

Note: To complete Part I and II of this form.

Part I: This part of the triaging process will guide safeguarding officers with the most appropriate call of action.

A. Misconduct Reported		
<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Exploitation	<input type="checkbox"/> Hazing
<input type="checkbox"/> Sexual intercourse without Consent	<input type="checkbox"/> Psychological abuse	<input type="checkbox"/> Intimate Relationship (with Minor)
<input type="checkbox"/> Sexual Communications	<input type="checkbox"/> Physical abuse	<input type="checkbox"/> Grooming
<input type="checkbox"/> Intentional Exposure of private area(s)	<input type="checkbox"/> Bullying	<input type="checkbox"/> Wilful Tolerance
<input type="checkbox"/> Sexual Contact without Consent	<input type="checkbox"/> Harassment	<input type="checkbox"/> Inappropriate Physical Contact
B. Type of reporting		
<input type="checkbox"/> Formal	<input type="checkbox"/> Disclosure	
C. Is the Respondent covered by a Member Organisation under the Safe Sport Programme¹ and Safeguarding policy? (Note: Safe Sport Commission has no jurisdiction if ✓ No)		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
D. Is the alleged misconduct covered under the Safe Sport Unified Code? (Note: Safe Sport Commission has no jurisdiction if ✓ No)		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
E. Is the alleged misconduct subjected to mandatory reporting under Section 424² of the Penal Code?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date Reported: Click or tap to enter a date.
F. Profile of the Affected Person		
Name:		
Age:	Person with Disability / Vulnerable Person ³	Role in the incident:
<input type="checkbox"/> Below 18 years old	<input type="checkbox"/> Yes	<input type="checkbox"/> Athlete
<input type="checkbox"/> 18 years and above	<input type="checkbox"/> No	<input type="checkbox"/> Others (specify)
G. Profile of the Respondent		
Name:		
Age:	Power imbalance vis-a-vis Affected Party:	Role in the incident:
<input type="checkbox"/> Below 18 years old	<input type="checkbox"/> Yes	<input type="checkbox"/> Athlete
<input type="checkbox"/> 18 years and above	<input type="checkbox"/> No	<input type="checkbox"/> Coach
		<input type="checkbox"/> Others (specify)

¹ Overview of Response and Resolution Process

² Section 424 of the Criminal Penal Code

³ Vulnerable Persons Act 2018

H. Duration of incident	
Occurrence of incident: <input type="checkbox"/> Once <input type="checkbox"/> Few times <input type="checkbox"/> Many times Location of incident occurred:	
I. Does the Respondent have any previous record of safe sport misconduct?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Known	
J. Safe Sport Misconduct Assessed (Note: To complete after making initial contact)	
Article 4A – Offences Under Domestic Law <input type="checkbox"/> Penal Code Offences <input type="checkbox"/> Children & Young Persons Act <input type="checkbox"/> Protection from Harassment Act <input type="checkbox"/> Mental Capacity Act <input type="checkbox"/> Others: _____	Article 4B – Sexual Misconduct <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Sexual Communications <input type="checkbox"/> Intentional Exposure of Private Area(s) <input type="checkbox"/> Sexual Contact without Consent <input type="checkbox"/> Sexual Intercourse without Consent <input type="checkbox"/> Sexual Exploitation
Article 4C – Psychological & Physical Misconduct <input type="checkbox"/> Psychological Misconduct <input type="checkbox"/> Physical Misconduct <input type="checkbox"/> Bullying <input type="checkbox"/> Hazing <input type="checkbox"/> Harassment	Article 4D – Other Inappropriate Conduct <input type="checkbox"/> Grooming <input type="checkbox"/> Intimate Relationship with Minor <input type="checkbox"/> Inappropriate Physical Contact <input type="checkbox"/> Wilful Tolerance
Article 4E – Misconduct Relating to Process <input type="checkbox"/> False Reporting <input type="checkbox"/> Abuse of Process <input type="checkbox"/> Retaliation	
<input type="checkbox"/> Not Applicable* (To complete Section K)	
K. Indicate reason if ✓ “Not Applicable” in Section J	
<input type="checkbox"/> Lack / Insufficient evidence <input type="checkbox"/> False Reporting <input type="checkbox"/> Abuse of Process <input type="checkbox"/> Others (specify)	

L. Assessment Outcome	Steps to be taken
<ul style="list-style-type: none"> ➤ Report of concern is related to <ul style="list-style-type: none"> • Sexual Intercourse without Consent, • Sexual Contact without Consent, • Sexual Exploitation, • Grooming, • Intimate relationship (with a minor) • Intentional Exposure of private area(s) ➤ Incident occurred more than once <ul style="list-style-type: none"> • Sexual Harassment, • Sexual Communications, • Psychological abuse, • Inappropriate physical contact • Physical abuse • Bullying, • Hazing, • Harassment, • Wilful tolerance ➤ Affected Person is below 18 years old ➤ Existence of Power imbalance ❖ Report of concern is related to <ul style="list-style-type: none"> ○ Psychological abuse, ○ Inappropriate physical contact, ○ Bullying, ○ Physical abuse, ○ Hazing, ○ Harassment, ○ Wilful tolerance ❖ Incident occurred only once 	<div style="background-color: red; color: white; padding: 10px; text-align: center;"> <p>Refer to Safe Sport Commission <u>IMMEDIATELY</u></p> </div> <div style="background-color: orange; color: black; padding: 10px; text-align: center;"> <ul style="list-style-type: none"> • Managed by member organisation⁴ • Joint assessment with Safe Sport Commission within <u>48 hours</u> </div>

⁴ The Commission may exercise discretionary jurisdiction at the request of the Affected Party and/or the Member Organisation where: (a) there is a conflict of interest; and (b) there are reasonable grounds for believing that the matter will not be dealt with fairly.

Part II: This part serves as the action plan undertaken by the safeguarding officer and member organisation.

A. Summary of action (e.g., breach committed, type of Misconduct, follow-up actions)		
<u>Background</u> <u>Preliminary Assessment</u> <u>Recommendations</u>		
B. Case severity classification (only applicable for safe sport misconduct)		
<input type="checkbox"/> Category A ⁵	<input type="checkbox"/> Category B ⁵	<input type="checkbox"/> Category C ⁶
C. Temporary measures imposed (if any)		
<input type="checkbox"/> Altering training schedule	<input type="checkbox"/> Providing / requiring chaperone	<input type="checkbox"/> Contact limitations
<input type="checkbox"/> Exclusion from physical spaces (e.g., toilet, shower areas, changing rooms)	<input type="checkbox"/> Removing and/or ceasing publication of any material (e.g., photos / screenshots)	<input type="checkbox"/> Attendance, enrolment, and/or completion of training, education and/or reintegration programme
<input type="checkbox"/> Measures prohibiting one-on-one interactions	<input type="checkbox"/> Suspensions from participation in some or all aspects of sport activity	<input type="checkbox"/> Loss of privileges (including facility access)
D. Affected Party / Report Provider informed of the triage outcome (e.g., refer for investigation, follow-up actions)		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	Date informed: Click or tap to enter a date.
Form completed by:		
Recommendations agreed by:		
Safe Sport Commission informed on: Click or tap to enter a date.		

⁵ Category A / B report will be managed by the Safe Sport Commission

⁶ Category C report will be managed by NSA