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| REPORT NO: |
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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.

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| 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) |
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¹ Overview of Response and Resolution Process

² Section 424 of the Criminal Penal Code

³ Vulnerable Persons Act 2018

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| 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 4 D – 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* <input type="checkbox"/> Lack / Insufficient evidence <input type="checkbox"/> Withdraw report | |
| K. Breach of other Code and/or Terms & Regulations | |
| <input type="checkbox"/> Coach’s Code of Ethics <input type="checkbox"/> ActiveSG Member’s Terms & Conditions <input type="checkbox"/> Others (specify) | |

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

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.

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

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| A. Summary of action (e.g., breach committed, type of Misconduct, follow-up actions) | | |
| <p>Background</p> <p>1.</p> <p>Preliminary Assessment</p> <p>Recommendations</p> | | |
| 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 Member Organisation