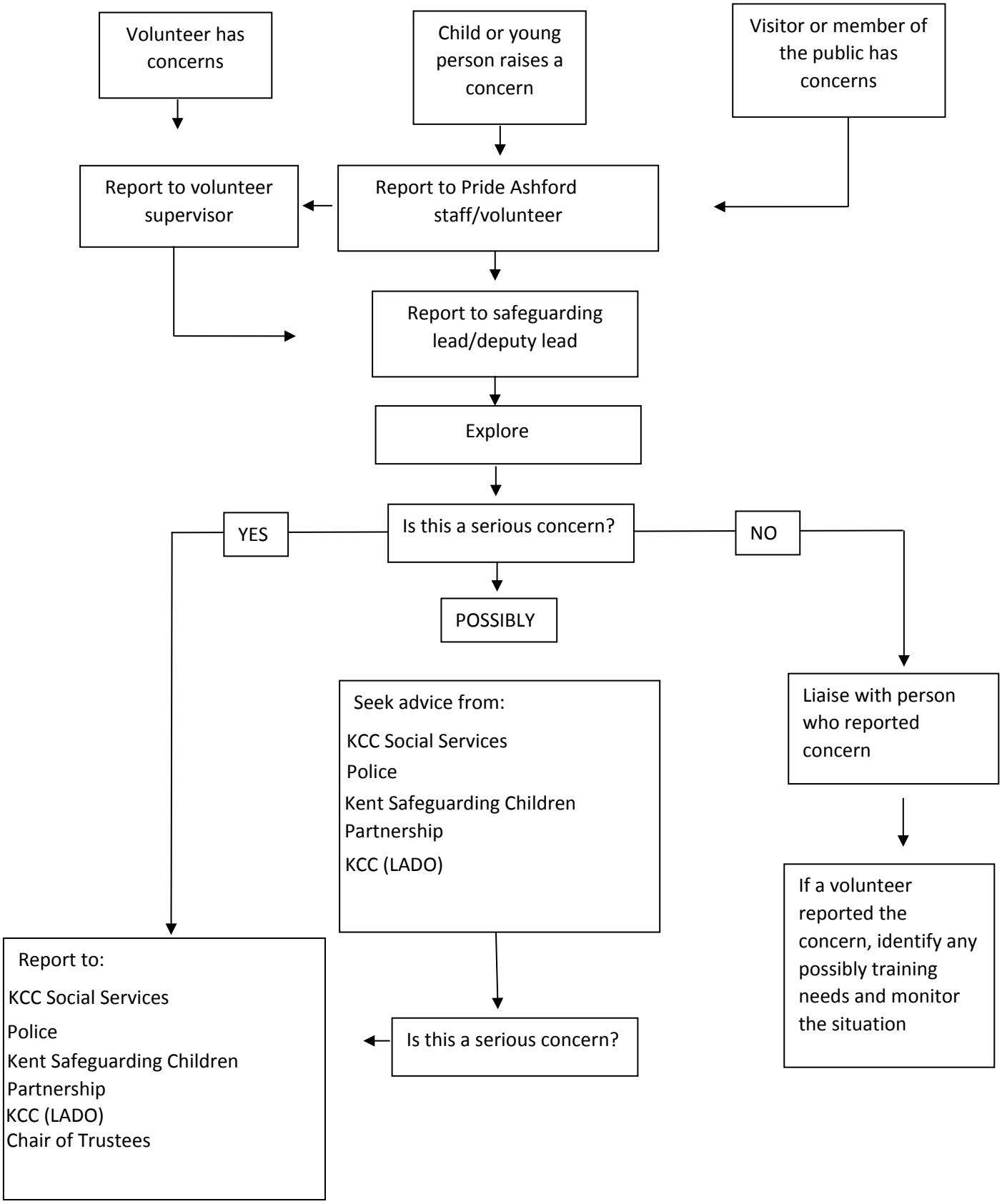SAFEGUARDING CHILDREN & YOUNG PEOPLE PROCEDURE