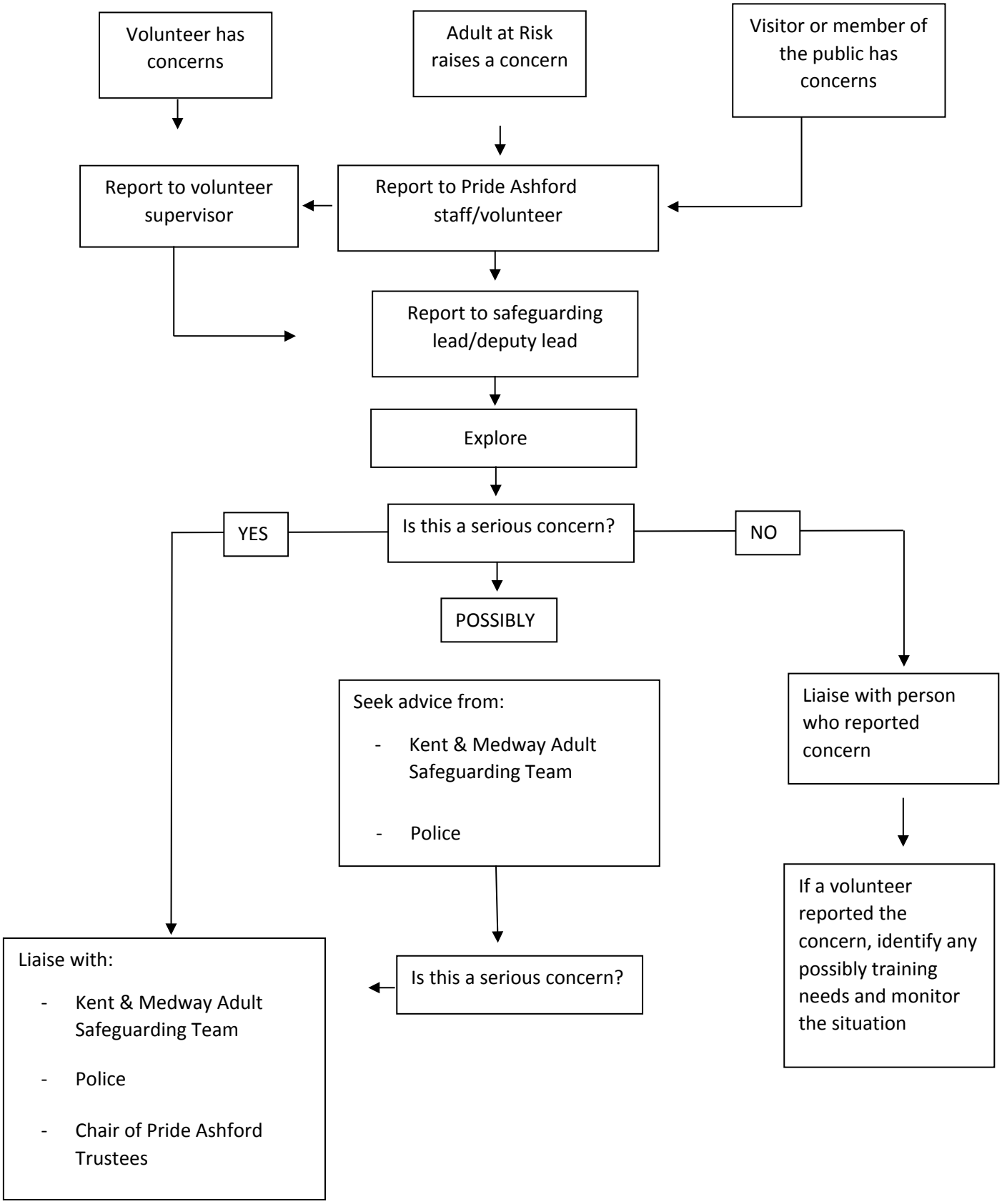SAFEGUARDING ADULTS AT RISK PROCEDURE