



SAFE SPORT INCIDENT REPORT FORM

Individuals may request to stay anonymous and such request will be respected by the Singapore Canoe Federation and Sport Singapore. However, we encourage that personal information is provided to enable appropriate follow up.

I wish to remain anonymous: Yes No

Your personal details

Name:			
Email:			
Contact Number:			
Gender (M / F)		Date of birth (DD/MM/YYYY):	
Organisation (if any):			

Individual or entity you want to report

Name of individual or entity:	
Organisation of the individual (if any):	
Designation of the individual (if any):	
Contact Information:	
Any other individual(s) involved:	
Any other information about the individual or entity (e.g. your relationship with the individual or entity):	

Details about the case

Please describe the case in as much detail as possible.

Date of incident: _____

Location of incident: _____

Details of incident:

(attach separate annex or evidence materials where applicable)



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Please complete the following by providing facts, not interpretations:

1. Who were involved and/or present at the incident?

2. When did the incident(s) take place?

(Date and time and if the incident happened repeatedly)

3. What took place during the incident(s)?

(Please provide factual details and witnesses' names and contact details)

4. What are the circumstances that led to the incident(s)?

5. Who in the NSA or other relevant authorities have been notified of the incident?

6. If a police report was made, please advise details of the police report on the following:

- Where the report was lodged (branch name)
- When it was lodged
- Reference number of report

I hereby declare that the information and facts stated in this report are true and accurate to my knowledge.

Signature

Date of report



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Official use – Details of Safeguarding Officer receiving this form

Name:	
Designation:	
Signature:	
Date:	