



Sport for All Confederation of Hong Kong, China Limited

CHILD SAFEGUARDING POLICY

1. Introduction

The Sport for All Confederation of Hong Kong, China Limited (the Confederation) is fully committed to the safeguarding of children. All children have an equal right to protection regardless of their age, gender, ability, culture, racial origin, religious belief and sexual identity. Child abuse will not in any forms be tolerated.

This policy gives the definition of child abuse, provides guidelines and explains the principles for responding to and handling child abuse incidents, and introduces measures to enhance child safeguarding.

It applies to all persons working for the Confederation or on the Confederation's behalf in any capacity, including Officers, Committee Members, staff members, National Sports Associations (NSA) members involved in the business of the Confederation, Members of the Hong Kong, China Delegation (e.g. Chef de Mission, headquarters officials, medical officials, sports team officials and athletes), members of staff of contractors, interns and volunteers.

2. Definition

- 2.1 Child abuse is defined as any act of commission or omission that endangers or impairs the physical / psychological health and development of an individual under the age of 18.
- 2.2 Child abuse is committed by individuals, singly or collectively, who, by their characteristics (e.g. age, status, knowledge, organizational form), are in a position of differential power that renders a child vulnerable.
- 2.3 Child abuse may take the following forms:
 - 2.3.1 **Physical harm / abuse:** This refers to physical injury or suffering inflicted on a child by violent or other means (e.g. punching, kicking, striking with an object, poisoning, suffocation, burning, etc.), where there is a definite knowledge, or a reasonable suspicion that the injury has been inflicted non-accidentally.
 - 2.3.2 **Sexual abuse¹:** This refers to forcing or enticing a child to take part in any acts of sexual activity for sexual exploitation or abuse and the child does not consent to or fully understand or comprehend this sexual activity that occurs to him/her due to mental immaturity. The sexual activity may involve physical contact (e.g. inappropriate touching) or non-contact activities (e.g. showing of pornography).

¹ For the purpose of this policy, conduct of a sexual nature which constitutes sexual harassment will also be dealt with as a child abuse incident.

- 2.3.3 **Neglect:** This refers to a severe or repeated pattern of lack of attention to a child's basic needs that endangers or impairs the child's health or development (e.g. failing to provide adequate food / appropriate medical care).
- 2.3.4 **Psychological harm / abuse:** This refers to a repeated pattern of behaviour and/or an interaction between carer and child, or an extreme incident that endanger(s) or impair(s) the child's physical and psychological health (including emotional, cognitive, social and physical development) (e.g. shaming as a form of motivation).
- 2.4 Child abuse may take the form of a repeated pattern, multiple incidents or a single but serious incident. An individual incident may also involve more than one type of harm / abuse to the child.
- 2.5 A comprehensive list of possible indicators of child abuse is provided in Chapter 4 "Case Identification, Initial Handling and Reporting" of "Protecting Children from Maltreatment – Procedural Guide for Multi-disciplinary Co-operation", which is developed by the Social Welfare Department (SWD) and is available in the following link:
[https://www.swd.gov.hk/storage/asset/section/1447/en/Procedural Guide Core Procedures \(Revised 2020\) Eng 2Nov2021.pdf](https://www.swd.gov.hk/storage/asset/section/1447/en/Procedural%20Guide%20Procedures%20(Revised%202020).pdf).
- 2.6 Examples of good practice and risky practice when interacting with children while carrying out work or duties are given at **Appendix I**.

3. Responding to Child Abuse

- 3.1 A person may become aware of a possible child abuse incident by:
 - 3.1.1 seeing it happen;
 - 3.1.2 hearing it from someone else;
 - 3.1.3 hearing it directly from the child concerned; or
 - 3.1.4 receiving an anonymous allegation.
- 3.2 If a person suspects or becomes aware of a possible child abuse incident, he/she should in the first instance record all the facts using the form at **Appendix II**. The completed form should be forwarded to the Hon. Secretary General, whose contact details are given in 7.1 below.
- 3.3 The safety, needs and welfare of the child concerned shall be of top priority. A person hearing the incident directly from a child should take the following steps:
 - 3.3.1 Stay calm so as not to frighten the child.
 - 3.3.2 Reassure the child that he/she did the right thing in reporting.
 - 3.3.3 Listen to the child to show that he/she is being taken seriously.
 - 3.3.4 Keep questions to a minimum so that there is a clear and accurate understanding of what has been said. Only ask questions to clarify what has been said and avoid leading questions.
 - 3.3.5 Inform the child that to help stop the abuse from continuing, what he/she say will be repeated to other people.
 - 3.3.6 If the child needs urgent medical attention, take him/her to a medical professional or call the emergency services immediately.
- 3.4 While it is not the responsibility of a person to investigate or decide whether or not child abuse has taken place, all persons working for the Confederation or on the Confederation's behalf have the responsibility to report any suspicion of child abuse.

