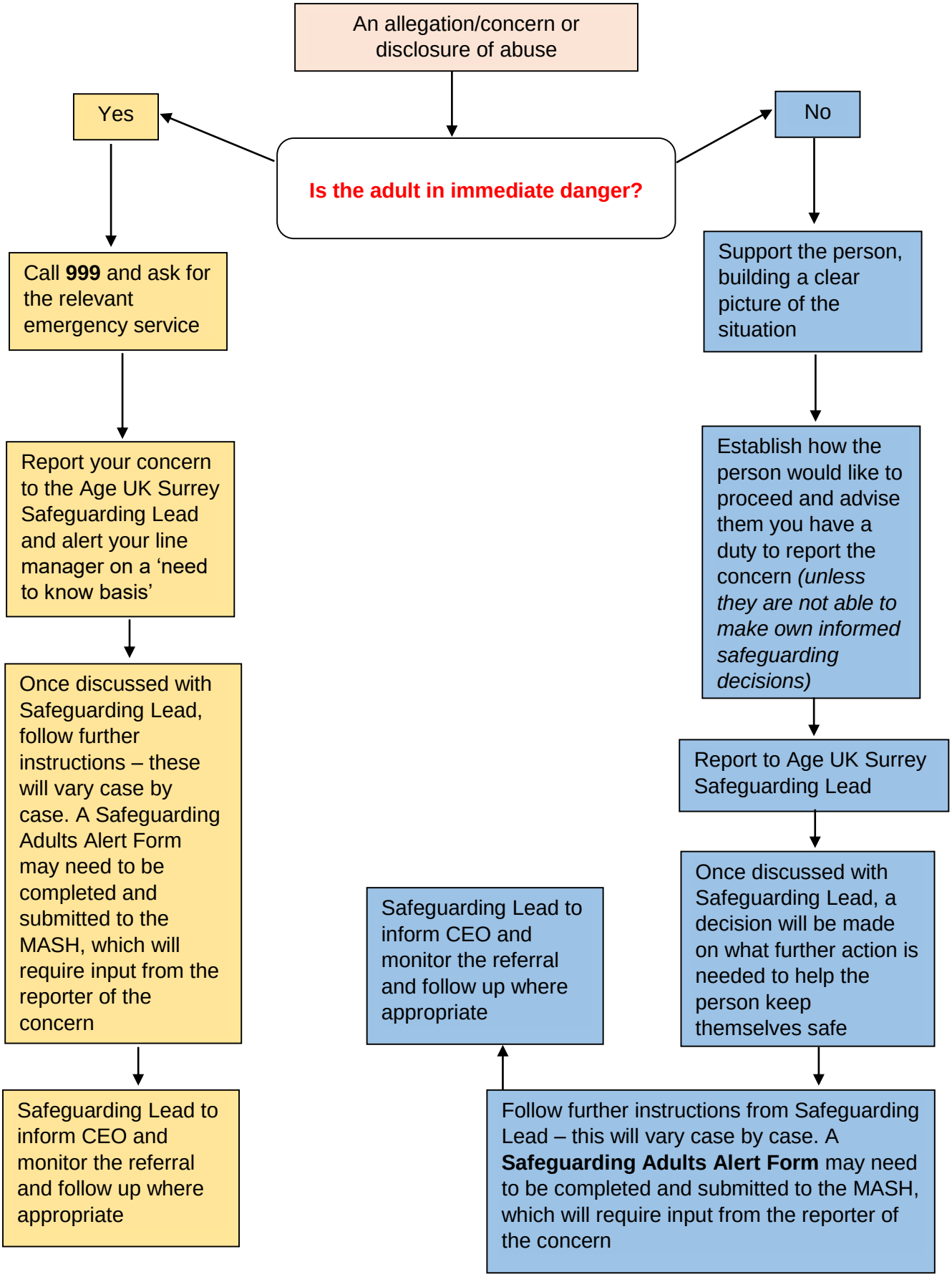SAFEGUARDING ADULTS REPORTING PROCEDURE