



中國香港殘疾人奧委會
CHINA HONG KONG
PARALYMPIC COMMITTEE



守護兒童指引和程序

Guidelines And Procedures on Child Safeguarding

(12 December 2024 version)

內容 Table of Content	
目標 Objectives	3
政策承諾 Statement of Commitment	3
政策範圍 Policy Scope	4
定義 Definition.....	4
角色和責任 Roles and Responsibilities	6
所有職員和代表 All Staff and Representatives:	6
活動負責人 Person(s) in charge of Activities:	7
守護兒童主任 / 代表 Child Safeguarding Officer/Leads (CSOLs):.....	7
行政總裁和部門主管 Executive Director and Department Heads:	8
處理虐待兒童個案的原則 Measures for Child Safeguarding	8
應對虐待兒童的行為 Responding to Child Maltreatment/Abuse.....	10
處理虐待兒童個案 Handling Child Maltreatment/Abuse	12
守護兒童措施 Measures for Child Safeguarding.....	14
監督和問責 Monitoring and Accountability.....	16
查詢 Enquiries	16
附件一 Appendix I 與兒童相處時的良好做法及應避嫌做法 Good Practice and Risky Practice When Interacting with Children	17
附件二 Appendix II 指控虐待兒童報告 Allegation of Child Abuse Report	20
附件三 Appendix III 流程圖 Flowchart.....	23

目標 Objectives

為促進中國香港殘疾人奧委會有限公司(以下簡稱本會)在日常運作的各方面致力確保守護兒童，避免虐待兒童事件，本會致力確保所有參與的兒童得到最佳照顧和保護，並設定及實施指引和程序，提高守護兒童免受任何形式傷害的意識和責任。To promote child safeguarding and avoid child maltreatment/abuse in all aspects of daily operation, China Hong Kong Paralympic Committee Limited (hereinafter HKPC) should be committed to the protection and welfare of children involved in all its activities. Guidelines and procedures should be devised and implemented to raise the awareness and acceptance of responsibilities to safeguard children from any form of harm.

本政策和程序適用於所有董事、委員會成員、職員（包括短期合約和非全職職員）、會員、運動員、教練、裁判員、以及參與本會業務、活動或比賽的每個人。藉此積極營造及維繫以下機構文化：It applies to all Board Directors, Committee Members, and staff irrespective of their terms of employment, i.e., including short-term contract or part-time staff, members, athletes, coaches, umpires, and every person involved in the HKPC's business, activities, competitions, matches or events.

- a. 優先考慮兒童的最佳利益、安全和福祉； Children's best interests, safety, and wellbeing are prioritized
- b. 減少對兒童造成傷害的風險；及 Risks of harm to Children are reduced; and
- c. 尊重和重視所有兒童及其權利。 All Children and their rights are respected and valued.

本政策附帶的工作流程，旨在指引職員和代表在其工作中實踐本政策及維護守護兒童的文化。The procedures appended to this Policy aim to guide Staff and Representatives in implementing the Policy and upholding a Child Safeguarding culture across their work.

本會對任何職員或代表作出的虐待兒童行為採取「零容忍」態度。HKPC has a zero tolerance approach to Child Abuse by any Staff or Representatives.

政策承諾 Statement of Commitment

本會承諾會採取一切合理措施以確保兒童的安全，有關措施涵蓋本會的所有活動及日常運作。本會將循意識、預防、舉報和應對方面履行承諾：HKPC commits to taking all reasonable steps to ensure the safety of Children across HKPC Activities and operations. HKPC's commitment is based on the foundation of Awareness, Prevention, Reporting, and Response:

- a. 意識：建立對兒童風險的知識，提升對守護兒童相關的敏感度，及加強對遵守本政策與相關工作流程的意識。 Awareness: Building knowledge on the risks to Children, the relevance of Child Safeguarding, and the expectation to comply with this Policy and procedures.

- b. 預防: 透過實施良好實踐準則、提供培訓和採取安全措施, 積極減低兒童面臨的風險。Prevention: Actively minimising risks to Children through implementation of good practice standards, trainings, and safety measures.
- c. 通報: 制定明確的步驟以應對兒童安全疑慮的事件。Reporting: Establishing clear steps to take in the event of a Child Safeguarding concern.
- d. 應對: 採取合適而及時的應對行動及提供支援予兒童和其他相關人士。Response: Taking appropriate and timely action to support Children and others involved when concerns about their wellbeing arise.