4. Handling Child Abuse

- 4.1 When a report of a possible child abuse incident is received, the Hon. Secretary General (please refer to 7.1 for details) will pass it to the Board of Directors in the first instance.
- 4.2 The Hon. Secretary General / Hon. Deputy Secretary General will inform the parents / guardians of the child concerned immediately. The parents / guardians will be advised that the Confederation will fully cooperate with any investigation and respect their right to report to the Police / SWD.
- 4.3 The incident will be reported to Child Abuse Investigation Unit (CAIU) of the Police (hotline: 3661 7100) or Family and Child Protective Services Unit (FCPSU) of SWD (hotline: 2343 2255). The Child Safeguarding Officer will coordinate with the Police / SWD for any support / follow-up.
- 4.4 Depending on the seriousness of the incident and the role of the alleged perpetrator, the Confederation may take the following steps regarding the alleged perpetrator:

If the alleged perpetrator is a staff member of the Confederation	<ul style="list-style-type: none">i. If the case is under investigation by relevant law enforcement agencies / SWD, the alleged perpetrator will be assigned other duties where he/she would not be in contact with children / the informant / other parties involved or will be suspended from duty without pay according to Sections 9 and 11 of the Employment Ordinance (Cap. 57).ii. If there is insufficient evidence to proceed with charges by relevant law enforcement agencies or the staff is acquitted from the criminal charges, but during investigation it was revealed that the staff was involved in inappropriate behaviours, the case will be recorded in the staff member's personnel file for record. In addition, his/her case will be subject to a disciplinary review by the Board of Directors. Disciplinary sanctions will be given subject to the outcome of review. If after review, it is found that the staff member is suitable to return to work, he/she will be offered support and training, as appropriate.iii. If the alleged perpetrator is found or pleads guilty, he/she will be dismissed.
If the alleged perpetrator works for the Confederation on a voluntary basis (e.g. Officer / Committee Member / NSA Member / Member of the Hong Kong, China Delegation / volunteer)	<ul style="list-style-type: none">i. If the case is under investigation by relevant law enforcement agencies / SWD, the alleged perpetrator will be assigned other duties where he/she would not be in contact with children / the informant / other parties involved or will be suspended from his/her role.ii. If there is insufficient evidence to proceed with charges by relevant law enforcement agencies or the

	<p>alleged perpetrator is acquitted from the criminal charges, but during investigation it was revealed that he/she was involved in inappropriate behaviours, his/her case will be subject to a disciplinary review by the Board of Directors. Whether the alleged perpetrator could return to his/her role and complete the remaining tenure will be subject to the final decision of the Board.</p> <p>iii. If the alleged perpetrator is found or pleads guilty, his/her appointment will be terminated.</p>
If the alleged perpetrator is a member of staff of a contractor of the Confederation	<p>i. The Confederation will request the relevant company to change the staff concerned, pending the investigation outcome of the relevant law enforcement agencies / SWD.</p> <p>ii. The Confederation reserves the right to terminate the contract with the relevant company if no other staff is available.</p>
If the alleged perpetrator is not directly related to the Confederation	The Confederation will report the incident to the relevant law enforcement agencies / SWD for handling and follow their subsequent advice on any follow-up steps.

4.5 A flow chart on handling possible child abuse incidents is provided in **Appendix III** for reference.

4.6 In case of an anonymous report, the Confederation shall refer the incident to the Police / SWD for advice.

5. Principles of Handling Child Abuse

The Confederation shall handle suspected incidents of child abuse based on the following principles:

5.1 **Fairness:** Enquiries and complaints should be handled in a just and impartial manner to ensure that the person reporting the incident (the informant), the alleged perpetrator, the child concerned and his/her parent(s) / guardian(s) are fairly treated, and that all parties have the chance to present their evidence.

5.2 **Confidentiality:** Assurance should be given to the informant and the child concerned that their identity and the information they provide will be kept confidential and will only be disclosed to relevant parties handling the incident (e.g. SF&OC staff, SWD, the relevant law enforcement agencies, etc.), the alleged perpetrator and the child's parent(s) / guardian(s) on a need-to-know basis.

5.3 **Promptness:** Child abuse incidents should be handled promptly because all parties concerned are under pressure. The Federation pledges to deal with incidents without any delay.

