



PO LEUNG KUK CHOI KAI YAU SCHOOL
CHILD PROTECTION POLICY

AUGUST 2026

保良局蔡繼有學校

《守護兒童政策執行指引》

1 評估流程

- 1.1 任何員工當值時,知悉兒童正受到傷害/虐待,須即時制止相關行為,確保兒童安全;若員工屬非強制舉報虐待兒童條例下的「指明專業人員」,須即時報告副校長或以上職級,按指示跟進。
- 1.2 「指明專業人員」需要為受虐待兒童作初步評估,依照指引搜集基本資料(如事件性質、兒童身心狀態、懷疑施虐者身份,發生時間地點等),但避免反覆盤問兒童細節,防止兒童承受二次傷害。保存事件證據,如施襲物品,確保後續調查及司法程序的資料完整。
- 1.3 處理該事故員工需同步向副校長或以上職級口頭匯報,並由副校長或以上職級安排設施管理部同事翻查相關閉路電視錄像記錄及作存檔(如有),啟動學校「守護兒童政策執行指引」的處理流程,及商討下一步跟進安排。
- 1.4 員工若為「指明專業人員」,在可行情況下,需透過強制舉報虐待兒童之「舉報電子平台」完成決策流程圖及輔助分析框架評估兒童狀況,識別是否構成「需強制舉報的嚴重虐待兒童個案」。評估結果分類為「不屬懷疑虐待事件」、「一般通報懷疑虐待事件」及「強制舉報虐待兒童條例」範疇之事件。
- 1.5 員工需保留該評估結果,並存檔記錄;整個處理流程須保障兒童及舉報者的個人資料保密。有關的評估結果需向校長或總校長報告。
- 1.6 如屬「嚴重虐待兒童個案」,「指明專業人員」根據《強制舉報虐待兒童條例》第4(1)條就懷疑虐待兒童個案作出舉報是其個人的法律責任,學校不能代其履行責任。如就舉報安排有任何異議,強制舉報者可自行作出舉報,任何人士不得故意阻止/阻礙,或披露該舉報者的身分。

2 執行指引

2.1 即時保護兒童安全措施

2.1.1 即時保障兒童安全

- 2.1.1.1 立即將兒童移離危險環境,確保兒童的人身安全。
- 2.1.1.2 如兒童身體受傷或懷疑受傷,須立即安排送往醫院接受專業檢查與治療。
- 2.1.1.3 如兒童面臨嚴重及即時的傷害風險,如生命危險或嚴重虐待情況,應立即致電999求助,以便警方介入及接受緊急治療。
- 2.1.1.4 檢查兒童傷勢前須向兒童講解原因並取得其同意才可進行,建議由兩名員工進

行檢查,但切勿拍攝兒童受傷而涉及私隱部位的照片,避免侵犯個人私隱。

2.1.2 限制懷疑施虐者接觸

2.1.2.1 防止懷疑施虐者接近涉事兒童及其他相關兒童,以盡量保護兒童免受其他傷害/虐待的風險。

2.1.2.2 在安全情況下,安排兒童置於可信賴的親屬、監護人、政府或社會服務機構的安全場所。

2.2 不屬懷疑虐待兒童事件 [參考附錄1:一般通報懷疑虐待兒童流程圖]

2.2.1 如不屬懷疑虐待事件及不涉及員工

2.2.1.1 由學校社工提供適當跟進服務。

2.2.1.2 聯絡家長/監護人,提供適切輔導。

2.2.2 如不屬懷疑虐待事件但涉及員工

需通報總校長及備報告存檔,及對該員工進行持續監察與督導,員工在指定時間完成複修課程。

2.3 屬於一般通報懷疑虐待兒童事件 [參考附錄1:一般通報懷疑虐待兒童流程圖]

2.3.1 如懷疑虐待個案非達嚴重傷害標準,按2.1項指引,即時執行《保護兒童安全措施》,並依社會福利署《保護兒童免受虐待---多專業合作程序指引》及學校內部處理流程作一般通報、提供支援,繼續搜集資料或持續觀察。

