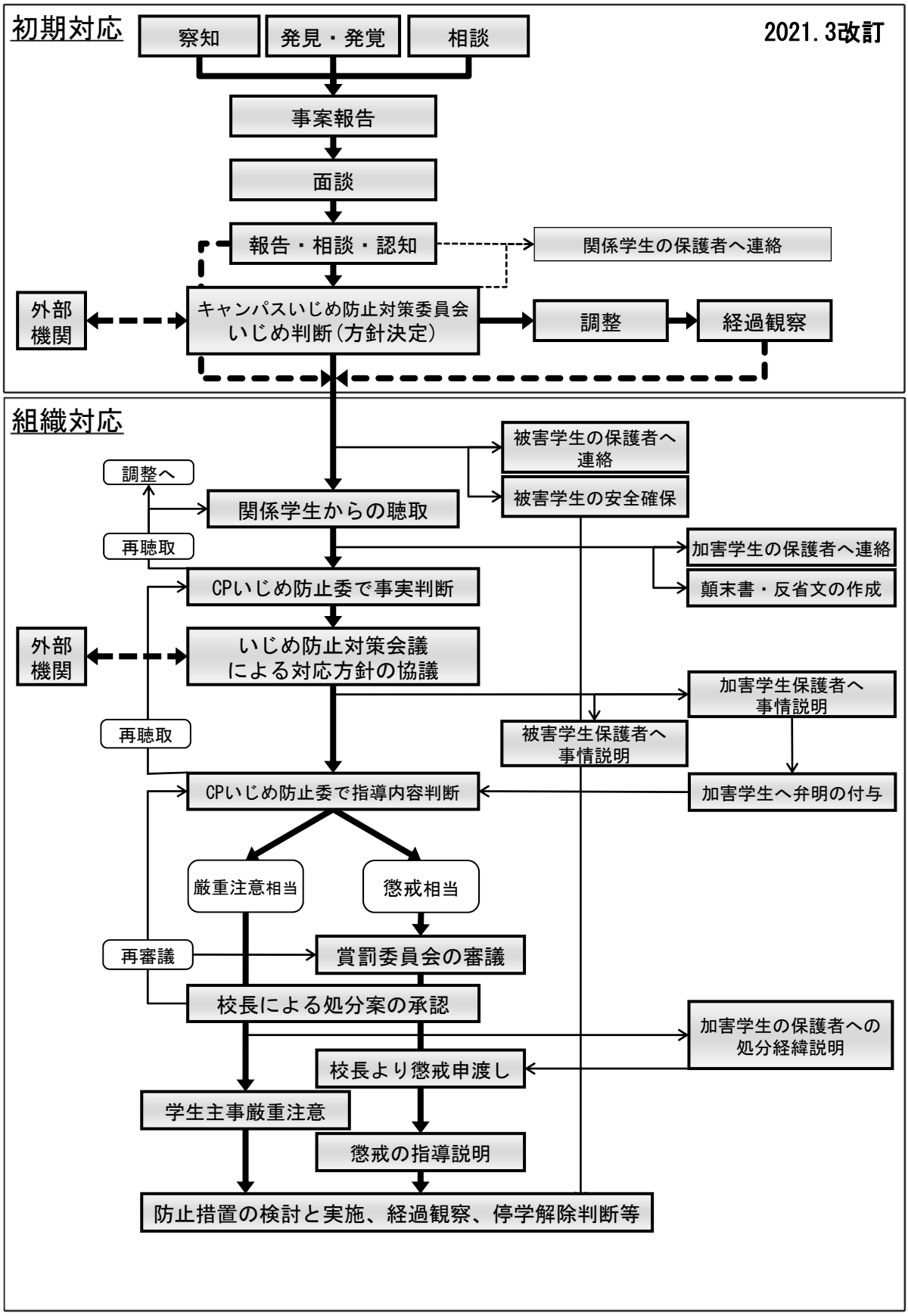「早期発見・事案対処マニュアル」いじめ対応フロー