- 5.4 **Transparent procedures:** The procedures for handling child abuse incidents should be made known to all persons related to the Federation.
- 5.5 **Protection:** Informants, witnesses and the child concerned should be protected against victimization, including retaliation and discrimination. Victimization means being treated less favourably after reporting an incident or acting as witness.
- 5.6 **Avoiding conflict of interest:** If the staff member who handles the enquiry / child abuse incident is closely related to the informant, the alleged perpetrator, the child concerned or his/her parent(s) / guardian(s) (e.g. relatives), or the alleged perpetrator is the person-in-charge of child abuse incidents, the incident should be handled by another person.
- 5.7 **Discretion:** Empathy shall be shown to the feelings of the child concerned (e.g. avoid asking the child to repeat his/her story to multiple parties, appoint investigators of the same sex to interview the child, etc.) to ensure that the child would not be unnecessarily distressed or humiliated. Child abuse incidents should be handled discreetly such that related parties would not be unnecessarily distressed.

6. Measures for Child Safeguarding

- 6.1 **Awareness:** The Confederation shall ensure that all persons working for the Confederation or on the Confederation's behalf are aware of the high standards of behaviour and conduct expected of them in child safeguarding through the following means:
- 6.1.1 Uploading this policy onto the Confederation's website for stakeholders' reference;
 - 6.1.2 Requiring all persons working for the Confederation or on the Confederation's behalf in any capacity to sign an undertaking to comply with this policy;
 - 6.1.3 Providing regular training to staff members who have contact with children to enhance their awareness of child safeguarding;
 - 6.1.4 Collaborating with the SWD, Plan International or other relevant organizations to provide seminars or workshops on child safeguarding to stakeholders on a need basis; and
 - 6.1.5 Encouraging NSAs to formulate a policy on child safeguarding and to make reference to the International Olympic Committee's Toolkit on "Safeguarding athletes from harassment and abuse in sport".
- 6.2 **Prevention:** The Confederation shall take the following precautionary measures when employing staff:
- 6.2.1 Making every effort during recruitment to understand candidates' attitude towards child safeguarding (e.g. asking screening questions during interviews, conducting background checks, etc.);
 - 6.2.2 Requiring all potential employees (including all coaches) who need to be in contact with children or mentally incapacitated persons at work to apply for the Sexual Conviction Record Check before offering an appointment; and
 - 6.2.3 Requiring potential employees from outside Hong Kong to provide proof issued by their previous country / region of residence to the effect that they do not have any criminal conviction records against sexual offences.
- 6.3 **Reporting:** The Confederation shall ensure that all persons working for the Confederation or on the Confederation's behalf are clear on what steps to take where suspicions or concerns arise regarding child abuse. Furthermore, the Confederation shall cultivate a

culture where all persons feel that they can openly discuss issues related to child abuse without fear of retribution.

7. Other Relevant Information

7.1 Contact details of the Hon. Secretary General are given below:

Division / Team		Tel. no.
Secretariat	Hon. Secretary General / Hon. Deputy Secretaries General	2504 8642
Address: Sport for All confederation of Hong Kong, China Limited, 1032A, Olympic House, 1 Stadium Path, So Kon Po, Hong Kong		
Email: secretariat@sportforallhk.org		

7.2 This policy shall undergo review once every two years. This version was last reviewed on 1 April 2022.

Child Safeguarding Policy – Code of Conduct

Examples of good practice and risky practice when interacting with children while carrying out work or duties for the Federation are given below:

Good practice	Risky practice
<ul style="list-style-type: none"> - Interact with children in a professional way directly related to one's work or duties. - Communicate with children (including through electronic means) in a transparent and accountable manner. - Use supportive language and tone. - Be responsive to a child's needs and arrange activities that are suitable to children's age and capability. - Treat all children equally and with respect and dignity. - Keep activities open to observation. - Touch should be age-appropriate and only with the necessary amount for coaching, training, safety or medical needs. - Gain written parental consent for any away trips or activities. - Ensure that if mixed-gender children are taken on away trips, they are always accompanied by staff members of both genders. - Respect the trust of children and maintain appropriate boundaries and relationship with them. - Teach children the safety rules and ensure that they understand the given instruction. - Ensure a suitable staffing ratio of adult to children in activities. - Ensure the activities' equipment is fit for purpose, safe to use and placed appropriately. - Ensure surrounding environment is appropriate and safe for children's activities. 	<ul style="list-style-type: none"> - Interact with children in an overfamiliar way not directly related to one's work or duties (e.g. oversharing personal information). - Communicate with a child in a private and excessive manner. - Humiliate or intimidate a child (e.g. shouting or swearing). - Neglect a child's needs (e.g. assigning inappropriate activities or training loads and requiring children to participate when injured or unwell). - Discriminate against children's gender, race, sexual orientation and ability. - Unnecessarily spend excessive amounts of time alone with a child away from others (e.g. transporting a child alone in a car, entering a child's room / place of residence alone, inviting a child to one's home / place of residence alone, etc.). - Touch a child unnecessarily (e.g. touching on the face, chest or bottom, kissing and tickling). - Engage in questionable behaviours, such as flirting, joking and rough playing. - Allow children to use inappropriate language or bully others unchallenged. - Give and receive inappropriate gifts. - Take pictures with personal devices or in changing rooms and toilets. - Fail to record and act upon allegations of abuse made by a child.