2.3.2 如該懷疑虐待事件不涉及員工

2.3.2.1 通報社署保護家庭及兒童服務課(FCPSU)處理 (非已知個案)或通報有關個案的社工跟進 (已知個案)。

2.3.2.2 必須同步通報校長或以上職級該事件的進展情況。

2.3.2.3 按「多專業合作程序指引」,執行/進一步搜集資料及聯絡家長/監護人,提供適切輔導。

2.3.2.4 按服務需要,撰寫詳細書面報告予/校長或以上職級(學校應記錄存檔)。

2.3.3 如該懷疑虐待事件涉及員工

總校長通報保良局教育事務部、至行政總監及人力資源部及企業傳訊及公關部。

2.4 屬於「強制舉報虐待兒童條例」範疇[參考附錄2:強制舉報流程圖]

2.4.1 舉報流程及方式

2.4.1.1 如經決策流程圖評估,未直接指示須強制舉報,但專業判斷認為個案屬嚴重虐待,仍應依法舉報。

2.4.1.2 如經評估有合理理由懷疑兒童「正遭受嚴重傷害」或「正面對遭受嚴重傷害的實際風險」,須即時口頭通報上級至部門主管,及同時按《強制舉報虐待兒童條例》,依法盡快舉報:

- i. 在緊急情況下,例如受害兒童極需救援、治療及或需要當局執法,首先強制舉報者應致電999 警方緊急熱線,作緊急舉報;隨後盡快通報上級至部門管。
- ii. 就非緊急情況,除按2.1項指引,即時執行《保護兒童安全措施》;須即時透過電話或親身前往任何一間警署,或向社署保護家庭及兒童服務課作出舉報;如兒童個案已有社署或非政府機構社工負責,須同時知會相關社工。
- iii. 在向警方/社署保護家庭及兒童服務課作出口頭舉報後在切實可行情況下,主要舉報者須透過「舉報平台-強制舉報虐待兒童」提交書面舉報及所需資料,可參閱《強制舉報者指南第3.1.2項》。
- iv. 舉報平台接收到填妥的書面報告後,會向強制舉報者發出註明舉報日期的「認收證明書」作為記錄。

2.4.2 個人/團體舉報指引:

2.4.2.1 所有懷疑嚴重虐待兒童事件均須通報校長或以上職級,其須按情況指示強制舉報者應以個人或團體進行舉報。

2.4.2.2 原則上,若只一名強制舉報者知悉事件,由該名強制舉報者進行個人舉報。建議個人舉報後通知學校有關事件已經立案,並提供「認收證明書」副本予校長或以上職級,以機密文件存檔。

2.4.2.3 若學校有多於一名強制舉報者知悉事件,由校長或以上職級指示由最熟悉該個案或最了解該嚴重虐待事件的強制舉報者為主要舉報者,其他知悉事件的指明專業人員為其他舉報者。

2.4.2.4 若同一個案由不同服務單位/機構/學校同時負責跟進,建議以團隊方式作出舉報,由最先發現有關懷疑虐兒事件的服務單位/機構/學校負責舉報,其他的知情指明專業人員則為其他舉報者。

2.4.2.5 團體舉報的主要舉報者提供「認收證明書」副本予校長及其他舉報者,以確認

個案已作舉報;證明書須以機密文件存檔。

2.4.2.6 所有已立案的強制舉報個案,應由總校長通報保良局教育事務部、至行政總監、人力資源部及企業傳訊及公關部。

2.4.3 強制舉報後跟進工作:

2.4.3.1 首要確保受虐兒童獲安全照顧,保障兒童免受進一步侵犯的危機。

2.4.3.2 配合警方、社署保護家庭及兒童服務課或其他部門的調查,與兒童個案不同持份者,包括家人/監護人、個案社工、老師、醫生、警方等,保持緊密聯絡溝通、提供適切資料、配合調查及按需要出席多專業個案會議等(參考《強制舉報者指南》第3.3項服務提供)。