政策範圍 Policy Scope

本會肩負促進兒童福祉的責任, 並致力確保其運作對兒童安全及締造兒童安全環境。兒童安全環境包括但不限於: 本會的活動、設施、實際環境, 以及任何因本會的關係而與兒童有所互動的人士。所有本會職員和代表都要承擔此謹慎責任及受本政策約束。本政策同樣適用於任何本會相關團隊在香港以外地區參與的活動。違反本政策或相關工作流程可能會受到紀律處分, 嚴重者可被解僱。本會支持所有兒童均享有免受傷害的權利, 不論其年齡、種族、語言、宗教、政治或移民身份、性別認同、能力、健康狀況或行為。本政策用以守護任何未滿 18 歲的兒童, 致力確保他們不會遭遇任何類型的兒童虐待或不良的守護兒童做法。HKPC recognises its responsibility to operate in a way that promotes Children's wellbeing and creates a safe environment for Children. This environment includes but is not limited to: Activities and facilities, the physical environment, and any persons that interact with Children through HKPC. All Staff and Representatives share this duty of care and are bound by this Policy. This Policy continues to apply when any HKPC -related teams partake in Activities outside of Hong Kong. Failure to adhere to this Policy or associated procedures may result in disciplinary action, up to and including dismissal. HKPC supports all Children's rights to be protected from harm, regardless of their age, race, language, religion, political or immigration status, gender identity, ability, health, or behaviour. This Policy applies to any Child up to the age of 18, and covers all types of Child Abuse and Poor Child Safeguarding Practice.

定義 Definition

1. 虐待兒童是指對 18 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。Child maltreatment/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. 虐待兒童是人們 (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、身份、知識、組織形式) 使兒童處於一個易受傷害的境況。Child maltreatment/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.

3. 虐待兒童行為可分為以下類別： Child maltreatment/abuse may take the following forms:
 - a. 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。Physical harm/abuse: 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.
 - b. 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或沒有身體接觸的行為（如不當觸碰或展示色情物品等）。Sexual abuse¹: 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 includes behaviours that have or do not have physical contact with children (e.g., inappropriate touching or showing of pornography).
 - c. 疏忽照顧：指嚴重或重覆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/衣物/住所、沒有避免兒童身體受傷/受痛苦、缺乏適當看管兒童）。Neglect: 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., failure to provide necessary food/clothing/shelter, failure to prevent physical injury/suffering and lack of appropriate medical care/supervision, etc).
 - d. 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。Psychological harm/abuse: refers to a repeated pattern of behaviour and/or an interaction between carer and child, or an extreme incident that endangers or impairs the child's physical and psychological health (including emotional, cognitive, social and physical development).
4. 虐待兒童行為可能是重覆模式、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。 Child maltreatment/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.
5. 由社會福利署制定的《保護兒童免受虐待 – 多專業合作程序指引（2020）》第四章“個案識別、初步處理及通報”列舉了兒童受虐待可能出現的徵象： A comprehensive list of possible

indicators of child maltreatment/abuse is provided in Chapter 4 “Case Identification, Initial Handling and Reporting” of “Protecting Children from Maltreatment – Procedural Guide for Multi-disciplinary Co-operation (2020)”, which is drawn up by the Social Welfare Department (“SWD”), is available in the following link:

[https://www.swd.gov.hk/storage/asset/section/652/en/Procedural_Guide_Core_Procedures_\(Revised_2020\)_Eng_2Nov2021.pdf](https://www.swd.gov.hk/storage/asset/section/652/en/Procedural_Guide_Core_Procedures_(Revised_2020)_Eng_2Nov2021.pdf)

註 Note: ¹就本指引而言，任何可構成性騷擾涉及性的行徑，亦會被視作虐待兒童個案處理。For the purpose of this guidelines, conduct of a sexual nature which constitutes sexual harassment will also be dealt with as a child maltreatment/abuse incident.

角色和責任 Roles and Responsibilities

所有職員和代表 All Staff and Representatives:

- 了解並遵守本政策、相關工作流程及行為守則。Understand and comply with this Policy, its associated procedures, and Code of Conduct.
- 留意兒童虐待、兒童面臨的風險及預防傷害的措施。Be aware of Child Abuse, risks to Children, and measures to prevent harm.
- 通報所有懷疑兒童虐待或不良守護兒童做法。Report all concerns of Child Abuse or Poor Child Safeguarding Practice.
- 確保兒童及其家人知道當有任何疑慮時應如何採取行動。Ensure Children and their families know what actions to take if they have any concerns.
- 推動建立尊重兒童及其權利、隱私和尊嚴的環境。Promote an environment that respects Children and their rights, privacy, and dignity

活動負責人 Person(s) in charge of Activities:

- 確保所有職員、代表及訪客清楚了解他們在參與本會活動或工作期間應遵守的行為準則。Ensure all Staff, Representatives, and Visitors are aware of the standards and expectations that apply to their engagement with HKPC.
- 在所有活動的設計、實行和監督中加入風險管理流程。Include risk management procedures in all Activity design, delivery, and monitoring.
- 與守護兒童主任 / 代表合作, 在所有日常運作中實施和監管守護兒童政策實踐。Work with the Child Safeguarding Officer/Leads to implement and monitor Child Safeguarding practices across all operations.
- 確保與合作夥伴合作協議的條款涵蓋守護兒童的承諾。Ensure partnership agreements include a commitment to Child Safeguarding.

守護兒童主任 / 代表 Child Safeguarding Officer/Leads (CSOLs):

- 為職員和代表提供支援、指引和學習機會以加強守護兒童的實踐。Provide support, guidance, and learning opportunities to Staff and Representatives to strengthen Child Safeguarding efforts.
- 提供支援以確保通報報告恒常呈交, 並以書面記錄和妥善保存。Support concern reports to be consistently submitted, recorded in writing, and safely secured.
- 在出現兒童安全疑慮時, 提供適切的支援和採取適當的行動。Ensure appropriate support and action in the event of a Child Safeguarding concern.
- 持續留意本地保護兒童和守護兒童大環境的期望和變化。Stay aware of expectations and changes in the local Child Protection and Child Safeguarding climates.