Good practice	Risky practice
<ul style="list-style-type: none"> - Correct the inappropriate behaviours of children and take necessary actions immediately if there is possible safety risk. - Be attentive to children’s physical needs and offer rest time, water break and toilet break. - Create and maintain an open culture and inform children of what they can do if they encounter problems or difficulties. - No contact online between adult and children outside the virtual activities to avoid grooming² of children. - Ensure security setting are set to private and invite-only on the chosen platform for virtual activities. - Respect children’s right to privacy and confidentiality. 	<ul style="list-style-type: none"> - Expose children to extreme weather conditions without ensuring adequate clothing or hydration. - Encourage the use of drugs or harmful substances to enhance performance. - Hit, assault or physically discipline children in ways that are abusive. - Expose children to inappropriate materials such as pornography and violent pictures and videos. - Be under the influence of alcohol and drugs. - Be alone with a child in a changing room or toilet. - Leave venue with a child or children unsupervised.

² Sexual grooming refers to designedly establishing a relationship / an emotional connection with a child by various means for gaining his/her trust with an intent to sexually abuse him/her (e.g. communicating with a child through mobile phone or the Internet).



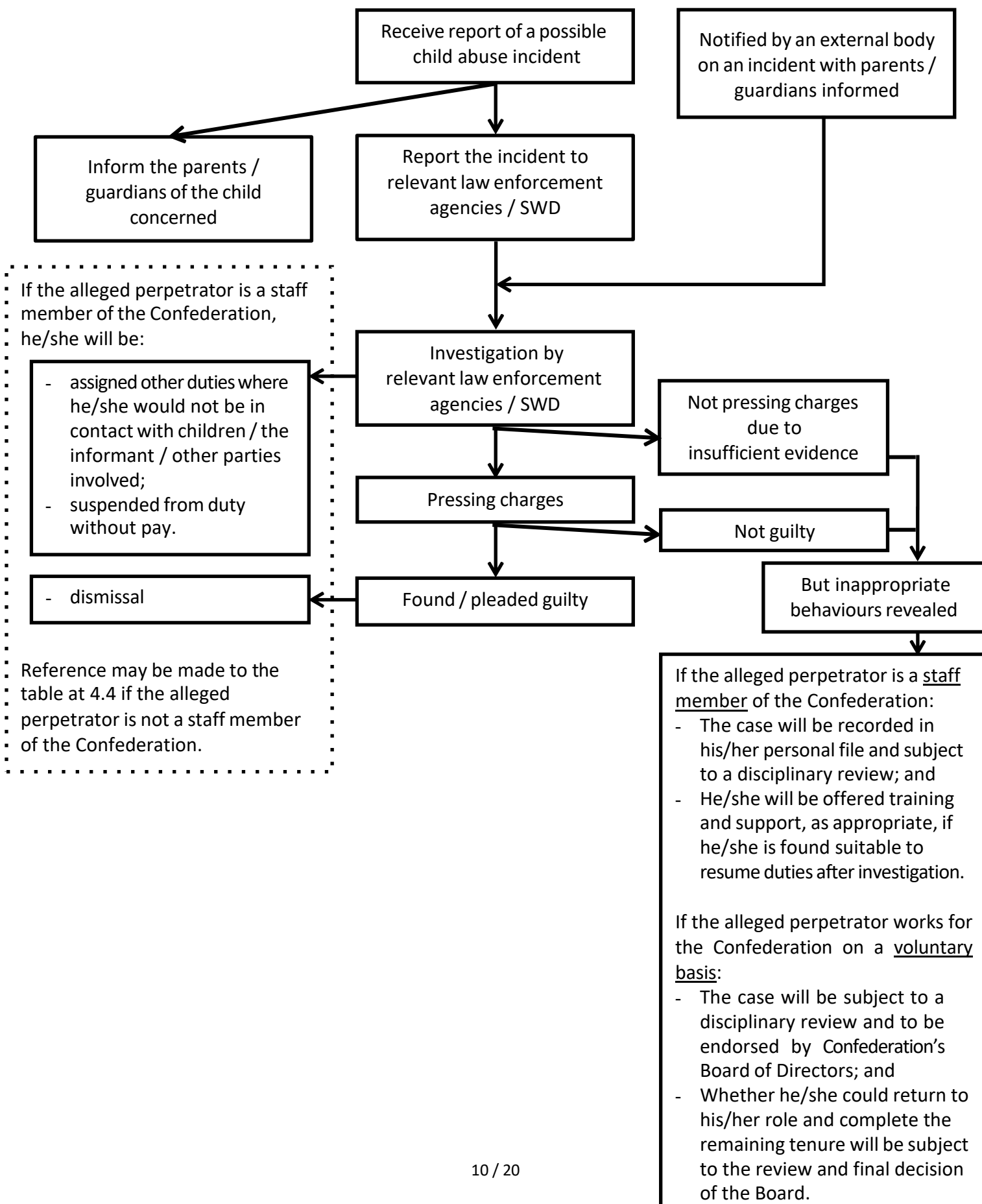
Sport for All Confederation of Hong Kong, China Limited

