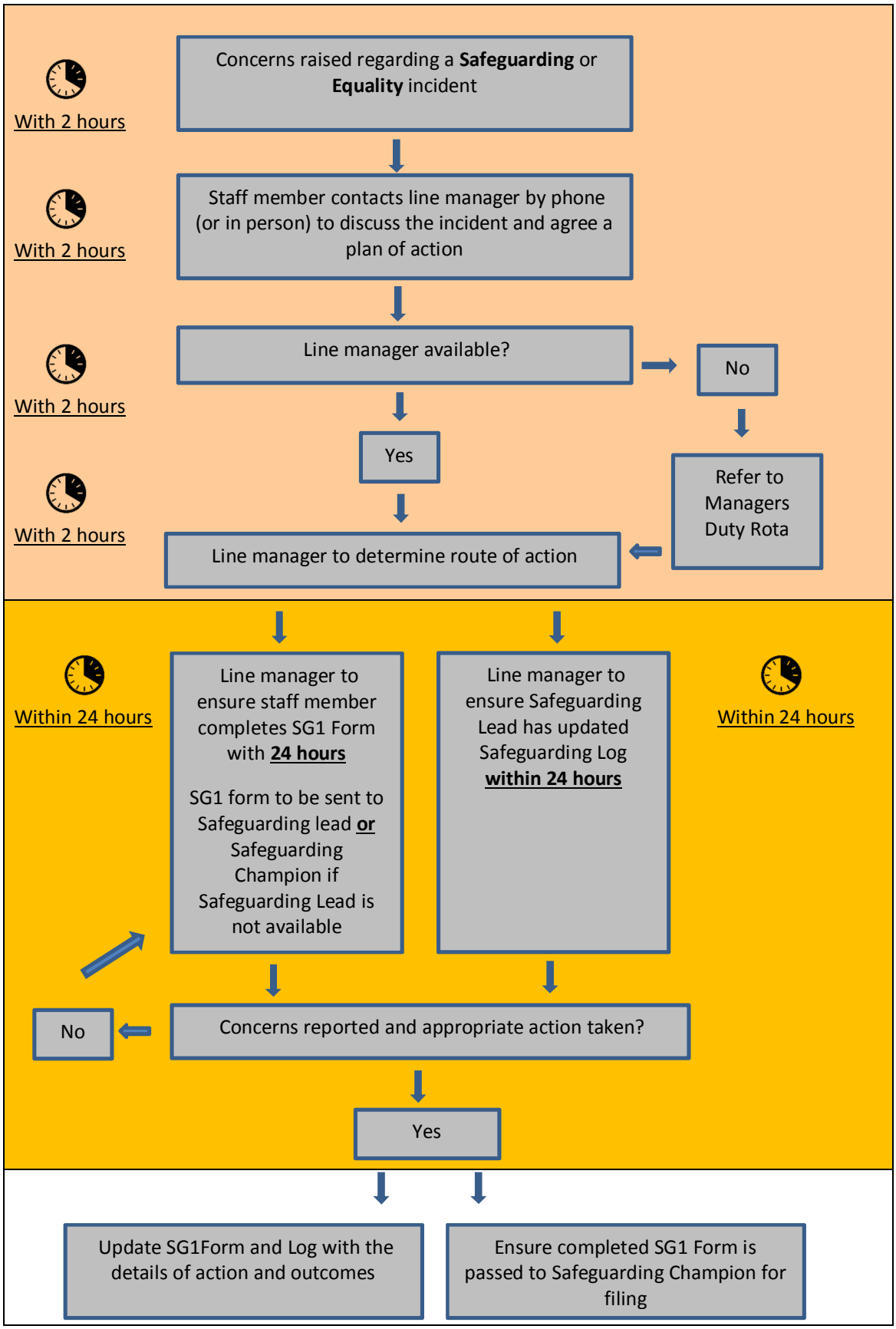Employment & Skills Procedure for reporting a Safeguarding and Equality incident