2.4.3.3 適時及定時向總校長匯報事件進展,獲取指示,以能為兒童訂定最佳福利計劃。

2.4.3.4 按需要協助執行有關的兒童福利計劃。

2.4.3.5 清晰紀錄與事件相關的所有資料並存檔,以備參照及查核。

2.4.3.6 按學校、保良局、社署或其他政府部門要求,按時提交相關事件報告。

2.4.4 懷疑員工為施虐者:

2.4.4.1 若懷疑員工為施虐者,須馬上通報該職員的上級至總校長,總校長會通報至保良局教育事務部及行政總監、人力資源部及企業傳訊及公關部。

2.4.4.2 即時暫停該員工職務,並禁止其接觸任何服務對象及/或單位文件/紀錄等。

2.4.4.3 與人力資源部同事跟進暫停職務的相關程序,按需要通知資訊科技部同事停止該員工的電腦存權。

2.4.4.4 若施虐者涉及多名員工,而暫停職務引致實務運作受影響,校方將指示不同部門同事作出應變措施,以作支援。其他服務單位應配合上級指示調動人手,以作支援。

2.4.4.5 涉事員工被警方調查期間,上級不應與該員工討論與懷疑虐兒事件的內容,以保公正。

2.4.4.6 若涉事員工最終被評定為非施虐者,可盡快安排復工,並按其意願及需要,提供心理輔導支援服務。

2.4.4.7 若員工最終被評定為施虐者,按校方「員工紀律政策」處理。

2.4.4.8 若虐兒事件對服務對象有所影響,可按需要安排臨床心理學家提供相關評估、跟進服務。

2.4.4.9 若虐兒事件對團隊士氣有所影響,可按需要考慮安排僱員相關支援服務。

2.4.4.10 按保良局本局、社署或其他政府部門要求,按時提交相關事件報告。

1. Assessment Process

- 1.1 When any staff member on duty becomes aware that a child is being harmed/abused, they must immediately stop the relevant behavior and ensure the child's safety; if the staff member is not a "specified professional" under the Mandatory Reporting of Child Abuse Ordinance, they must immediately report to the Vice Principal or above and follow their instructions.
- 1.2 "Specified professionals" need to conduct an initial assessment of the abused child, collect basic information according to the guidelines (such as the nature of the incident, the child's physical and psychological condition, the identity of the suspected abuser, time and location, etc.), but avoid repeatedly questioning the child for details to prevent secondary trauma. Preserve evidence of the incident, such as the assault weapon, to ensure complete information for subsequent investigations and judicial proceedings.
- 1.3 Staff handling the incident must simultaneously report orally to the Vice Principal or above, and the Vice Principal or above shall arrange for Facilities Management Department colleagues to retrieve and archive relevant closed-circuit television (CCTV) recordings (if any), initiate the school's "Child Protection Policy Implementation Guidelines" handling procedures, and discuss follow-up arrangements.
- 1.4 If the staff member is a "specified professional," they must, where practicable, complete the decision flow chart and auxiliary analysis framework through the "Reporting e-Platform" for mandatory reporting of child abuse to assess the child's condition and identify whether it constitutes a "serious child abuse case requiring mandatory reporting." The assessment results are classified as "Not a suspected abuse incident," "General reporting of suspected abuse incident," and "Incidents falling under the Mandatory Reporting of Child Abuse Ordinance."
- 1.5 Staff must retain the assessment results and archive the records; the entire handling process must protect the confidentiality of personal information of the child. and the reporter. The assessment results must be reported to the Principal or General Principal.
- 1.6 If it is a "serious child abuse case," the "specified professional" has a personal legal responsibility to make a report regarding the suspected child abuse case under Section 4(1) of the Mandatory Reporting of Child Abuse Ordinance, and the school

cannot fulfill this responsibility on their behalf. If there are any disagreements regarding the reporting arrangement, the mandatory reporter may make the report personally, and no person shall deliberately obstruct/prevent or disclose the identity of the reporter.

2. Implementation Guidelines

2.1 Immediate Measures to Protect Children's Safety

2.1.1 Immediate protection of children's safety

2.1.1.1 Immediately remove the child from the dangerous environment to ensure the child's personal safety.

2.1.1.2 If the child has sustained or suspected physical injuries, they must be immediately sent to the hospital for professional examination and treatment.