Allegation of Child Abuse Report

Person reporting the incident (informant)		
Name of informant:	Role of informant:	
Contact details of informant:	Report time & date:	
Child concerned (victim)		
Name of victim:	Date of birth / age of victim:	
Contact details of victim:	Name of parent / guardian (specify relationship):	
Details of the incident(s)		
Date / time (or frequency):	Location:	
Name of alleged perpetrator:	Role of alleged perpetrator:	
Description of the incident(s):		
External parties contacted (if applicable): <input type="checkbox"/> Social Welfare Department <input type="checkbox"/> Police <input type="checkbox"/> Medical professional / emergency services <input type="checkbox"/> Others: _____	Advice provided by the external parties contacted (if applicable):	
Signatures:		
Informant	Hon. Secretary General / Hon. Deputy Secretaries General	President / Vice President
Name: Date:	Name: Date:	Name: Date:
Follow-up actions (to be completed by respective Hon. Secretary General / Hon. Deputy Secretaries General)		
Actions taken: <input type="checkbox"/> Prosecution: _____ <input type="checkbox"/> Case Result: _____ <input type="checkbox"/> Disciplinary Review/Result: _____ <input type="checkbox"/> Action: _____		

**Sport for All Confederation of Hong Kong, China Limited
Flowchart on Handling Possible Child Abuse Incident**

The Confederation should play a monitoring role on the case and report to the Board regularly.





中國香港群眾體育聯會有限公司

保護兒童政策

1. 引言

中國香港群眾體育聯會（下稱本會）致力確保兒童得到最佳照顧及保護。所有兒童不論其年齡、性別、能力、文化、族裔、宗教信仰及性別認同，均享有受到保障的同等權利。本會不會容忍任何形式的虐待兒童行為。

本《保護兒童政策》旨在闡明虐待兒童的定義，提供指引及解釋回應與處理虐兒個案的原則，並引入提升兒童保障的措施。

本政策適用於所有為本會工作或以任何名義代表本會的人員，包括委員、委員會成員、職員、參與本會事務的體育總會成員、中國香港代表團成員（如團長、團部官員、醫療人員、體育隊伍官員、運動員）、合約供應商的職員、實習人員及義工。

2. 定義

2.1 虐待兒童是指對十八歲以下人士作出 / 不作出某行為以致兒童的身心健康發展受危害或損害。

2.2 虐待兒童行為源於人們（單獨或集體地）利用本身與兒童之間權力差異的特殊地位（例如年齡、身分、知識、組織形式），使兒童處於一個易受傷害的境況。

2.3 虐待兒童行為可分為以下類別：

2.3.1 **身體傷害 / 虐待**：指對兒童使用暴力或以其他方式令兒童身體受傷或痛苦（例如拳打腳踢、以物件擊打、下毒、使窒息、灼傷等），而且有明確的資料可以肯定或合理地懷疑這些傷害並非意外造成的。

2.3.2 **性侵犯**¹：指強逼或誘使兒童參與性活動，以對兒童作出性方面的利用或侵犯，而兒童並不同意或因心智發展未成熟而不能完全明白或理解發生在他 / 她

¹ 就本政策而言，任何可構成性騷擾的涉及性的行徑，亦會被視作虐兒個案處理。

身上的這些性活動。這些性活動包括與兒童有直接身體接觸的行為（如不當的觸碰）或沒有身體接觸的行為（如展示色情物品等）。

2.3.3 **疏忽照顧**：指嚴重或重複地忽視兒童的基本需要，以致危害或損害兒童的健康或發展（如沒有給予兒童必需的飲食 / 適當的治療）。

2.3.4 **心理傷害 / 虐待**：指危害或損害兒童身心健康（包括兒童的情緒、認知、社交或身體發展）的重複的行為及 / 或照顧者與兒童之間的相處模式；或極端事件（如以羞辱作為激勵的方法）。

