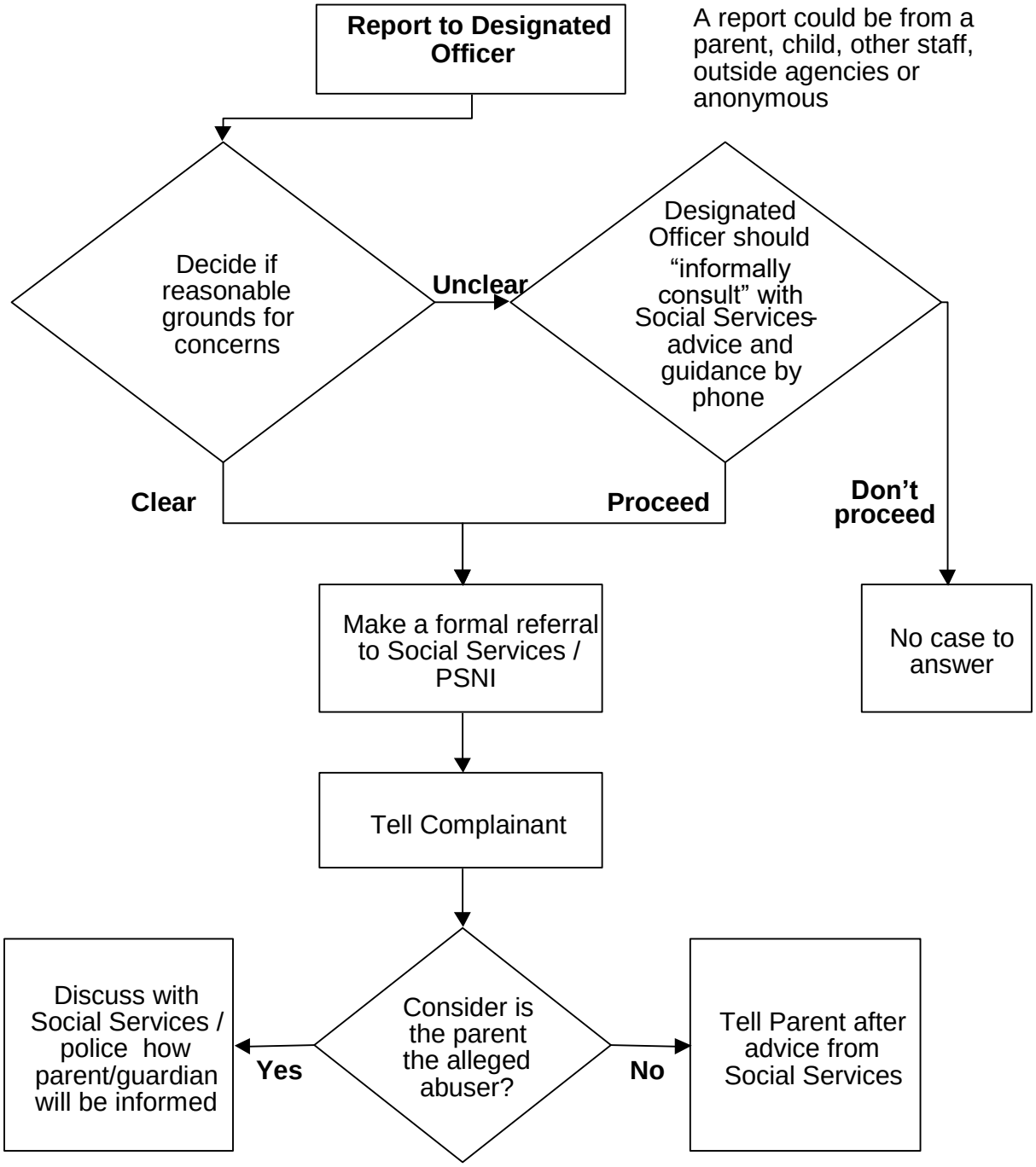
Safeguarding

What steps need to be taken when reporting concerns?