2.1.1.3 If the child faces severe and immediate risk of harm, such as danger to life or severe abuse, call 999 immediately for police intervention and emergency medical treatment.

2.1.1.4 Before examining the child's injuries, explain the reasons to the child and obtain their consent. It is recommended that two staff members conduct the examination, but do not take photographs of the child's injured private areas to avoid violating personal privacy.

2.1.2 Restricting Suspected Abusers' Access

2.1.2.1 Prevent the suspected abuser from approaching the child involved and other related children to minimize the risk of further harm/abuse to children.

2.1.2.2 Where safe, arrange for the child to be placed in a safe location with trusted relatives, guardians, government, or social service organizations.

2.2 Not a Suspected Child Abuse Incident [Refer to Appendix 1: General Reporting Flow Chart for Suspected Child Abuse]

2.2.1 If Not a Suspected Abuse Incident and Not Involving Staff

2.2.1.1 The school social worker provides appropriate follow-up services.

2.2.1.2 Contact the parent/guardian to provide appropriate counseling.

2.2.2 If Not a Suspected Abuse Incident But Involving Staff

The General Principal must be notified and a report archived, and the staff member must be subject to continuous monitoring and supervision, completing remediation courses within a specified time.

2.3 General Reporting of Suspected Child Abuse Incident [Refer to Appendix 1: General Reporting Flow Chart for Suspected Child Abuse]

2.3.1 If the suspected abuse case does not meet the serious harm standard, follow the guidelines in Section 2.1, immediately implement "Child Safety Protection Measures," and according to the Social Welfare Department's "Protecting Children from Abuse-Multi-disciplinary Co-operation Procedure Guidelines" and the school's internal handling procedures, make general reports, provide support, continue collecting information, or conduct continuous observation.

2.3.2 If the Suspected Abuse Incident Does Not Involve Staff

2.3.2.1 Report to the Social Welfare Department's Family and Child Protection Services Unit (FCPSU) for handling (unknown cases) or report to the social worker handling the relevant case (known cases).

2.3.2.2 Must simultaneously report the progress of the incident to the Principal or above.

2.3.2.3 According to the "Multi-disciplinary Co-operation Procedure Guidelines," execute/further collect information and contact the parent/guardian to provide appropriate counseling.

2.3.2.4 According to service needs, prepare a detailed written report for the Principal or above (the school should keep records and archive).

2.3.3 If the Suspected Abuse Incident Involves Staff

The General Principal reports to the Po Leung Kuk Education Services Department, the Chief Executive Officer, Human Resources Department, and Corporate Communications and Public Relations Department.

2.4 Falls Under the "Mandatory Reporting of Child Abuse Ordinance" [Refer to Appendix 2: Mandatory Reporting Flow Chart]

2.4.1 Reporting Procedures and Methods

2.4.1.1 If, after assessment by the decision flow chart, it is not directly instructed that mandatory reporting is required, but professional judgment considers the case to be serious abuse, a report should still be made according to the law.

2.4.1.2 If there is reasonable suspicion that the child "is suffering serious harm" or "is facing actual risk of suffering serious harm," immediate oral report to the superior up to the department head must be made, and simultaneously, according to the Mandatory Reporting of Child Abuse Ordinance, report as soon as possible:

- i. In emergency situations, for example, if the child victim urgently needs rescue, treatment, and/or law enforcement, the mandatory reporter should first call 999 police emergency hotline for emergency reporting; then report to the superior up to the department head as soon as possible.
- ii. For non-emergency situations, in addition to following the guidelines in Section 2.1 to immediately implement "Child Safety Protection Measures"; immediate reporting must be made by telephone or in person to any police station, or to the Social Welfare Department's Family and Child Protection Services Unit; if the child case is already being handled by a social worker from the Social Welfare Department or a non-governmental organization, the relevant social worker must also be notified.
- iii. After making an oral report to the police/Social Welfare Department's Family and Child Protection Services Unit, the primary reporter must, where practicable, submit a written report and required information through the "Reporting Platform Mandatory Reporting of Child Abuse." Refer to the "Mandatory Reporter's Guide Section 3.1.2."
- iv. After receiving the completed written report, the Reporting Platform will issue a "Acknowledgement Certificate" noting the reporting date to the mandatory reporter as a record.

