**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.*

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Misconduct Reported** | | | |
| Sexual Harassment | Sexual Exploitation | | Hazing |
| Sexual intercourse without Consent | Psychological abuse | | Intimate Relationship (with Minor) |
| Sexual Communications | Physical abuse | | Grooming |
| Intentional Exposure of private area(s) | Bullying | | Wilful Tolerance |
| Sexual Contact without Consent | Harassment | | Inappropriate Physical Contact |
| 1. **Type of reporting** | | | |
| Formal | Disclosure | |  |
|  | | | |
| 1. **Is the Respondent covered by a Member Organisation under the Safe Sport Programme[[1]](#footnote-1) and Safeguarding policy? (Note: Safe Sport Commission has no jurisdiction if ✓ No)** | | | |
| Yes | No | |  |
|  | | | |
| 1. **Is the alleged misconduct covered under the Safe Sport Unified Code? (Note: Safe Sport Commission has no jurisdiction if ✓ No)** | | | |
| Yes | No | |  |
|  | | | |
| 1. **Is the alleged misconduct subjected to mandatory reporting under Section 424**[[2]](#footnote-2) **of the Penal Code?** | | | |
| Yes | No | | Date Reported: Click or tap to enter a date. |
| 1. **Profile of the Affected Person** | | | |
| Name: | | | |
| Age: | Person with Disability / Vulnerable Person3: | | Role in the incident: |
| Below 18 years old | Yes | | Athlete |
| 18 years and above | No | | Others (specify)   |  | | --- | |  | |
|  | | | |
| 1. **Profile of the Respondent** | | | |
| Name: | | | |
| Age: | Power imbalance vis-a-vis Affected Party: | | Role in the incident: |
| Below 18 years old | Yes | | Athlete |
| 18 years and above | No | | Coach  Others (specify) |
| 1. **Duration of incident** | | | |
| Occurrence of incident: | | | |
| Once | Few times | | Many times |
| Location of incident occurred: | | | |
|  | | | |
| 1. **Does the Respondent have any previous record of safe sport misconduct?** | | | |
| Yes | No | | Not Known |
|  | | | |
| 1. **Safe Sport Misconduct Assessed (Note: To complete after making initial contact)** | | | |
| **Article 4A – Offences Under Domestic Law**  Penal Code Offences  Children & Young Persons Act  Protection from Harassment Act  Mental Capacity Act  Others:   |  | | --- | |  | | | **Article 4B – Sexual Misconduct**  Sexual Harassment  Sexual Communications  Intentional Exposure of Private Area(s)  Sexual Contact without Consent  Sexual Intercourse without Consent  Sexual Exploitation | |
| **Article 4C – Psychological & Physical Misconduct**  Psychological Misconduct  Physical Misconduct  Bullying  Hazing  Harassment | | **Article 4 D – Other Inappropriate Conduct**  Grooming  Intimate Relationship with Minor  Inappropriate Physical Contact  Wilful Tolerance | |
| **Article 4E – Misconduct Relating to Process**  False Reporting  Abuse of Process  Retaliation | | | |
| **Not Applicable**\* *(To complete Section K)* | | | |
| 1. **Indicate reason if ✓ “Not Applicable” in Section J** | | | |
| Lack / Insufficient evidence | False Reporting | | Abuse of Process |
| Others (specify) | | | |

|  |  |  |
| --- | --- | --- |
| 1. **Assessment Outcome** | | **Steps to be taken** |
| * Report of concern is related to | | **Refer to Safe Sport Commission IMMEDIATELY** |
| * *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 | |
| * *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 | | * Managed by member organisation[[3]](#footnote-3) * Joint assessment with Safe Sport Commission within **48 hours** |
| * *Psychological abuse,* * *Inappropriate physical contact,* * *Bullying,* | * *Physical abuse,* * *Hazing,* * *Harassment,* * *Wilful tolerance* |
| * Incident occurred only once | |

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

|  |  |  |
| --- | --- | --- |
|  | | |
| 1. **Summary of action** *(e.g., breach committed, type of Misconduct, follow-up actions)* | | |
| **Background**  **Preliminary Assessment**  **Recommendations** | | |
| 1. **Affected Party / Report Provider informed of the triage outcome** *(e.g., refer for investigation, follow-up actions)* | | |
| No | 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. | | |

1. [Overview of Response and Resolution Process](https://www.safesport.sg/case-management/service) [↑](#footnote-ref-1)
2. [Section 424 of the Criminal Penal Code](https://sso.agc.gov.sg/Act/CPC2010?ProvIds=pr424-#pr424-)

   3 [Vulnerable Persons Act 2018](https://sso.agc.gov.sg/Act/VAA2018) [↑](#footnote-ref-2)
3. *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.* [↑](#footnote-ref-3)