2.4 虐待兒童行為可能牽涉重覆的模式、多次事件或單一但嚴重的事故。個別個案亦可能涉及超過一種傷害 / 虐待兒童行為的類別。

2.5 由社會福利署制訂的「保護兒童免受虐待 — 多專業合作程序指引」的第四章「識別個案、初步處理及通報」列舉了兒童受虐待可能出現的徵象：

[https://www.swd.gov.hk/storage/asset/section/1447/tc/Procedural Guide Core Procedures \(Revised 2020\) updated 2Nov2021.pdf](https://www.swd.gov.hk/storage/asset/section/1447/tc/Procedural_Guide_Core_Procedures_(Revised_2020)_updated_2Nov2021.pdf)

2.6 有關執行本會職責期間與兒童相處時的良好做法及應避嫌做法可參考**附件一**。

3. 回應虐兒個案

3.1 懷疑虐兒個案可經由不同途徑發現，如：

3.1.1 親眼目睹；

3.1.2 由第三者轉告；

3.1.3 由當事人親自告知；或

3.1.4 接到匿名指控。

3.2 如懷疑或發現有虐兒個案發生，應立即將所有資料記錄在**附件二**的表格上。填妥的表格應按 7.1 段所提供的聯絡方式轉交本會義務秘書長。

3.3 有關兒童的安全、需要及福祉至為重要。遇有兒童表示遭受虐待時應該：

3.3.1 保持鎮定以免使兒童受驚。

3.3.2 向兒童保證把事件告訴別人是正確的做法。

3.3.3 細心聆聽兒童說話，讓其知道事件將受到重視。

3.3.4 盡量減少發問，以便清晰及準確地理解所述內容。只在有必要澄清所述內容時提問，並避免提出引導性問題。

3.3.5 告訴該兒童為終止虐待情況，有必要把其所述內容告知他人。

3.3.6 如該兒童需要緊急醫療護理，應立即尋求醫護人員協助或聯絡緊急服務。

3.4 雖然調查或判斷是否存在虐兒個案並非本會人員的責任，但所有為本會工作或以任何名義代表本會的人員均有責任匯報懷疑虐兒個案。

4. 處理虐兒個案

4.1 當收到懷疑虐兒個案，本會義務秘書長（詳情見 7.1 段）會立即將個案向董事會報告。

4.2 義務秘書長 / 義務副秘書長立即通知該兒童的家長 / 監護人，同時向他們表明會全面配合任何調查工作，並尊重他們向警方 / 社會福利署報案的權利。

4.3 本會將向警方的虐待兒童案件組（熱線電話：3661 7100）或社會福利署的保護家庭及兒童服務課（熱線電話：2324 2255）報告有關個案。保障兒童主任將與警方 / 社會福利署協調，提供支援或跟進。

4.4 視乎個案的嚴重性及涉事者的角色，本會可能會採取以下措施：

如涉事者為本會職員	<ul style="list-style-type: none">i. 如個案正由有關執法機關 / 社會福利署調查，該職員將獲指派其他毋須接觸兒童 / 通報人 / 其他相關人士的工作，或根據《僱傭條例》（第 57 章）的第 9 及第 11 條被停職及停薪。ii. 若有關執法機關因證據不足不提出起訴，或該職員就刑事控罪被裁定罪名不成立，惟調查期間發現該職員涉及不當行為，則調查結果會記錄在該職員的個人檔案內。此外，本會將就個案進行紀律調查，並根據調查結果作出紀律處分。經調查後若本會認為該職員適合重新執行其職務，本會將為其提供適設的培訓及支援。iii. 若該職員被裁定有罪或承認控罪，本會將革除其職務。
如涉事者以義務性質為本會服務（如委員、委員會成員、體育總會成員、中國香港代表團成員或義工）	<ul style="list-style-type: none">i. 如個案正由有關執法機關 / 社會福利署調查，該人員將獲指派其他毋須接觸兒童 / 通報人 / 其他相關人士的工作，或被停職。ii. 若有關執法機關因證據不足不提出起訴，或該人員就刑事控罪被裁定罪名不成立，惟調查期間發現該人員涉及不當行為，則本會將就個案進行紀

	<p>律調查，結果須經董事會同意。至於該人員是否可以重新執行其職務並完成餘下任期，將視乎董事會的最終決定。</p> <p>iii. 若該人員被裁定有罪或承認控罪，本會將解除其職務。</p>
如涉事者為合約供應商的職員	<p>i. 本會將要求有關公司撤換涉事職員，直至有關執法機關 / 社會福利署完成調查。</p> <p>ii. 如有關公司未能指派其他職員，本會有權與其終止合約。</p>
如涉事者與本會無直接關係	<p>本會將向有關執法機關 / 社會福利署報告個案，並按照其建議採取跟進行動。</p>