2.4.2 Individual/Group Reporting Guidelines

- 2.4.2.1 All suspected serious child abuse incidents must be reported to the Principal or above, who must instruct whether the mandatory reporter should make an individual or group report based on the circumstances.
- 2.4.2.2 In principle, if only one mandatory reporter is aware of the incident, that mandatory reporter makes an individual report. It is recommended that after individual reporting, the school be informed that the case has been filed, and a copy of the "Acknowledgement Certificate" be provided to the Principal or above for confidential filing.
- 2.4.2.3 If more than one mandatory reporter in the school is aware of the incident, the Principal or above shall instruct the mandatory reporter most familiar with the case or most knowledgeable about the serious abuse incident to be the primary reporter, with other specified professionals who are aware of the incident being other reporters.
- 2.4.2.4 If different service units/organizations/schools are simultaneously responsible for following up the same case, it is recommended that a team make the report, with the service unit/organization/school that first discovered the suspected child abuse being responsible for the report, and other aware specified professionals being other reporters.
- 2.4.2.5 The primary reporter for group reporting provides copies of the "Acknowledgement Certificate" to the Principal and other reporters to confirm the case has been reported; the certificate must be filed as a confidential document.
- 2.4.2.6 All registered mandatory reporting cases should be reported by the General Principal to the Po Leung Kuk Education Services Department, the Chief Executive Officer, Human Resources Department, and Corporate Communications and Public Relations Department.

2.4.3 Follow-up Work After Mandatory Reporting

- 2.4.3.1 The primary concern is to ensure the abused child receives safe care and is protected from further infringement.
- 2.4.3.2 Cooperate with the police, Social Welfare Department's Family and Child Protection Services Unit, or other departments' investigations; maintain close contact and communication with different stakeholders of the child case,

including family/guardians, case social workers, teachers, doctors, police, etc., provide appropriate information, cooperate with investigations, and attend multi-disciplinary case meetings as required (refer to "Mandatory Reporter's Guide Section 3.3 Service Provision").

2.4.3.3 Report the progress of the incident to the General Principal regularly and timely to obtain instructions in order to formulate the best welfare plan for the child.

2.4.3.4 Assist in implementing the relevant child welfare plan as required.

2.4.3.5 Clearly record and archive all information related to the incident for reference and auditing.

2.4.3.6 Submit relevant incident reports on time according to the requirements of the school, Po Leung Kuk, the Social Welfare Department, or other government departments.

2.4.4 Suspected Staff Member as Abuser

2.4.4.1 If a staff member is suspected to be the abuser, the superior up to the General Principal must be immediately notified, and the General Principal will report to the Po Leung Kuk Education Services Department, the Chief Executive Officer, Human Resources Department, and Corporate Communications and Public Relations Department.

2.4.4.2 Immediately suspend the staff member's duties and prohibit them from contacting any service recipients and/or unit documents/records, etc.

2.4.4.3 Follow up with Human Resources Department colleagues regarding the procedures for suspending duties, and if required, notify the Information Technology Department to stop the staff member's computer access rights.

2.4.4.4 If multiple staff members are involved as abusers and suspending duties affects practical operations, the school will instruct different department colleagues to take contingency measures for support. Other service units should cooperate with superiors' instructions to allocate personnel for support.

2.4.4.5 During the period when the staff member involved is under police investigation, superiors should not discuss the content of the suspected child abuse incident with that staff member to ensure fairness.

2.4.4.6 If the staff member involved is ultimately assessed not to be the abuser, they can be arranged to return to work as soon as possible, and psychological counseling support services can be provided according to their wishes and needs.

2.4.4.7 If the staff member is ultimately assessed to be the abuser, handle according to the school's "Staff Disciplinary Policy."

2.4.4.8 If the child abuse incident affects service recipients, arrangement can be made for clinical psychologists to provide relevant assessments and follow-up services as required.