行政總裁和部門主管 Executive Director and Department Heads:

- 確保本會只會聘任適合從事兒童相關工作的職員。Ensure only those suitable to work with Children are recruited at HKPC.
- 確保本會在日常運作提供充足資源以供本政策有效實施。Ensure adequate resources are available to effectively implement this Policy across HKPC operations.
- 負責將本政策、相關流程及行為守則融入於本會的日常運作之中並作出監督。Remain accountable for the integration and monitoring of this Policy, its related procedures, and Code of Conduct across HKPC operations.

處理虐待兒童個案的原則 Measures for Child Safeguarding

6. 本會根據以下原則處理懷疑虐待兒童個案：

- a. 公平原則：本會將以公平、公正的原則和程序處理查詢和投訴，確保通報人、被指稱的涉事者和兒童及其家長/監護人均得到公平對待，並同樣有機會申述。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.
- b. 保密原則：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訊 保密，只按需要向處理個案的相關人士（如警方/社會福利署等）和被指稱的涉事者紕漏。依照《個人資料（私隱）條例》安全而專業地處理所有敏感資料，包括但不限於：本會職員和代表的個人資料、與本會有關連的兒童和家庭的個人資料，及任何有關兒童安全疑慮的資訊。在無法保證保密的場合（如公共區域、等候室等）不得提及敏感資料。未經部門主管許可，也不得把敏感資料發送至不屬於本會的外部電郵帳號。任何與兒童安全疑慮、報告、紀錄和調查有關的資料都必須嚴格保密，並僅限於在符合「有需要知道」原則下才能予以分享。 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., Police/SWD etc.), and the alleged perpetrator on a need-to-know basis. HKPC commits to the safe and professional handling of all sensitive information in accordance with the P(D)PO. This

includes but is not limited to: Personal Data about HKPC Staff and Representatives, or Children and families that HKPC engages with, as well as information regarding any Child Safeguarding concerns. Sensitive information must never be discussed in settings where confidentiality cannot be ensured (e.g. public areas, waiting rooms, etc.). Sensitive information must never be shared with any non-HKPC email accounts without permission from Department Heads. Any information relating to Child Safeguarding concerns, reports, records, and investigations must be kept strictly confidential and only shared on a 'need-to-know' basis.

- c. 及時原則：虐待兒童個案對各方均會帶來壓力，本會承諾會立即處理事件。Promptness: child abuse incidents should be handled promptly because all parties concerned are under pressure. The HKPC pledges to deal with incidents without any delay.
- d. 透明程序原則：讓所有與本會相關的人員知悉處理虐待兒童個案的程序。Transparent procedures: the procedures for handling child abuse incidents should be made known to all persons related to the HKPC.
- e. 保護原則：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。使人受害的歧視是指某人因曾就個案作出通報或作證人而受到較差的待遇。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.
- f. 避免利益衝突原則：若處理虐待兒童事件的職員與通報人、被指稱的涉事者、有關兒童或其家長/監護人（如親屬關係）有密切關係，或被指稱的涉事者本身就是負責處理虐待兒童個案的人，則個案將交由其他人士處理。Avoiding conflict of interest: if the staff 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
- g. 謹慎處理原則：應體恤有關兒童的感受（如避免要求兒童向多方重覆敘述經歷，安排同一性別的調查人員與兒童會面等），以確保處理個案的過程不會讓兒童承受更多不必要的困擾或羞辱。本會要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。Discretion: empathy shall be shown to the feelings of the child concerned (e.g., avoid asking the child to repeat his/her ordeal 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.

- h. 匿名原則：對於匿名投訴，本會應評估指控的嚴重性，以決定是否進一步調查。
Anonymity: in the case of anonymous complaint, the HKPC should consider the evidence and seriousness of the allegation(s) to determine whether inquiry into the circumstances is required.

