
- *Code of Conduct — Plain Language Guide*.
- *Volunteer Accreditation — Plain Language Guide*.
- *Responding and Reporting — Plain Language Guide*.
- *Complaints — Plain Language Guide*.

Rotary International, Zone, and broader governance

- [Rotary International's governance documents](#), including the Rotary Code of Policies, Manual of Procedure, and Rotary's constitutional documents.
- V3.0 Rotary Club and DIO Handbook 2026.
- V2.0c Club Rotary Handbook Appendices 2026 — Forms F1 to F14.
- Rotary International Youth Protection Guide.

11. Approval and review

The District Youth Protection Officer (DYPO), supported by the District Insurance Officer (DIO) and the District Governance Chair, reviews this Procedure annually, or sooner following any material change to the *Child Safety and Wellbeing Policy*, the V3.0 Rotary Club and DIO Handbook, or applicable legislation — in particular, where the technology landscape changes (new platforms, new AI capabilities, new regulator guidance).

Appendix A — At-a-glance card

This page is your at-a-glance guide to the six rules. It is designed to be printed and pinned next to your laptop. The full Procedure (in the body of this document) covers the same ground in detail.

BEFORE YOU SEND — THE TEST

If a message would not be appropriate read aloud at a club or committee meeting with the young person's parent or carer present, do not send it.

When in doubt, ask the Club Youth Protection Officer (CYPO) or the District Youth Protection Officer (DYPO) before sending.

1. USE APPROVED ROTARY CHANNELS, NOT PERSONAL ONES

Email, group chat, video and voice calls, and shared platforms run through approved Rotary accounts. Outbound email comes from the program's position address (for example, rypen@rotary9815.org.au), not a member's personal Rotary address. Never personal email, phone, social media, or direct messaging apps.

2. TWO SCREENED ADULTS ON EVERY VIDEO OR VOICE CALL

If only one adult is available for a scheduled one-on-one, record the call (with parent permission) and put a second screened adult on standby. No unscheduled one-on-ones.

3. GET PARENT CONSENT — FOR RECORDINGS AND FOR IMAGES/STORIES

Two distinct written consents, collected at registration. Held with the program records.

- Video conferencing and recording — routine recordings kept 12 months. Anything that may show evidence of abuse: kept indefinitely — never delete.
- Use of images and stories — names the specific Rotary channel where the image or story will be used. Can be withdrawn at any time.

4. NO PRIVATE ONLINE CONTACT, EVER

No direct messages, private chats, breakout rooms with one adult and one young person, SMS, or personal calls. If one-to-one happens by accident, loop in a second screened adult straight away.

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5. NO SOCIAL MEDIA CONNECTIONS, TAGGING, OR SHARING

Don't friend or follow them. Don't share their handle. Don't tag them. Don't share their photo or story on personal accounts. Image and story sharing on Rotary channels is governed by Rule 3. Applies until they reach 18 (or the Rotary relationship ends).

6. NO LIVE AI AGENTS WITH YOUNG PEOPLE

Chatbots and automated conversation systems don't talk to participants. AI used for preparing materials is fine — a screened adult reviews the output before sharing it.

IF SOMETHING ARISES FROM AN ONLINE INTERACTION

If an online interaction gives rise to an incident, disclosure, allegation, or suspicion of child abuse, stop and use the *Child Safety and Wellbeing Procedure: Responding and Reporting*. If anyone is in immediate danger, call Victoria Police on 000.

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Appendix B — Version History

This appendix records the version history of this Procedure, in chronological order. Each row records the version number, date, a summary of the changes from the previous version, and the author or reviewer who authorised the change.

Version	Date	Changes	Authorised
1.0	5 May 2026	First publication as a District-level procedure. Adapted from CSProcedure 2 — Online Interactions Ver1.2 (29 April 2026), authored by Barry Rogers and Hannah Flower for the D9815 Youth Leadership Awards Committee. The six rules generalised from YLA Committee context to all D9815 and club Rotary contexts. Reporting lines generalised to CYPO / DYPO; YLA-YPO references retained only in YLA-specific committee procedures, which cascade from this one.	B.Rogers, H.Flower
1.1	13 May 2026	Suite-wide naming reversal: Child Protection → Child Safety and Wellbeing (reverses Decision 28; new Decision 38 captured in Continuation Briefing). Filename adopts the new convention: date prefix, type code “CSW”, document-class word (“Procedure”), document name, version. “D9815” removed from the filename; it remains in cover, header, footer, and body text. Cover title in proper case rather than forced uppercase. Scope language generalised throughout to “any program of the District or its clubs” — all residual references to the YLA Committee, YLA-YPO, RYLA, and RYPEN removed from the body. Cross-references to other suite documents pre-emptively renamed to their forthcoming Child Safety and Wellbeing forms; bold-highlighted in this version for Barry’s review pending rebuild of the cross-referenced documents.	B.Rogers
1.2	13 May 2026	Cover title and header refined to mirror the filename structure: “CSW Procedure: Online Interactions with Young People” on the cover, “Rotary District 9815 CSW Procedure: Online Interactions with Young People” in the header. The expanded phrase “Child Safety and Wellbeing” is preserved in the body text and in cross-references; the cover and header	B.Rogers

