



## Safeguarding Incident Report Form

*Violence and Abuse in Sport — International School Sport Federation (ISF)*

*Please fill in as much detail as possible.*

*All information is treated with strict confidentiality.*

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*INSTRUCTIONS: This form is divided into 8 sections. Please complete as many fields as possible. Reports made in good faith are fully protected. Estimated completion time: 20 minutes.*

*We appreciate the time and courage it takes to submit this report. We recognise that this is not an easy step, and we value your trust. All information shared will be treated with absolute confidentiality. The ISF and its Event Safeguarding Officer (ESO) are committed to carefully reviewing each report and taking appropriate action in a diligent and responsible manner. Your willingness to report directly contributes to a safer, more ethical and fair sporting environment for everyone.*

### SECTION 01 — Anonymity and Confidentiality

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*You may choose to remain anonymous. No personal data is collected automatically.*

*You do not need to identify yourself to submit a report. By submitting this form, no personal data is collected automatically — only what you choose to fill in. Reports made in good faith are fully protected.*

1. Do you wish to remain anonymous?

- Yes.
- No.

2. What is the nature of this report?

- I am the victim and am reporting my own situation.
- I am reporting on behalf of the victim.
- I was a direct witness of the incident.
- I have third-party information that may be relevant.

### SECTION 02 — About You — The Reporting Party

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*Identification details. Optional fields if you chose to remain anonymous.*

3. First name *(optional)*

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4. Last name *(optional)*

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5. Email *(optional)*

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6. Phone number *(optional)*

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**7. Your relationship to the alleged victim**

- Myself — I am the victim.
- Parent / Guardian.
- Other family member.
- Coach.
- Fellow athlete.
- Friend / Acquaintance.
- Multidisciplinary team member.
- Agent / Representative.
- Delegation member.
- No direct relationship.
- Prefer not to say.
- Other relationship.

**8. If you selected 'Other relationship', please specify:**

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**SECTION 03 — Information About the Victim(s)**

*If there are multiple victims, use the additional comments field at the end of this section.*

**9. Victim's first name**

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**10. Victim's last name**

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**11. Sex**

- Male.
- Female.
- Unknown.

**12. Age group**

- Under 18 years old.
- Adult — 18 to 40 years old.
- Adult — over 40 years old.
- Age unknown.

**13. Date of birth *(optional)***

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**14. Nationality**

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**Victim's sport affiliation**

**15. Sport / Discipline**

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16. Club / Team / Organisation

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17. SSE (School Sport Entity) / National Federation

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18. ISF event name and edition *(if the incident occurred at an ISF event)*

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19. Category / Level

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**Victim's contact details**

*Provide contact information only if the victim has given explicit permission to be contacted directly.*

20. Victim's email *(optional)*

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21. Victim's phone number *(optional)*

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22. If the victim is a minor — legal guardian's name, email and phone number

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23. Additional information about the victim(s)

*Include any additional relevant information. Additionally, if there are multiple victims, use this space to provide details about the others.*

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## SECTION 04 — Reported Person — Alleged Perpetrator

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*Fill in what you know. Use the comments field for multiple alleged perpetrators.*

**24. First name**

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**25. Last name**

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**26. Sex**

- Male.
- Female.
- Unknown.

**27. Age group**

- Under 18 years old.
- 18 to 40 years old.
- Over 40 years old.
- Age unknown.

**28. Nationality**

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**29. Club / Organisation**

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**30. Current role**

- Coach.
- Athlete / Player.
- Team manager / Administrator.
- Referee
- Technical official.
- Multidisciplinary team member.
- Agent / Sports representative.
- Parent / Guardian.
- Volunteer / Assistant.
- LOC (Local Organising Committee) staff.
- ISF member / official.
- SSE (School Sport Entity) staff or representative.
- Sporting organisation employee.
- Other role.

**31. If you selected 'Other role', please specify:**

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**32. Alleged perpetrator's relationship to the victim**

- Direct coach.
- Line manager / Superior.
- Teammate.
- Family member / Guardian.

- Multidisciplinary team professional.
- Unknown / No clear relationship.
- Other relationship.

**33.** If you selected 'Other relationship', please specify:

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**34.** Additional information about the alleged perpetrator *(optional)*

*If there are multiple alleged perpetrators, describe the others here. Include any information that may help identify the person.*

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## **SECTION 05 — About the Incident(s)**

*Describe the facts in as much detail as possible. This supports appropriate assessment and response.*

**35.** Type of violence, abuse or misconduct — tick all that apply

- Psychological abuse / Emotional abuse.
- Bullying
- Harassment.
- Hazing / Initiation practices.
- Neglect or omission.
- Racism (race, colour, ethnicity or national origin).
- Discrimination based on sexual orientation and/or gender identity.
- Gender-based violence.
- Financial abuse / Economic exploitation.
- Digital violence / Online abuse.
- Physical abuse.
- Sexual harassment.
- Sexual abuse.
- Other type of misconduct.

**36.** If you selected 'Other', please specify:

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**37.** Date of incident (*if recurring, provide the most recent date*)

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**38.** Location of incident

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**39.** Context of incident

- During training / practice.
- During competition.
- During travel
- Team accommodation.
- In changing rooms
- Online / digital / social media.
- Outside the sporting context.
- Unknown.
- Other context.

**40.** If you selected 'Other context', please specify:

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**41.** Is this an isolated incident or a recurring pattern?

- Isolated incident.
- Recurring behaviour / repeated pattern.
- Not sure.

**42.** Detailed description of what happened

*Describe the facts: what happened, when, how, where and under what circumstances. You may also report information shared with you by a third party.*

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## SECTION 06 — Witnesses and Evidence

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*Information about other individuals and proof that may support an investigation.*

**43.** Are there witnesses to the incident(s)?

- Yes.
- No.
- Unknown.

**44.** If yes — witness details

*Name, contact information, role and any information that may help locate them.*

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### Evidence

**45.** Is evidence available? — tick all that apply

- Photos / images.
- Videos / recordings.
- Messages / emails / chats.
- Documents / contracts.
- Medical / psychological reports.
- Social media posts.
- No evidence available.
- Other type of evidence.

**46.** Describe the available evidence

*Briefly describe what you have available and where it is stored.*

## **Other individuals with relevant information**

### **47. Other individuals who could assist an investigation**

*Name, role / relationship and contact details of individuals who may have relevant information.*

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## **SECTION 07 — Actions Already Taken**

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*Please indicate whether this case has already been reported to other authorities or whether any measures have been taken.*

### **48. Has this case already been reported to any other body?**

- Police / criminal authority.
- Club / Team.
- SSE (School Sport Entity) or National Federation.
- ISF.
- Local child protection or social services authority.
- National Olympic or Paralympic Committee.
- Event Safeguarding Officer (ESO).
- Not yet reported to anyone.
- Other.

### **49. Describe the actions already taken**

*Include dates, by whom they were taken, and what the outcomes or next steps were.*

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**50. Additional information** *(optional)*

*Any other relevant detail about the incident, the victim(s), the alleged perpetrator or the context.*

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**SECTION 08 — Review and Submission**

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*Read carefully and sign before submitting.*

*By submitting this form, you confirm that the information provided is true to the best of your knowledge. Reports made in good faith are fully protected. Intentionally false reports may constitute a violation of the ISF regulations.*

**51. Final confirmations**

- I confirm that the information provided is true to the best of my knowledge.
- I understand that all information will be treated with strict confidentiality.
- I authorise being contacted for follow-up on this report. (optional)

**52. Final remarks** *(optional)*

*Include any additional observations.*

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Place and date:

\_\_\_\_\_, \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of the reporting party:

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