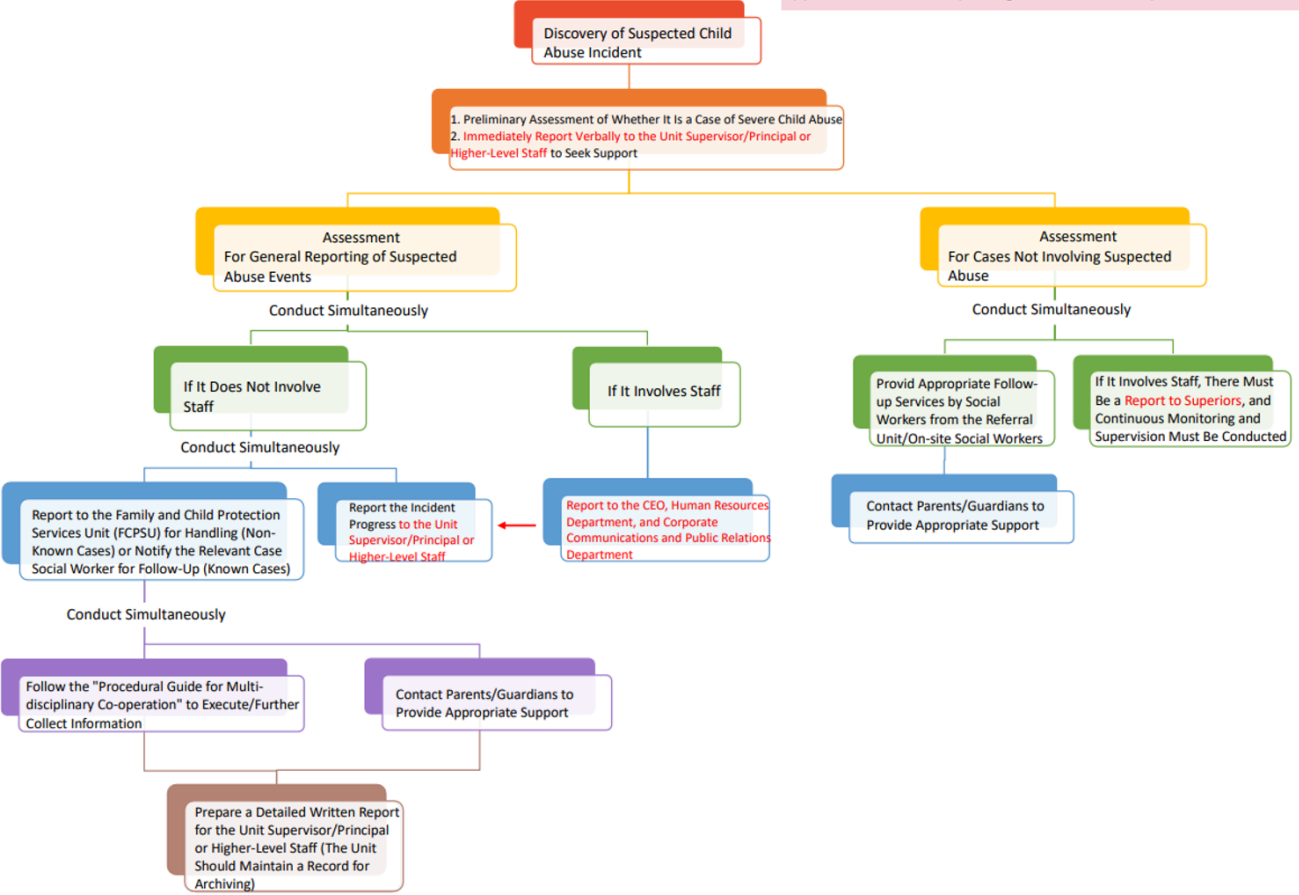
2.4.4.9 If the child abuse incident affects team morale, arrangement of employee assistance services can be considered as required.

2.4.4.10 Submit relevant incident reports on time according to the requirements of Po Leung Kuk, the Social Welfare Department, or other government departments.

