



**SAFE SPORT**  
COMMISSION SINGAPORE

# ONBOARDING TOOLKIT

for Safe Sport Programme Members



MARCH 2022

## WHAT this toolkit is for

This toolkit will guide your organisation in the adoption of essential elements of the Safe Sport Programme.

All the documents referred to in this Toolkit can be found at



<https://www.safesport.sg/onboarding>

## WHY onboarding is important

By properly adopting the Safe Sport Programme, your organisation will:

- ensure the Unified Code and rules in the Handbook applies to your participants
- help participants understand their roles and responsibilities under these policies
- be able to leverage the case management service to address safeguarding incidents

**3** Programme Services

**4** Core Documents

**5** Adoption Process

**6** Risk Assessment

**7** Training & Education

**9** Case Management



# WHAT BEING A MEMBER MEANS

## MEMBERSHIP OBLIGATIONS

### 1 - ADOPT

Incorporate Unified Code and Handbook into NSA Safe Sport Policy

*Adoption Process (Page 5)*



### 2 - IMPLEMENT

Communicate NSA Safe Sport Policy to participants

Train, onboard and educate participants on their roles and responsibilities

*SportSG-ED (Page 7 & 8)*



### 3 - ENFORCE

Appoint a trained Safeguarding Officer to ensure policies are adhered to and to provide first responder support.

Respond and resolve low level concerns with sensitivity and fairness. Refer where incidents are moderate to severe

*Case Management (Page 9)*



## ACCESSIBLE SERVICES

### Policy & Advocacy

- Guided risk assessment and mitigation strategies
- Template policies and forms for specific areas in environment

### Training & Education

- Online certification modules
- Role specific workshops for awareness or intervention
- Safeguarding Officer Training by safeguarding experts

### Case Management

- Assistance with responding and resolving
- Access to central case reporting system for safeguarding officers
- Psychosocial support for affected parties and respondents

**An annual subscription fee will be invoiced to Member Organisations**

## Grants for National Sports Associations

As a key signatory of the Safe Sport Programme, SportSG recognizes the importance of sport-specific Safe Sport initiatives. To apply for a grant, email [Ng\\_Kend\\_Tuck@sport.gov.sg](mailto:Ng_Kend_Tuck@sport.gov.sg)

These initiatives may take the form of:

- resources (e.g. curriculum, onboarding materials)
- advocacy (e.g. road shows, workshops)
- creating safe physical spaces for sport participation

# CORE DOCUMENTS

The definitions, processes and mechanisms set out in these documents were derived from the extensive [community consultations](#) in 2021.

These documents will need to be adopted into your organization's policies  
(see *Adoption Process on Page 5*)

## UNIFIED CODE

- outlines general principles
- describes forms of sexual, psychological and physical misconduct
- provides examples
- defines specific terms



## HANDBOOK

- obligations of Member Organisations and the Safe Sport Commission
- procedures for managing reports
- decision-making framework
- measures and sanctions
- hearing rules and processes relating to the Safe Sport Disciplinary Panel



# ADOPTION PROCESS

## AGREE

Sign Participation Agreement to access services of Programme



- **Onboarding Toolkit**
- **Unified Code**
- **Handbook**

## ASSESS

Undertake guided Risk Assessment to identify risks and associated mitigation strategies



- **Risk Assessment Tool**
- **Safe Sport Policy Template**

## INCORPORATE

Incorporate Unified Code and Handbook into new NSA Safe Sport Policy

*Please send final draft of NSA Safe Sport Policy to Safe Sport to check that it properly incorporates the necessary elements of the Programme*

## CHECK LIST



Read member obligations in Handbook



Complete Risk Assessment Tool (see page 6)



Engage with appropriate persons within your community or organisation for feedback or consensus



Understand services to maximize benefits



Review current policies and check for overlap (e.g. International Federation Guidance, Field of Play rules, Disciplinary processes)



Obtain necessary approvals and clearances (e.g. board and legal)



Meet with Safe Sport Policy Manager and consider need for other specific policies



Communicate new Safe Sport Policy to community

# RISK ASSESSMENT TOOL

The risk assessment tool helps NSAs to identify environmental risks and highlight current gaps that need to be addressed through mitigation strategies

## SECTION 1

- List down the programmes and services in your NSA
- Identify the personnel involved in these programmes and services

## SECTION 2

- Identify the risk factors in your sporting environment
- Identify the current practices and guidelines to mitigate these risk factors

## SECTION 3

- Identify the current training, recruitment and reporting policies

Risk factors	Yes/No	What are the safeguards in place?
There are programmes or services which are conducted in a <b>1-1 setting</b> (e.g., consultations, individual training sessions)		
There are programmes or services which are conducted in an <b>enclosed/indoor area</b> (e.g., meeting rooms, labs, clinics)		
There are programmes or services which are conducted in a <b>private area</b> (e.g., low human traffic)		