4.5 請參考附件三的處理懷疑虐兒個案流程圖。

4.6 如接到匿名指控，本會將就個案向警方 / 社會福利署尋求建議。

5. 處理虐兒個案的原則

本會將根據以下原則處理懷疑虐兒個案：

5.1 公平原則

本會將以公正、公平的原則和程序處理查詢和投訴，確保通報人、涉事者和兒童及其家長 / 監護人均得到公平的對待，並同樣有機會申述。

5.2 保密原則

本會將向通報人及有關兒童承諾，把其身份及所有與個案有關的資料保密，只按需要向處理個案的相關人士（如本會職員、社會福利署、有關執法機關等）、涉事者和兒童的家長 / 監護人披露。

5.3 及時原則

虐兒個案對各方均會帶來壓力，本會承諾在收到通報後會立即處理和跟進事件。

5.4 程序透明原則

本會會讓所有與本會相關人員知悉有關處理虐兒個案的程序。

5.5 保護原則

本會承諾保護通報人、證人及有關兒童，以防他們因虐兒個案而遭受「使人受害的歧視(victimization)」，包括報復及歧視；「使人受害的歧視」意指某人因曾就個案作出通報或作證人而受到較差的待遇。

5.6 避免利益衝突原則

若處理查詢 / 虐兒個案的職員與通報人、涉事者、有關兒童或其家長 / 監護人有密切關係（如親屬關係），或涉事者本身就是負責處理虐兒個案的人，則本會將把個案交由其他人士處理。

5.7 謹慎處理原則

本會承諾體恤有關兒童的感受（如避免要求兒童多次重覆敘述經歷、安排同一性別的調查人員接見兒童等），以確保處理個案的過程不會讓兒童不必要地承受更多困擾或蒙受更大羞辱。本會將謹慎處理所有虐兒個案，使有關人士不用經歷不必要的困擾。

6. 保護兒童措施

6.1 **提高意識**：本會將透過以下途徑，確保所有為本會工作或以任何名義代表本會的人員瞭解其行為操守需要符合保護兒童應有的高標準：

6.1.1 上載本政策至本會網頁，方便各持份者隨時查閱；

6.1.2 要求所有為本會工作或以任何名義代表本會的人員簽署遵守本政策的承諾書；

6.1.3 定期為所有會接觸兒童的職員提供培訓，提高其保護兒童意識；

6.1.4 本會亦會視乎需要，與社會福利署、國際培幼會或其他相關機構合作，為各持份者舉辦有關保護兒童的講座或工作坊；及

6.1.5 本會會鼓勵體育總會制定保護兒童政策，並參考國際奧委會的「保障運動員免遭騷擾及虐待」工作錦囊。

6.2 **預防**：本會將在聘請職員時採取以下預防措施：

6.2.1 盡量在招聘過程中瞭解應徵者對保護兒童的態度（如在面試時提出篩選問題、進行背景審查等）；

6.2.2 在作出聘任前，要求所有工作上與兒童或精神上無行為能力人士有接觸的準職員（包括所有教練）進行「性罪行定罪紀錄查核」；

6.2.3 要求來自香港以外地區的準職員提供前居住地發出的無性罪行犯罪紀錄證明或其他同等的合法證明文件。

6.3 **匯報**：本會將確保所有為本會工作或以任何名義代表本會的人員清楚明白，遇到有關虐兒的懷疑或擔憂時，應採取甚麼步驟。此外，本會將營造開誠佈公的文化，讓所有人都可以放心討論有關虐兒的議題，而不需要擔心受到報復。

7. 其他相關資料2504 8642

7.1 本會秘書處聯絡方式如下：

部門		電話號碼
秘書處	義務秘書長 / 義務副秘書長	2504 8642
地址：中國香港群眾體育聯會 香港銅鑼灣掃桿埔大球場徑 1 號奧運大樓1032A室		
電郵：secretariat@sportforallhk.org		