應對虐待兒童的行為 Responding to Child Maltreatment/Abuse

7. 懷疑虐待兒童個案可經由不同途徑發現，如：
- 親眼目睹; Seeing it happen;
 - 由第三者轉告; Hearing it from someone else;
 - 由當事人親自告知; 或 Hearing it directly from the child concerned; or
 - 接到匿名指控。 Receiving an anonymous allegation.
8. 本會委任一位高級職員擔任，負責執行守護兒童的指引，並作為接獲通報虐待兒童行為的聯繫人及向董事局上報。若有關兒童安全疑慮涉及守護兒童主任 / 代表，本會將另外委任另一高級職員擔任守護兒童主任。若有關兒童安全疑慮涉及本會高層包括行政總監，通報人員可直接向董事局通報，由董事局委任一位董事替代其調查工作，以保障通報人員。HKPC shall appoint a senior staff member as a Safeguarding Officer who is responsible for administering the child safeguarding guidelines, act as the contact person for reporting suspected child abuse, and report to the Board. If child safety concerns involve the Child Safeguarding Officer/Representative, HKPC will appoint another senior staff member to take on the role. If child safety concerns involve senior management, including the Executive Director, the reporter may directly report to the Board, which will assign a board member to take over the investigation to protect the reporter.
9. 如懷疑或發現虐待兒童事件，他/她應在察覺到有關兒童安全疑慮的 **48 小時內** 使用 **附件二** 的表格記錄所有事實。填妥的表格應轉交給相應的保障兒童主任電子郵件地址: info@paralympic.hk。或向主管作出口頭報告，並提交 **附件二** 的表格; 或向守護兒童主任 / 代表作出口頭報告並填妥 **附件二** 的表格。有關 **附件二** 的表格適用於記錄所有疑慮，並可以從本會網頁下載。若有關兒童安全疑慮涉及守護兒童主任 / 代表或本會高層，通報人員可根據本會 **舉報政策** 提出舉報以保障通報人員。 If a person suspects or becomes aware of a possible child maltreatment/abuse incident, he/she must report all concerns **within 48 hours of becoming aware of the concern** using the form at **Appendix II**. The completed form should be forwarded to the respective Child Safeguarding Officer email address: info@paralympic.hk. Speak to a Manager and submit the form at **Appendix II**; or Speak to a CSOL and complete the form at **Appendix II**. The form at

Appendix II can be found on HKPC's website and must be used for recording all concerns. In cases where a concern involves a CSOL or a senior member of HKPC, reports can be submitted via the **HKPC Whistleblowing Policy** to protect the Informant.

10. 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： 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:
 - a. 保持鎮定以免使兒童受驚； Stay calm so as not to frighten the child;
 - b. 向兒童保證把事件告訴別人是正確的做法； Reassure the child that he/she did the right thing in reporting;
 - c. 仔細聆聽兒童說話，讓其知道時間將受到重視； Listen to the child to show that he/she is being taken seriously;
 - d. 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； 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;
 - e. 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；和 Inform the child that in order to help stopping the maltreatment/abuse, his/her ordeal has to be conveyed to other people; and
 - f. 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。 If the child needs urgent medical attention, take him/her to a medical professional or call the emergency services immediately.
11. 雖然調查或判斷是否存在虐待兒童個案並非本會職員的責任，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任何懷疑虐待兒童的個案。如有關通報最終確認不成立，除非被揭發屬於惡意舉報，否則通報人員毋需面臨負面後果；如得悉兒童安全疑慮而未有按機制作出通報，則屬違反本政策並將面臨懲處。 While it is not the responsibility of a person to investigate or decide whether or not child maltreatment/abuse has taken place, all persons working for the HKPC or on the HKPC's behalf have the responsibility to report any suspicious incident. Reports made in good faith will not face negative consequences, even if the report is found to be mistaken. Failure to report a concern or suspicion is a breach of this Policy and will be treated as such.
12. To preserve the Child's "own words", Staff and Representatives should complete the form at **Appendix II** as soon as possible after the conversation has ended. 職員和代表與兒童結束對談後，應盡快沿用兒童的說法及用語填寫**附件二**的表格。

13. 提出通報並不需要提交證據。調查工作應交由守護兒童主任 / 代表和調查團隊負責，職員和代表不得試圖自行調查。 Proof or evidence are not required in order to submit a report. Staff and Representatives must not attempt to investigate concerns – this is the responsibility of the CSOL and investigation team.

處理虐待兒童個案 Handling Child Maltreatment/Abuse

14. 當收到懷疑虐待兒童個案，應在接獲通報七日內向通報人確認收悉。保障兒童主任將立即向董事會報告。 When a report of a possible child maltreatment/abuse incident is received, an acknowledgement of the report should be made within seven days of receipt of the report. The Child Safeguarding Officer will notify the Board of Directors in the first instance.
15. 保障兒童主任將立即通知有關兒童的家長/監護人。在處理懷疑虐待兒童個案時應保持謹慎。對懷疑虐待兒童個案的通報應由一個獨立的人士處理，該人士不得與被投訴人或投訴有關。本會將全面配合任何調查工作，並尊重其家長/監護人向警方/社會福利署報案的權利。 The Child Safeguarding Officer will inform the parents/guardians of the child concerned immediately. Sensitivity should be accorded in handling possible child maltreatment/abuse cases. The report of a possible child maltreatment/abuse incident should only be dealt with by an independent person who is not the complaine or involved in the complaint. The parents/guardians will be advised that the HKPC will fully cooperate with any investigation and respect their right to report to the Police/SWD.
16. 本會將向警方或社會福利署的保護家庭及兒童服務課（專線：2343 2255）報告有關個案。保障兒童主任將與警方/社會福利署協調，提供支援或跟進工作。 For incident which is handled by the Police and/or Family and Child Protective Services Unit of SWD (hotline: 2343 2255), the Child Safeguarding Officer will facilitate the coordination of the investigation or services.
17. 視乎個案的嚴重性及被指稱的涉事者的角色，本會可能對被指稱的涉事者採取以下措施： Depending on the seriousness of the incident and the role of the alleged perpetrator, the HKPC may take the following steps regarding the alleged perpetrator:

