



## **Child Safeguarding Policy**

### **1. Policy Statement**

Physical Fitness Association of Hong Kong, China (HKPFA) is committed to promoting a safe and inclusive environment for all children (under 18 years old) participating in our programs, events, and activities. We have a zero-tolerance approach to child abuse, neglect, or harm and will take all necessary steps to protect children from physical, emotional, or sexual harm. All staff, coaches, volunteers, and members must adhere to this policy to ensure the welfare and safety of children in our care.

### **2. Principles of Child Safeguarding**

- a) The welfare of children is our top priority.
- b) All children have the right to protection from abuse and harm.
- c) All concerns and allegations of abuse will be taken seriously and handled promptly.
- d) Staff, coaches, and volunteers must follow strict guidelines to minimize risks.
- e) Confidentiality will be maintained, and information will only be shared on a need-to-know basis.

### **3. Roles and Responsibilities**

- a) HKPFA Leadership
  - i. Ensure compliance with safeguarding policies.
  - ii. Appoint a Designated Safeguarding Officer (DSO).
  - iii. Provide training on child protection for staff and volunteers.
- b) Designated Safeguarding Officer (DSO)
  - i. Act as the first point of contact for safeguarding concerns.
  - ii. Report incidents to relevant authorities (e.g., Social Welfare Department, Police).
  - iii. Maintain records of concerns and actions taken.
- c) Staff, Coaches, and Volunteers
  - i. Follow the Code of Conduct for Working with Children.
  - ii. Report any concerns about a child's welfare immediately.
  - iii. Avoid being alone with a child (follow the Two-Adult Rule where possible).

### **4. Code of Conduct for Working with Children**

- a) All adults working with children must:
  - i. Treat all children with respect and dignity.
  - ii. Avoid physical contact unless necessary (e.g., coaching corrections) and ensure it is appropriate.

- iii. Never engage in or tolerate bullying, discrimination, or inappropriate language.
  - iv. Avoid private communication with children (use group chats or include parents).
  - v. Not share personal contact details or social media with children.
  - vi. Report any concerns about a child's safety immediately.
- b) Prohibited Behaviors:
- i. Physical punishment or humiliation.
  - ii. Sexualized behavior, jokes, or comments.
  - iii. Spending time alone with a child in private settings.
  - iv. Taking photos/videos of children without parental consent.

## **5. Reporting Procedures**

- a) If a child is in **Immediate Danger**, call 999 (Hong Kong Police Force).
- b) Reporting concerns:
  - i. Inform the Designated Safeguarding Officer (DSO) immediately.
  - ii. Document the incident with dates, times, and details.
  - iii. The DSO will assess the concern and escalate if needed (e.g., to Social Welfare or Police).
  - iv. Confidentiality will be maintained, and only necessary parties will be informed.

## **6. Recruitment and Training**

All staff and volunteers working with children must undergo:

- i. Background checks (e.g., Sexual Conviction Record Check - SCRC).
- ii. Child safeguarding training upon recruitment and refreshers annually.

## **7. Photography & Social Media Policy**

- a) Parents/guardians must provide written consent for photos/videos.
- b) Avoid sharing images that could identify a child's location.
- c) Report any misuse of images involving children.

## **8. Review & Compliance**

- a) This policy will be reviewed annually or after any major incident.
- b) Failure to comply may result in disciplinary action, including termination and legal consequences.

This policy ensures a safe, respectful, and secure environment for all children involved in HKPFA activities. All members must uphold these standards to protect young participants.

### **Contact Information:**

Designated Safeguarding Officer (DSO):

Dr. WONG Wing Sum, Sam

[sam@hkpfa.org.hk](mailto:sam@hkpfa.org.hk)

Tel: 2679-2601

The telephone number and address of Family and Child Protective Services Units of Social Welfare Department can be downloaded [here](#). Hotline of Social Welfare Department at 2343-2255.

