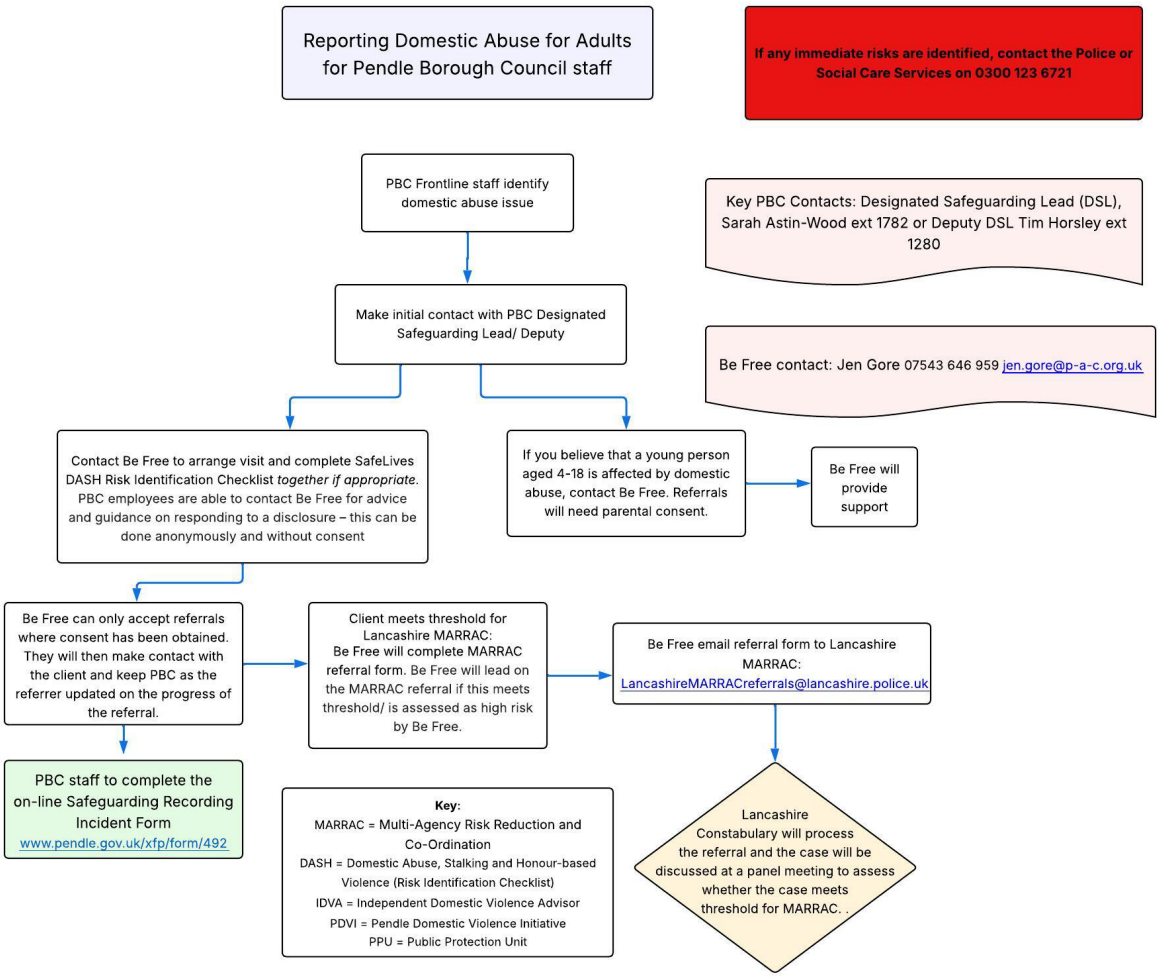Safeguarding Policy- Appendix 2 Domestic Abuse reporting process