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		use the CSW abbreviation for consistency with the filename and for scannability.	
1.3	13 May 2026	CSW spelled out in cover title and header per Barry's direction: "Child Safety and Wellbeing Procedure: Online Interactions with Young People" on the cover; "Rotary District 9815 Child Safety and Wellbeing Procedure: Online Interactions with Young People" in the header. CSW remains only in the filename as the sortable abbreviation. Reverses v1.2.	B.Rogers
1.4	13 May 2026	Yellow highlights removed from cross-references. Reviewer's note at the head of the body removed. Cross-references to other suite documents now follow the suite's standard convention: italic only, no bold, no highlight (per Decision 29 in Briefing 3). The pre-emptively renamed Child Safety and Wellbeing forms remain in place pending rebuild of the cross-referenced documents.	B.Rogers
1.5	13 May 2026	Section 7 (Forms and tools used by this Procedure) reworked. Added a third column ("Source") so each form is tied to its document of record: F10, F11, F12 sourced from the V2.0c Club Rotary Handbook Appendices 2026. The single "Parent or Guardian Permission Form" row split into two distinct consent forms — one for video conferencing participation and call recording (Rules 2 and 3), one for use of images and stories (Rule 5) — both marked "To be developed (D9815)" pending design. The Approved Rotary video conferencing account row carries "Operational" in the Source column to indicate it is not a form template but an operational artefact.	B.Rogers
1.6	13 May 2026	Rule 3 expanded to cover both required parent consents. Renamed from "Recording requires parent or guardian permission" to "Get parent consent — for recordings and for images/stories." Rule 3 body now has two sub-sections: Consent 1 (Video conferencing and recording) carrying the existing recording content; Consent 2 (Use of images and stories) carrying image/story consent content previously implied in Rule 5. Rule 5 tightened to cover only social-media conduct on	B.Rogers

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		personal accounts; cross-references Rule 3 for image/story handling on Rotary channels. Appendix A at-a-glance card updated to match. The two consents now appear consistently across the body of the Procedure, the at-a-glance card, and Section 7 (Forms and tools).	
1.7	15 May 2026	Suite alignment pass. Front-of-document restructure: the combined Version History and Authorisation table has been split. The Authorisation block now sits at the front of the document (page 2); the full Version History is now a back-of-document appendix (Appendix B). The two “This page is intentionally blank” pages were removed. The Help for non-English speakers heading now carries the suite Interpreter graphic. The § symbol replaced with “Section” throughout, matching the rest of the suite. Section 10 Related policies and procedures restructured to the five-tier suite pattern (D9815 Policies; D9815 Codes and Procedures; District 9815 Procedures; Plain Language Guides; Rotary International, Zone, and broader governance), with the Complaints reference moved into the new “District 9815 Procedures” tier and renamed to “District 9815 Procedure: Complaints”. Plain Language Guides list completed (Code, Volunteer Accreditation, Responding and Reporting, Complaints). “D9815 Club Guide” entry removed (not in the suite). Cross-references throughout body and Section 10 converted to italic-blue-underlined hyperlinks pointing at the current filenames of the sibling documents (Policy v4.3, Code v3.3, Procedure: Responding and Reporting v3.4, Volunteer Accreditation v2.7, District 9815 Procedure: Complaints v3.3, Risk Register v1.1, and the four Plain Language Guides at v1.3). Obsolete parenthetical filename (“D9815 Child Safety and Wellbeing Policy.docx”) removed from Section 2. Short title for the Responding and Reporting Procedure normalised to “Child Safety and Wellbeing Procedure: Responding and Reporting” throughout.	B.Rogers
1.8	15 May 2026	Suite-wide cross-reference rule change. All hyperlinks pointing at sibling suite documents removed; each cross-reference now appears	B.Rogers

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		as the document title only, plain text with a light-grey placeholder highlight, indicating where a working link will be inserted once the District website hosts the suite. Working external URLs (legislation, Service Victoria, Rotary International learning, rotary.org/dei, rotary9815.org.au/privacy) are unchanged. The body-text parenthetical filename references that previously sat beside each cross-reference have been removed; the Registry of CSW Documents (in preparation) is the canonical record of filenames and versions across the suite.	
1.9	27 May 2026	Substantive expansion plus suite consistency pass. Section 2 Scope clarified to cover from first contact (including online application, registration, or expression-of-interest) through to end of involvement. Section 4 definition of online interaction expanded to “any electronic communication or contact with a young person,” now explicitly including voice calls and online application or registration forms. Rule 1 (Use approved Rotary channels) extended with a new requirement that outbound email to a young person comes from the program’s position email address (for example, ryphen@rotary9815.org.au) rather than a member’s personal Rotary address; flyers, information packs, and registration materials carry the program’s position address; inbound email to a personal address is migrated to the position address. Rule 2 (Two screened adults present) extended to cover voice calls as well as video calls, with the two adults drawn from named program roles where these exist (for example, Facilitators at RYPEN, Mentors in a youth mentoring program); the at-a-glance card in Appendix A and the Section 6/7 tables updated to match. DYPO contact email corrected from child.protection@rotary9815.org.au to protection@rotary9815.org.au. F12 form name corrected to “Sexual Abuse Incident Report” (matching the Responding and Reporting Procedure). Section 7 row attribution for the images/stories consent corrected from Rule 5 to Rule 3 (Consent 2). Cross-reference to the Responding and Reporting Procedure corrected (previously	B.Rogers

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		read “Policy”). Footer pattern updated from “Filename:” to “Document:” per suite convention. Clarity-and-density pass on Sections 1, 5.4, 5.5, and 5.6 — shorter sentences, plain prose, no change in meaning.	
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