**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)