<p>如被指稱的涉事者是本會的職員 If the alleged perpetrator is a staff of the HKPC</p>	<p>如個案正由有關執法機構/社會福利署調查，該被指稱的涉事者將被委派其他毋須與投訴人/通報人/其他相關人士接觸的工作，或根據《僱傭條例》（第 57 章）第 9 及第 11 條被停職停薪。 If the case is under investigation by relevant law enforcement agencies/SWD, the alleged perpetrator will be assigned other duties where he/she will not be in contact with children/the informant/other parties involved or will be suspended from duty without pay according to Sections</p>
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	<p>9 and 11 of the Employment Ordinance (Cap. 57). 若有關執法機構因證據不足而不提出起訴，或該職員罪名不成立，惟調查期間發現該職員有不當行為，則調查結果會記入該工作人員的個人檔案。此外，他/她將根據本會的行為守則接受紀律調查，並根據檢討結果作出紀律處分。經檢討後若總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支援和培訓。 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's personnel file for record. Disciplinary will be given subject to relevant Code of Conduct of the HKPC. If after review, it is found that the staff is suitable to return to work, he/she will be offered support and training, as appropriate. 若被指稱的涉事者被裁定有罪或承認控罪，本會將革除其職務。 If the alleged perpetrator is found or pleads guilty, he/she will be dismissed.</p>
<p>如被指稱的涉事者自願為本會工作（例如：董事/委員會成員/代表/義工） If the alleged perpetrator works for the HKPC on a voluntary basis (e.g., Board Directors /Committee Member /Representative/ Volunteer)</p>	<p>若個案正在接受有關執法機構/社會福利署調查，被指稱的涉事者將被委派其他毋須與投訴人/通報人/其他相關人士接觸的工作，或被停職。 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. 若有關執法機構因證據不足而不提出起訴，或被指稱的涉事者罪名不成立，惟調查期間發現其有不當行為，其案件將根據本會行為守則進行紀律調查。該被指稱的涉事者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。 If there is insufficient evidence to proceed with charges by relevant law enforcement agencies or the alleged perpetrator is acquitted from the criminal charges, but during investigation it was revealed that he/she was involved in inappropriate behaviours, disciplinary will be given</p>

	<p>subject to relevant Code of Conduct of the HKPC. 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 of Directors.</p> <p>若被指稱的涉事者被裁定有罪或承認控罪，本會將解除其委任。If the alleged perpetrator is found or pleads guilty, his/her appointment will be terminated.</p>
<p>如被指稱的涉事者是本會合約承辦商的職員 If the alleged perpetrator is a member of staff of a contractor of the HKPC</p>	<p>本會將要求有關公司撤換涉事人員，直至有關執法機構/社會福利署完成調查。The HKPC will request the relevant company to change the staff concerned, pending the investigation outcome of the relevant law enforcement agencies/SWD.</p> <p>若有關公司未能指派其他職員，本會有權終止與相關公司的合約。The HKPC reserves the right to terminate the contract with the relevant company if no other staff is available.</p>
<p>如被指稱的涉事者與本會無直接關係 If the alleged perpetrator is not directly related to the HKPC</p>	<p>本會將向有關執法機構/社會福利署報告個案，並按照建議採取跟進措施。The HKPC will report the incident to the relevant law enforcement agencies/SWD for handling and follow their subsequent advice on any follow-up steps.</p>

守護兒童措施 Measures for Child Safeguarding

18. 提高意識: 本會應透過以下方式，確保為本會或代表本會工作的所有人員了解其行為操守需要符合守護兒童應有的高標準: Awareness: the HKPC shall ensure that all persons working for the HKPC or on the HKPC's behalf are aware of the high standards of behaviour and conduct expected of them in child safeguarding through the following means:
- a. 制定守護兒童的指引和程序，並參考國際殘疾人奧林匹克委員會的「保障運動員免遭騷擾及虐待」的工作錦囊; Formulating guidelines and procedures on child safeguarding and to draw reference from International Paralympic Committee's Toolkit on "Safeguarding athletes from harassment and abuse in sport";
 - b. 上載指引和程序至本會網站，方便各持份者隨時查閱; Uploading the guidelines and procedures onto the HKPC's website for stakeholders' information;