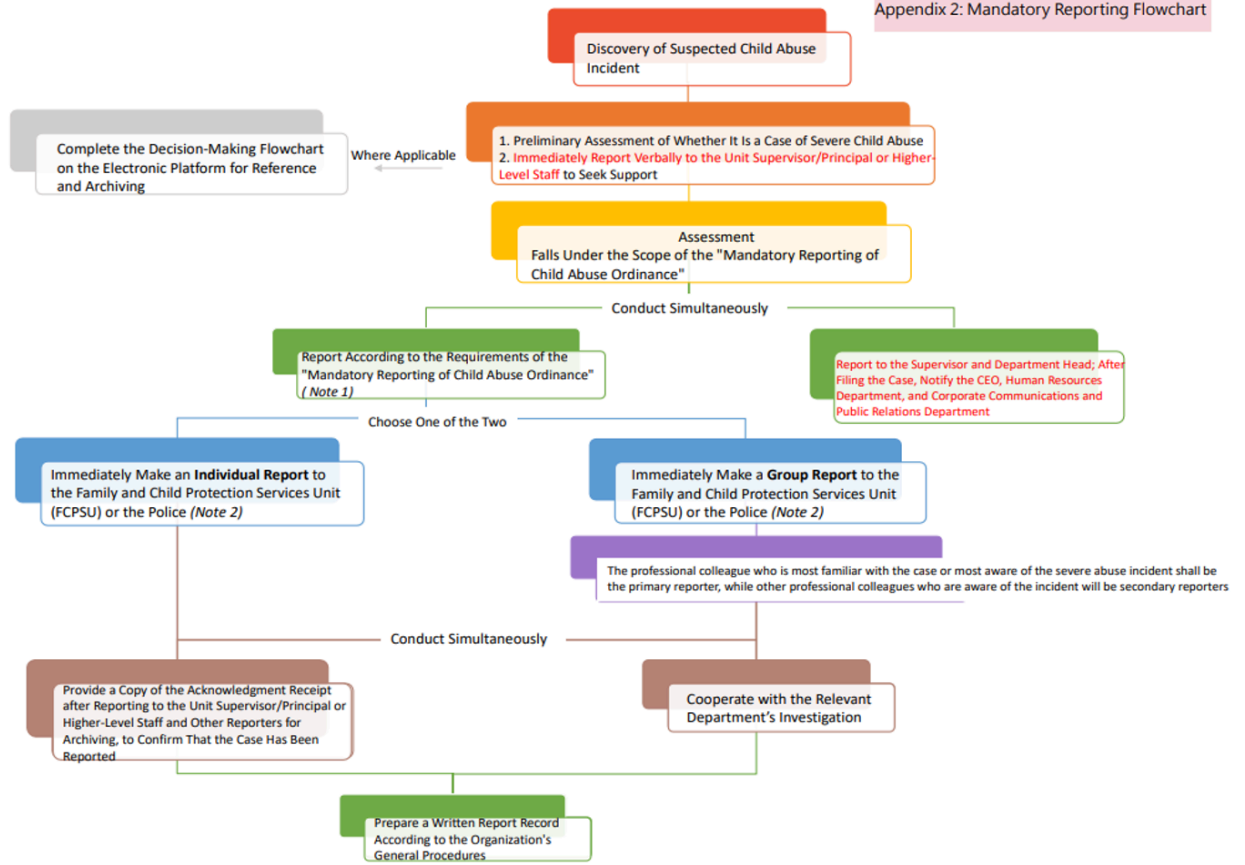
Note: This is an English translation of the original Chinese policy document from Po Leung Kuk Choi Kai Yau School. In the event of any discrepancy or inconsistency between this English translation and the original Chinese text, the Chinese version shall prevail.

The child protection policy is reviewed annually by the senior management team and was last reviewed in August 2026.

Appendix 1: General Reporting Flowchart for Suspected Child Abuse



Appendix 2: Mandatory Reporting Flowchart



Note 1: Designated professionals have a personal legal obligation to report suspected child abuse cases under Section 4(1) of the Ordinance; the organization cannot fulfill this responsibility on their behalf. If the employee makes a report before notifying the organization, it is recommended to inform the organization and provide the acknowledgment receipt to their supervisor.

Note 2: For details, please refer to the "Policies for Mandatory Reporters."