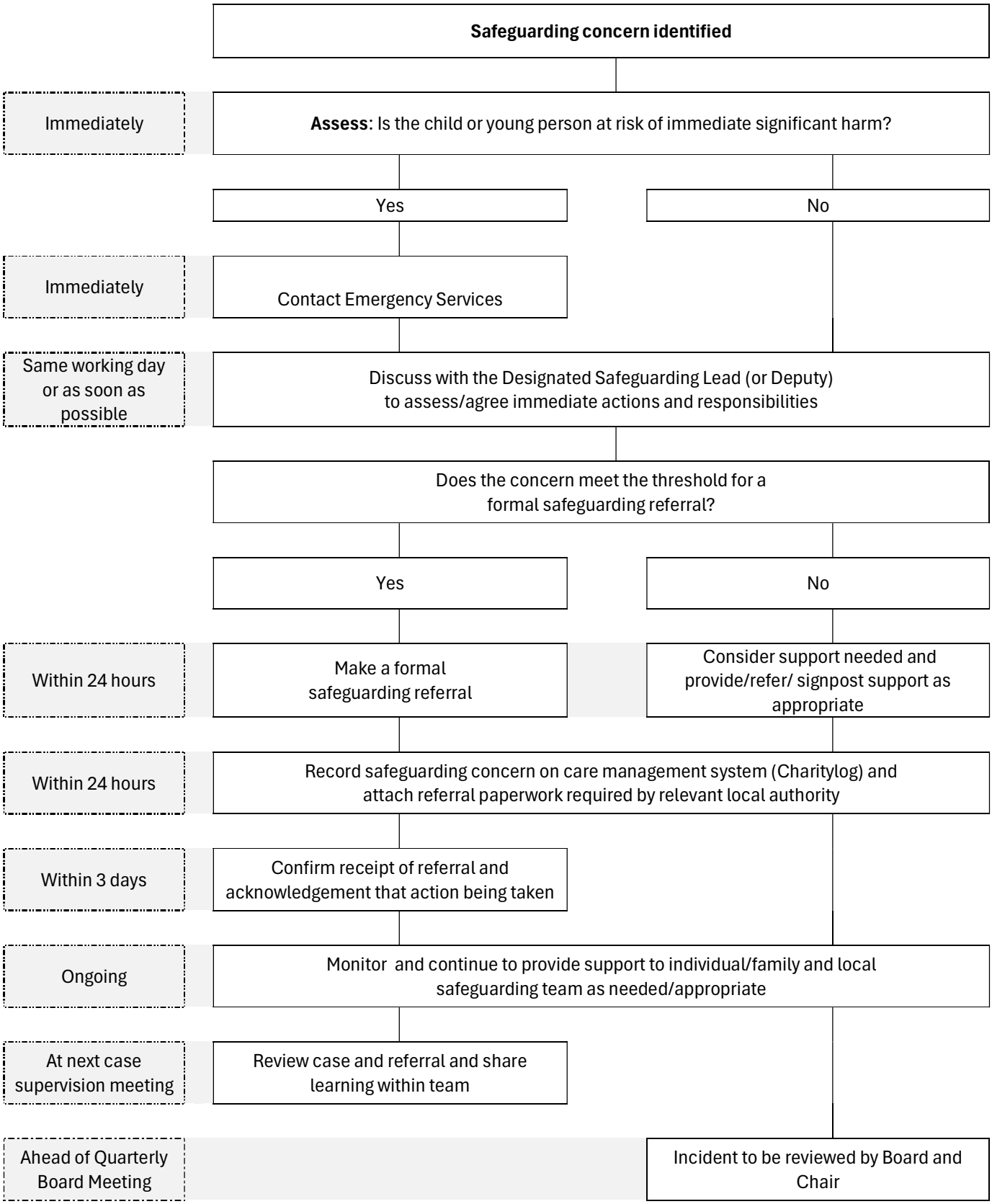APPENDIX 3: Safeguarding Referral Process