- c. 要求所有為本會工作或以任何名義代表本會的人員遵守本指引和程序的承諾書；
Requiring all persons working for the HKPC or on the HKPC's behalf in any capacity to comply with the guidelines and procedures on child safeguarding
 - d. 定期為所有接觸兒童的工作人員提供培訓，提高其守護兒童意識；和 Providing regular training to staff who have contact with children to enhance their awareness of child safeguarding; and
 - e. 與社會福利署或其他相關機構合作，為各持份者舉辦守護兒童的研討會或工作坊。
Collaborating with the Social Welfare Department or other relevant organizations to provide seminars or workshops on child safeguarding to stakeholders on a need basis.
19. 預防：本會在聘請職員時採取以下預防措施： Prevention: the HKPC shall take the following precautionary measures when employing staff:
- a. 在招聘過程中盡量了解應徵者對守護兒童的態度（如在面試時提出篩選問題、進行背景調查等）； Making every effort during recruitment to understand applicants' attitude towards child safeguarding (e.g., asking screening questions during interviews, conducting background checks, etc.);
 - b. 在作出委任前，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」；和 Requiring all potential employees, in particular, 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
 - c. 要求香港以外地區的準職員提供其原居住國家/地區發出的無性罪行犯罪記錄證明或其他同等的合法證明文件。 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.
20. 匯報：本會確保為本會或以任何名義代表本會工作的所有人員清楚，遇有虐待兒童的懷疑或擔憂時應採取哪些步驟。此外，本會應營造開誠布公的氛圍，讓所有人都可以放心討論有關虐待兒童的議題，而不需要擔心受到報復。 Reporting: the HKPC shall ensure that all persons working for the HKPC or on the HKPC's behalf are clear on what steps to take where suspicions or concerns arise regarding child maltreatment/abuse. Furthermore, the HKPC shall cultivate a culture where all individuals feel that they can openly discuss issues related to child maltreatment/abuse without fear of retribution.

監督和問責 Monitoring and Accountability

本會致力採取一切適當的措施以應對任何兒童安全疑慮或違反本政策的行為。所有兒童安全疑慮都會獲得公平、保密、及時且慎重的處理，並確保避免任何潛在利益衝突，同時會優先保護涉事受害兒童、通報人員、證人及任何直接關連人士。HKPC is committed to taking all appropriate steps in response to any concerns or violations of this Policy. All concerns will be handled fairly, confidentially, promptly, and discretely, making sure to avoid any possible conflicts of interest and prioritising the protection of the alleged Child victim, the Informant, any witnesses, and the Subject of the Concern.

透過職員及與本會有接觸的兒童和家庭所作出的反饋，加上不時檢視通報紀錄，本會將持續監督本政策和相關工作流程的實施，並不斷汲取經驗，持續改進。The implementation of this Policy and related procedures will be monitored through feedback from Staff and the Children and families HKFA comes into contact with, and through reviews of documented reports. Lessons learned will be actioned for HKFA's continuous improvement.

本政策和相關工作流程至少每兩年進行檢討，以便因應任何在守護兒童最佳實踐、本地法規和內部運作方面的轉變而作出調整。This Policy and associated procedures will be reviewed no less than every two years to reflect changes in best practice, local legislation, and internal operations.

查詢 Enquiries

21. 本會提供指定聯絡人處理虐待兒童查詢或投訴 The HKPC includes the contact of the staff designated to handle any enquiries or complaints.

姓名 Name	職銜 Title	電郵 Email	電話 Phone
胡小玲 Elaine Wu	行政總裁 Executive Director	elainewu@paralympic.hk	2151 3683
薩嘉俊 Jun Sat	高級行政經理暨守護兒童主任 Senior Administration Manager cum Child Safeguarding Officer	junsat@paralympic.hk	2151 3682 -

附件一 Appendix I 與兒童相處時的良好做法及應避嫌做法 Good Practice and Risky Practice When

Interacting with Children

以下提供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的範例： Examples of good practice and risky practice when interacting with children while carrying out work or duties for the HKPC are given below:

良好做法 Good practice	應避嫌做法 Risky practice
<p>a. 與兒童互動時保持專業，確保一切接觸直接和職責有關。 Interact with children in a professional way directly related to one's work or duties</p> <p>b. 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。 Communicate with children (including through electronic means) in a transparent and accountable manner.</p> <p>c. 採用鼓勵的措詞及語調。 Use supportive language and tone.</p> <p>d. 顧全兒童的需要，安排適合兒童年齡及能力的活動。 Be responsive to a child's needs and arrange activities that are suitable to children's age and capability.</p> <p>e. 以尊重及莊重的態度，平等對待所有兒童。 Treat all children equally and with respect and dignity.</p> <p>f. 保持活動開放予其他人觀察。 Keep activities open to observation.</p> <p>g. 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。 Touch should be age-appropriate and only with the necessary amount for coaching, training, safety or medical needs.</p>	<p>a. 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）。 Interact with children in an overfamiliar way not directly related to one's work or duties (e.g., oversharing personal information).</p> <p>b. 私下及過度地與兒童溝通。 Communicate with a child in a private and excessive manner.</p> <p>c. 羞辱或恐嚇兒童（如大聲呼喝或使用粗言穢語）。 Humiliate or intimidate a child (e.g., shouting or swearing).</p> <p>d. 忽略兒童的需求（如分配不適當的活動或訓練負荷，或要求兒童受傷或生病時參與活動）。 Neglect a child's needs (e.g., assigning inappropriate activities or training loads and requiring children to participate when injured or unwell).</p> <p>e. 對兒童作出基於性別、族裔、性傾向及能力的歧視。 Discriminate against children's gender, race, sexual orientation and ability.</p> <p>f. 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）。 Unnecessarily spend excessive amounts of time alone with a child away from others (e.g.,</p>

