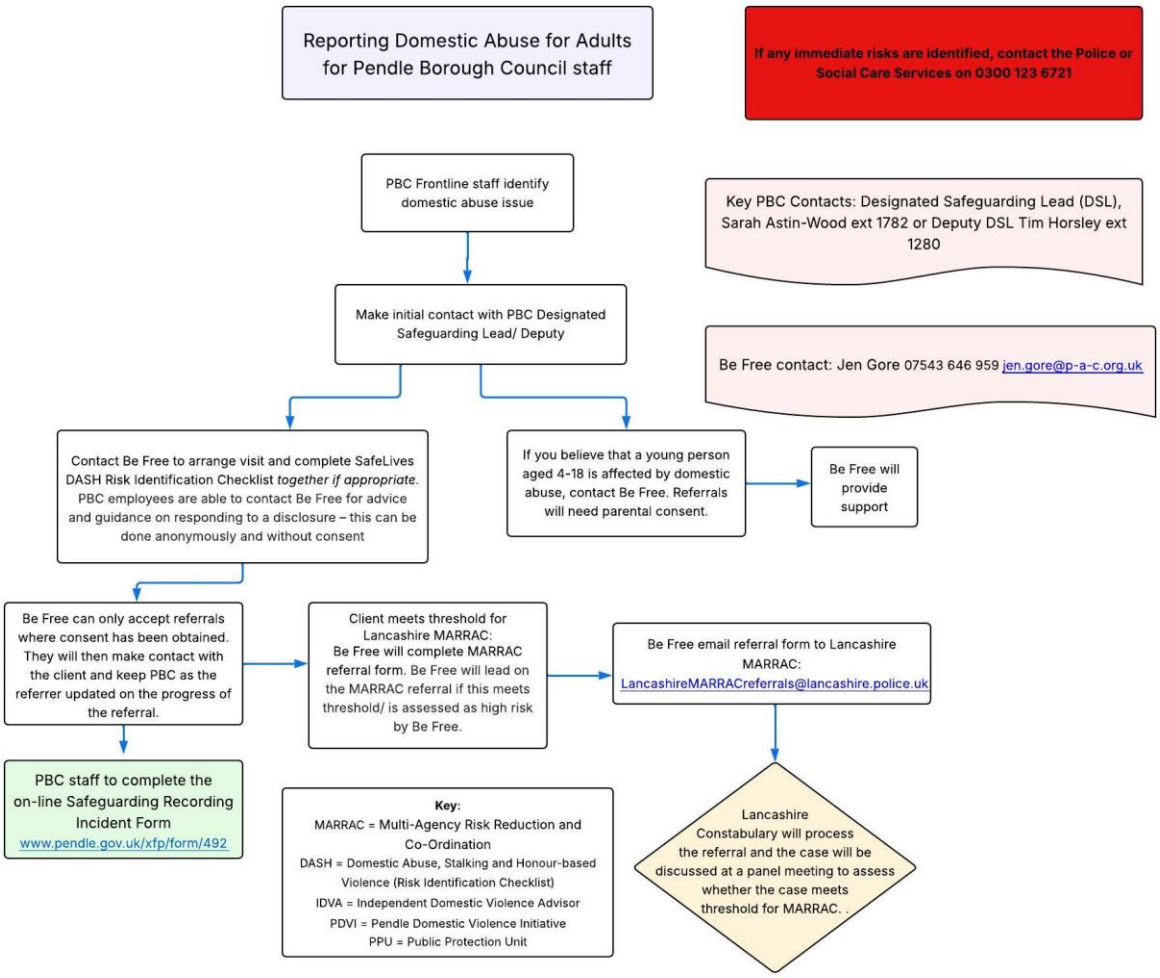Safeguarding Policy- Appendix 3 Domestic Abuse reporting process