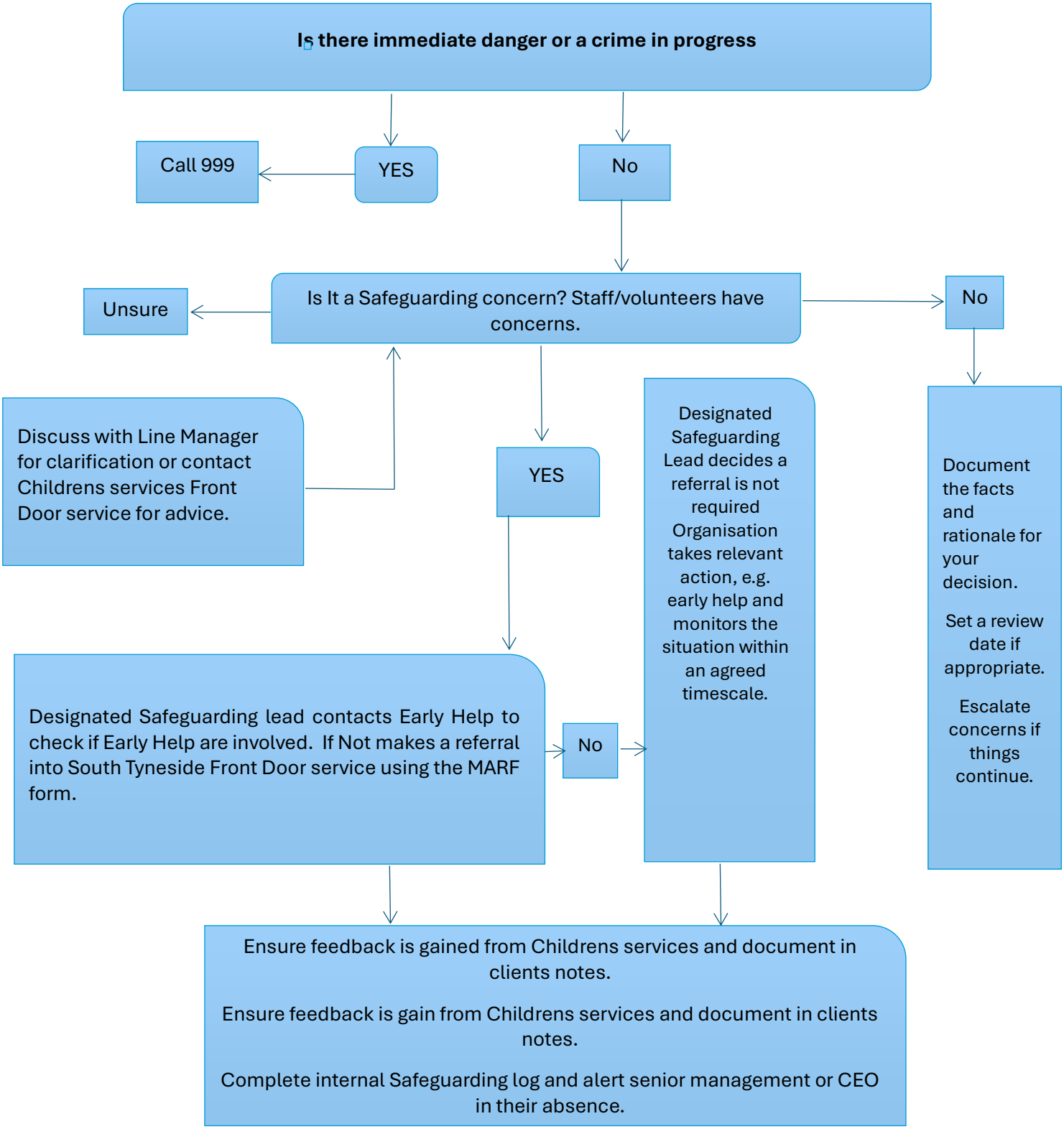SAFEGUARDING CHILDREN AND YOUNG PERSON'S FLOWCHART