<p>h. 任何外出旅行或活動均需先獲得家長的書面同意。Gain written parental consent for any away trips or activities.</p> <p>i. 帶領男女混合的兒童外出旅行/在外留宿時，必須始終有男女職員同行。Ensure that if mixed-gender children are taken on away trips, they are always accompanied by staff of both genders.</p> <p>j. 尊重兒童的信任，並與兒童維持適當的分際與關係。Respect the trust of children and maintain appropriate boundaries and relationship with them.</p> <p>k. 教導兒童遵守安全守則，並確保他們明白指示。Teach children the safety rules and ensure that they understand the given instruction.</p> <p>l. 確保活動的職員人數與兒童人數符合適當比例。Ensure a suitable staffing ratio of adult to children in activities.</p> <p>m. 確保活動設備適合用途、可安全使用且已妥善放置。Ensure the activities' equipment is fit for purpose, safe to use and placed appropriately.</p> <p>n. 確保周圍環境安全及適合進行兒童活動。Ensure surrounding environment is appropriate and safe for children's activities.</p> <p>o. 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。Correct the inappropriate behaviours of children and take necessary actions immediately if there is possible safety risk.</p> <p>p. 時刻關注兒童的生理需要，提供休息時間，並另設小休讓兒童喝水和如廁。Be attentive to children's physical needs and offer rest time, water break and toilet break.</p>	<p>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.).</p> <p>g. 不必要地觸摸兒童(如碰觸面部、胸部、臀部、親吻及搔癢)。Touch a child unnecessarily (e.g., touching on the face, chest or bottom, kissing and tickling).</p> <p>h. 作出有問題的行為，如挑逗、開玩笑及打鬧遊戲。Engage in questionable behaviours, such as flirting, joking and rough playing.</p> <p>i. 任由兒童使用不當語言或欺凌其他人而不加以制止。Allow children to use inappropriate language or bully others unchallenged.</p> <p>j. 給予不恰當的禮物。Give and receive inappropriate gifts.</p> <p>k. 使用私人裝置拍照，或在更衣室及洗手間內拍照。Take pictures with personal devices or in changing rooms and toilets.</p> <p>l. 遇有兒童指稱受到虐待時不作出記錄或跟進。Fail to record and act upon allegations of abuse made by a child.</p> <p>m. 讓兒童暴露於極端天氣，而未提供足夠衣物或水分補給。Expose children to extreme weather conditions without ensuring adequate clothing or hydration.</p> <p>n. 慫恿兒童使用藥物或有害物質以提升表現。Encourage the use of drugs or harmful substances to enhance performance.</p> <p>o. 毆打、襲擊兒童或向兒童作出構成虐待的體罰。Hit, assault or physically discipline children in ways that are abusive.</p> <p>p. 讓兒童接觸不適當的資料，例如色情物品，以及暴力圖片與影片。Expose children to</p>
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<p>q. 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。Create and maintain an open culture and inform children of what they can do if they encounter problems or difficulties.</p> <p>r. 成人與兒童在虛擬活動以外應保持距離，以避免誘騙兒童。No contact online between adult and children outside the virtual activities to avoid grooming of children.</p> <p>s. 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。Ensure security setting are set to private and invite-only on the chosen platform for virtual activities.</p> <p>t. 尊重兒童的私隱及保密權利。Respect children's right to privacy and confidentiality.</p>	<p>inappropriate materials such as pornography and violent pictures and videos.</p> <p>q. 受酒精和藥物的影響。Be under the influence of alcohol and drugs.</p> <p>r. 與兒童在更衣室或洗手間獨處。Be alone with a child in a changing room or toilet</p> <p>s. 在沒有監管的情況下與一名或多名兒童離開活動場地。Leave venue with a child or children unsupervised.</p>
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CONFIDENTIAL

附件二 Appendix II 指控虐待兒童報告 Allegation of Child Abuse Report

職員和代表必須填妥此表格並提交予守護兒童主任 / 代表，以通報任何引致兒童安全風險的關注、懷疑或事件或違反本會守護兒童政策的做法。Staff and Representatives must report any concerns, suspicions, incidents, or Poor Safeguarding Practice that puts a Child at risk or breaches HKPC's Child Safeguarding Policy by completing and submitting this form to the Child Safeguarding Officer/Leads (CSOL).

即使已經向守護兒童主任 / 代表或主管作出口頭通報，通報人員仍須填寫並提交此表格。通報人員必須在察覺有關兒童安全疑慮或事件的 48 小時內作出通報。If a report is made verbally to the CSOL or a Manager, this form must still be completed. In such case, this form should be completed by the person who made the report. Reports must be made within 48 hours of becoming aware of the concern, incident, etc.

通報人可將此報告電郵至 junsat@paralympic.hk 處理。To report, please email your report to junsat@paralympic.hk for handling.