Click the icon to download the full risk assessment tool



# SportSG-ED

Education & Development

Access Rights	Available Functions	Roles	Access Limit Per Year
<b>Learner-administrators</b>	<ul style="list-style-type: none"> <li>• Upload independently developed sport-specific Safe Sport materials (e.g. volunteer onboarding e-modules)</li> <li>• Accepted formats: SCORM packages, videos, brochures</li> <li>• Provide access to learners</li> <li>• Assessment features (e.g. quiz, reflection, evaluation)</li> <li>• Social Learning Space</li> <li>• Tracking and generation of learner reports</li> </ul>	Staff of NSAs / Safeguarding Officers	3 pax
<b>Learners</b>	<ul style="list-style-type: none"> <li>• Attend role-specific online Safe Sport awareness modules</li> <li>• Generate Certificates</li> </ul>	<ul style="list-style-type: none"> <li>• Sport Administrators (Staff/Board Members)</li> <li>• Coaches (Non-NROC)</li> </ul>	10 pax
<b>Learners</b>	<ul style="list-style-type: none"> <li>• Attend role-specific online Safe Sport awareness modules</li> <li>• Generate Certificates</li> </ul>	<ul style="list-style-type: none"> <li>• Parents</li> <li>• Athletes</li> <li>• NROC Coaches</li> <li>• Volunteers*</li> </ul>	Unlimited
<b>Learners</b>	<ul style="list-style-type: none"> <li>• Blended learning module on SportSG-ED (available in 2022)*</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding Officers</li> </ul>	2 pax

*\*new in 2022*

## HOW TO ACTIVATE your Learner Administrator access rights

**Step 1:** Create a SportSync account with your organisation's CorpPass ID

**Step 2:** Send details to [contact@safesport.sg](mailto:contact@safesport.sg) - Full Name, Designation, Email, Mobile No.

**Step 3:** Upon approval, Safe Sport will contact you on the steps to activate your access to SportSG-ED

# Learner-administrators

Additional benefits of Learner-administrators:

- SportSG-ED as a platform to host and manage your own training materials
- Mobile-friendly learning modules
- Push notifications to learners through emails
- Create Learner Groups - Coach, Athletes, Sport Administrators etc.
- Automatic generation of digital certifications
- Host discussion forums for community interaction

## Other Workshops

### **Safeguarding Officer Training Certification Course**

- In addition to e-learning module, 1-day practical component including role plays and a competency assessment
- Conducted by experienced psychologist in providing trauma-informed care

### **Customised Workshops**

- NSAs to co-develop and organise with Safe Sport
- Workshop is dependent on NSA's needs - awareness or intervention approach

# CASE MANAGEMENT

In order for the Safe Sport Commission to assist the NSA in case management:

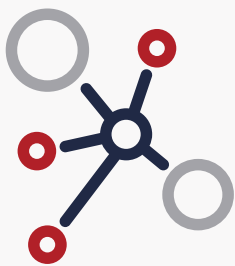
- persons against whom the allegations are made must be covered by the NSA Safe Sport Policy
- the Unified Code and the Handbook should be incorporated through the NSA Safe Sport Policy

**This is why is important to get the Adoption Process (Page 5) right.**

During the adoption process, the NSA Safeguarding Officer will receive a guide for triaging incidents and classifying severity so he/she may establish the most appropriate party to respond and resolve reports of concern.

In the meantime, these are some things to consider:

- Does your organisation have a process for reporting safeguarding concerns which is signposted clearly?
- Does your organisation have a process for resolving low level concerns?



## CENTRAL CASE MANAGEMENT SYSTEM\*

- accessible by NSA Safeguarding Officer
- secure recording of case notes and evidence, statements
- automated report generation
- repository for reference of prior disciplinary incidents

*\*available Q4 2022*

## SAFE SPORT SUPPORT NETWORK

*partnership with SNOC Athletes' Commission, Women in Sport Committee and Team Nila*

- Facilitating access for trained befrienders and counsellors for enhanced psychosocial support
- Available for both Affected Parties and Respondent



# ONBOARDING SCHEDULE

DATE	GROUPINGS
19 April	Swimming, Gymnastics, Archery
26 April	Rugby, Volleyball, Netball, Football
26 April	SDSC, Special Olympics
7 June	Bowling, Fencing, Shooting
14 June	Dragonboat, Rowing, Canoe, Sailing
21 June	Silat, Taekwondo, Wrestling, Boxing
28 June	Judo, Wushu, Weightlifting
5 July	Tennis, Squash, Sepak Takraw, Badminton, Table Tennis
12 July	Handball, Basketball, Baseball, Cricket
19 July	Floorball, Hockey, Ice Hockey
26 July	Athletics, Triathlon, Mountaineering, Cycling

# ONBOARDING SCHEDULE

DATE	GROUPINGS
2 August	Lawn Bowls, Boules, Cue-sports, Golf
16 August	Muay Thai, Karate, Kendo, Equestrian, Modern Pentathlon
23 August	Ski, Ice Skating, Dancesport, Rollersport
30 August	Underwater, Waterski, Powerboat, Lifesaving
6 September	Motor Sports, Esports, Gateball, Pickleball
13 September	Chess, Contract Bridge, Weiqi, Xiangqi

- NSAs are grouped according to type of sport and similarity of environmental factors (e.g. team vs individual sports)
- Major games (e.g. SEA Games) are taken into account when planning the schedule
- Meetings will be held on **Tuesdays, 2-3pm** in SportSG or common venue of NSAs' preference
- If you are unable to attend the meeting on your scheduled date, kindly email [Ng\\_Kend\\_Tuck@sport.gov.sg](mailto:Ng_Kend_Tuck@sport.gov.sg)



## WHO TO CONTACT

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