*SWD Hotline provides information on welfare services in the form of voice messages or facsimile transmission to callers through a 24-hours interactive voice response system. SWD Hotline social workers are on duty from 9:00 am to 5:00 pm on Mondays to Fridays, and from 9:00 am to 12:00 noon on Saturdays to provide counselling, support and advice and arrange appropriate follow up services for those in-need. Outside the aforesaid duty hours (including public holidays), callers can choose to transfer their calls to the Hotline and Outreaching Service Team operated by Tung Wah Group of Hospitals for assistance from social workers. They may also leave their message on the recording machine or seek assistance from the police.*



## 兒童安全保障政策

### 1. 政策聲明

中國香港體適能總會（HKPFA）致力於為所有參與本會活動、計劃和課程的兒童（18歲以下）提供安全、包容的環境。我們對兒童虐待、忽視或傷害採取零容忍態度，並將採取一切必要措施保護兒童免受身體、情感或性方面的傷害。所有員工、教練、志願者及會員必須遵守本政策，確保參與活動的兒童得到妥善保護。

### 2. 兒童安全保障原則

- a) 兒童福祉為首要考量
- b) 所有兒童均有權免受虐待和傷害
- c) 所有關於虐待的疑慮或指控都將被嚴肅對待並及時處理
- d) 員工、教練及志願者須嚴格遵守指引，以降低風險
- e) 確保資訊保密，僅在必要情況下共用

### 3. 角色與責任

- a) 總會管理層
  - i. 確保政策執行
  - ii. 任命兒童保障主任（DSO）
  - iii. 為員工及志願者提供兒童保護培訓
- b) 兒童保障主任（DSO）
  - i. 作為兒童安全問題的首要聯絡人
  - ii. 向相關部門（如社會福利署、警方）報告事件
  - iii. 記錄疑慮及採取的行動
- c) 員工、教練及志願者
  - i. 遵守《與兒童工作行為守則》
  - ii. 立即報告任何兒童福利問題
  - iii. 避免單獨與兒童相處（盡可能遵循「雙成人原則」）

### 4. 與兒童工作行為守則

- a) 所有與兒童接觸的成人必須：
  - i. 以尊重和尊嚴對待所有兒童
  - ii. 避免不必要的身體接觸（如指導動作時需確保恰當）
  - iii. 絕不容忍欺凌、歧視或不恰當言語
  - iv. 避免與兒童私聊（使用群組聊天或包含家長）
  - v. 不向兒童提供個人聯繫方式或添加社交媒體
  - vi. 立即報告任何兒童安全隱患

- b) 禁止行為：
  - i. 體罰或羞辱
  - ii. 涉及性暗示的言行或玩笑
  - iii. 在私密場合單獨與兒童相處
  - iv. 未經家長同意拍攝兒童照片/視頻

## 5. 舉報程式

- a) 若兒童面臨即時危險，撥打 999（香港警務處）
- b) 舉報疑慮步驟
  - i. 立即通知兒童保障主任（DSO）
  - ii. 記錄事件時間、日期及細節
  - iii. DSO 評估後決定是否上報（如社會福利署或警方）
  - iv. 嚴格保密，僅告知必要人員

## 6. 人員招聘與培訓

所有接觸兒童的員工及志願者須：

- a) 通過背景審查（如性罪行定罪紀錄查核-SCRC）
- b) 入職時接受兒童保障培訓，並每年複訓

## 7. 攝影及社交媒體政策

- a) 須獲家長/監護人書面同意方可拍攝兒童照片/視頻
- b) 避免發佈可能暴露兒童位置的資訊
- c) 舉報任何濫用兒童影像的行為

## 8. 審查與合規

- a) 本政策每年或重大事件後檢討
- b) 違規者將面臨紀律處分，包括解雇及法律後果

本政策確保所有參與 HKPFA 活動的兒童處於安全、受尊重且受保護的環境。全體成員必須恪守此標準，保障年輕參與者的權益。

### 聯絡方式

兒童保障主任（DSO）：

黃永森博士

[sam@hkpfa.org.hk](mailto:sam@hkpfa.org.hk)

電話：2679-2601

社會福利署家庭及兒童保護服務課程的電話號碼及地址可在此下載。社會福利署熱線電話：2343-2255。

社署專線透過 24 小時互動語音應答系統，以語音訊息或傳真方式提供來電者福利服務資訊。社署專線社工於週一至星期五上午 9 時至下午 5 時，星期六上午 9 時至中午 12 時當值，為有需要的人士提供輔導、支援及建議，並安排適當的跟進服務。於上述當值時間以外（含公眾假期），來電者可選擇將電話轉接至東華三院轄下的專線及外展服務隊，尋求社工協助。他們亦可於錄音機上留言或向警方尋求協助。