個案匯報人（通報人） Person reporting the incident (informant)	
通報人姓名： Name of informant:	通報人角色： Role of informant:
通報人聯絡方式： Contact details of informant:	報告時間和日期： Report time & date:
有關兒童（受害人） Child concerned (victim)	
受害人姓名： Name of victim:	受害人出生日期/年齡： Date of birth/age of victim:
受害人的聯絡方式： Contact details of victim:	家長/監護人姓名（註明關係）： Name of parent/guardian (specify relationship):

個案資料 Details of the incident(s)		
日期/時間 (或次數) : Date/time (or frequency):		地點: Location:
涉事者的姓名: Name of alleged perpetrator:		涉事者的角色: Role of alleged perpetrator:
個案描述: Description of the incident(s):		
已聯繫外間機構 (如適用) : External parties contacted (if applicable): <input type="checkbox"/> 社會福利署 Social Welfare Department <input type="checkbox"/> 警方 Police <input type="checkbox"/> 醫護人員 / 緊急服務 Medical professional/emergency services <input type="checkbox"/> 其他 Others: _____		外間機構提供的意見 (如適用): Advice provided by the external parties contacted (if applicable):
簽署: Signatures:		
通報人 Informant	守護兒童主任 Child Safeguarding Officer	行政總監 Executive Director
姓名 Name	姓名 Name	姓名 Name
日期 Date	日期 Date	日期 Date
簽署 sign	簽署 sign	簽署 sign

跟進行動（由相關的保障兒童主任填寫） Follow-up actions (to be completed by respective Child Safeguarding Officer)

已採取行動： Actions taken:

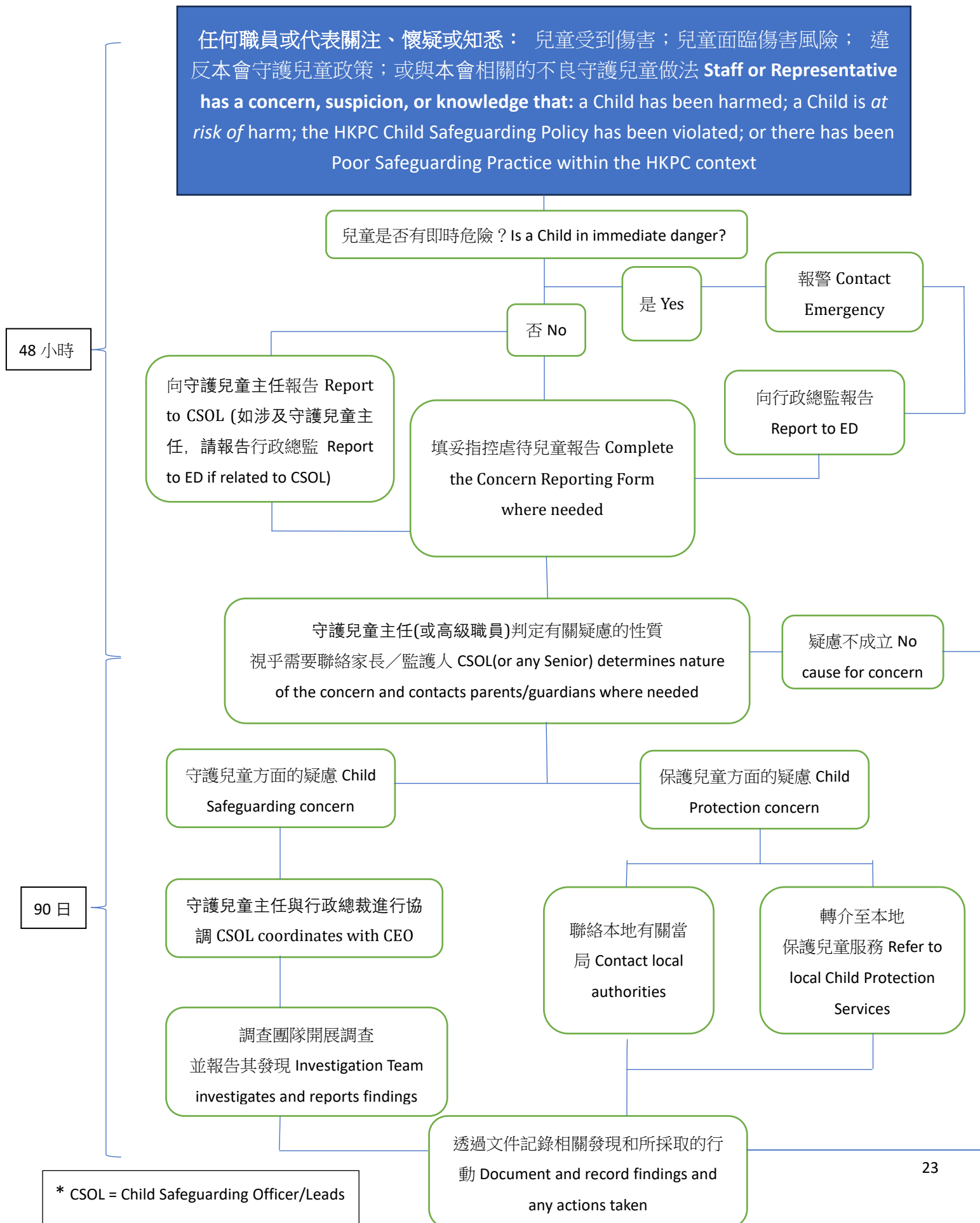
提出起訴 Prosecution: _____

個案結果 Case Result: _____

紀律調查/結果 Disciplinary Review/Result: _____

行動 Action: _____

附件三 Appendix III 流程圖 Flowchart



* CSOL = Child Safeguarding Officer/Leads