7.2 本政策將每兩年作出定期檢討，此版本的最近修改日期為 2022 年 4 月 1 日。

保護兒童政策 — 行為守則

有關執行本會職責期間與兒童相處時的良好做法及應避嫌做法可參考以下例子：

良好做法	應避嫌做法
<ul style="list-style-type: none"> - 與兒童互動時保持專業，確保一切接觸直接和職責有關。 - 與兒童溝通時（包括透過電子形式）採用透明而負責任的方式。 - 採用鼓勵的措詞及語調。 - 顧全兒童的需要，安排適合兒童年齡及能力的活動。 - 以尊重及莊重的態度，公平對待所有兒童。 - 保持活動開放予其他人觀察。 - 任何與兒童的身體接觸應與年齡相符，並為指導、訓練、安全或醫療所必需的。 - 如兒童因參與活動須在外留宿，應先取得家長書面同意。 - 帶領男女混合的兒童在外留宿時，必須有男女職員同行。 - 尊重兒童的信任，並與兒童維持適當的分際與關係。 - 教導兒童遵守安全守則，並確保他們明白指示。 - 確保活動的職員人數與兒童人數符合適當比例。 - 確保活動設備符合用途、可安全使用，及已妥善放置。 - 確保周圍環境安全及適合進行兒童活動。 - 糾正兒童的不當行為，並在遇有潛在安全風險時即時採取必要行動。 - 時刻關注兒童的生理需要，提供休息時 	<ul style="list-style-type: none"> - 與兒童有過於親密的互動，而有關互動並非直接與職責有關（如分享過多個人資料）。 - 私下及過度地與兒童溝通。 - 羞辱或恐嚇兒童（如大聲呼喝或使用粗言穢語）。 - 忽視兒童的需要（如分配不適合的活動或訓練負荷，或要求兒童受傷或生病時參與活動）。 - 對兒童作出基於性別、族裔、性傾向及能力的歧視。 - 不必要地花過多時間與兒童離群獨處（如單獨用汽車接載兒童、單獨進入兒童的房間 / 住所、邀請兒童單獨到其住處 / 住所等）。 - 不必要地觸摸兒童（如碰觸面部、胸部、臀部、親吻及搔癢）。 - 作出有問題的行為，如挑逗、開玩笑及打鬧遊戲。 - 任由兒童使用不當語言或欺凌其他人而不加以制止。 - 給予或收受不恰當的禮物。 - 使用私人裝置拍照，或在更衣室及洗手間內拍照。 - 遇有兒童指稱受到虐待時不作出記錄或跟進。 - 讓兒童暴露於極端天氣，而未提供足夠衣物或水分補給。 - 慫恿兒童使用藥物或有害物質以提升表現。

良好做法	應避嫌做法
<p>間，並另設小休讓兒童喝水和如廁。</p> <ul style="list-style-type: none"> - 建立及保持一套開放的文化，教導兒童在遇到問題及困難時可採取的行動。 - 成人與兒童在虛擬活動以外應保持距離，以避免出現「為性目的誘識兒童」²的情況。 - 確保舉辦虛擬活動的平台之保安設定已設為私人及僅限受邀者加入。 - 尊重兒童的私隱及保密權利。 	<ul style="list-style-type: none"> - 毆打、襲擊兒童或向兒童作出構成虐待的體罰。 - 讓兒童接觸到不恰當的材料，如色情物品，以及暴力照片與影片。 - 受酒精及藥物影響。 - 與兒童在更衣室或洗手間內獨處。 - 在沒有監管的情況下與一名或多名兒童離開活動場地。

² 即有計劃地透過不同方法（例如藉流動電話或互聯網與兒童通訊）與兒童建立關係及 / 或情感聯繫，以博取兒童的信任，意圖對他們作出性侵犯。



中國香港群眾體育聯會有限公司

指控虐待兒童報告

個案匯報人(通報人)		
通報人姓名：	通報人角色：	
通報人聯絡方式：	報告時間及日期：	
有關兒童(受害人)		
受害人姓名：	受害人出生日期 / 年齡：	
受害人聯絡方式：	家長 / 監護人姓名(注明關係)：	
個案資料		
日期 / 時間(或頻率)：	地點：	
涉事者姓名：	涉事者角色：	
個案描述：		
已聯絡外間機構(如適用)： <input type="checkbox"/> 社會福利署 <input type="checkbox"/> 警方 <input type="checkbox"/> 醫護人員 / 緊急服務 <input type="checkbox"/> 其他：_____	外間機構提供的意見(如適用)：	
簽署：		
通報人	義務秘書長 / 義務副秘書長	會長 / 副會長
姓名： 日期：	姓名： 日期：	姓名： 日期：
跟進行動(由有關的義務秘書長 / 義務副秘書長填寫)		
已採取行動： <input type="checkbox"/> 提出起訴：_____ <input type="checkbox"/> 個案結果：_____ <input type="checkbox"/> 紀律調查 / 結果：_____ <input type="checkbox"/> 行動：_____		

中國香港群眾體育聯會 處理懷疑虐待兒童個案流程圖

本會應就個案擔當監察的角色，並定期向董事會報告。

