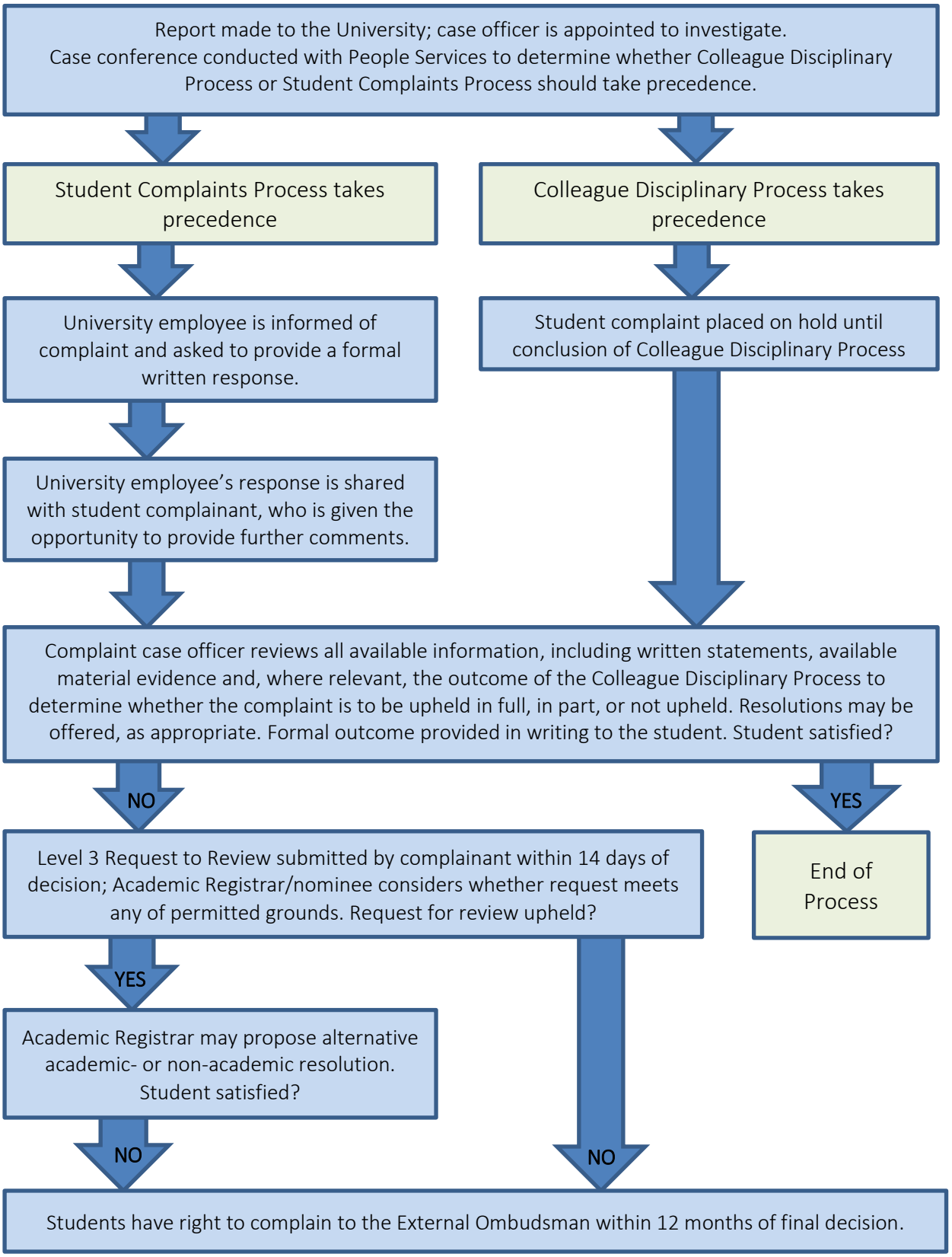Quick Guide 2: How will my report be handled where the responder is a Newcastle University employee?