

## 《守護兒童約章》

### Child Safeguarding Charter

#### 守護兒童約章 Child Safeguarding Charter

向身體虐待、性虐待、疏忽照顧和精神虐待說「不」

Say “NO” to Physical Abuse, Sexual Abuse, Neglect, and Psychological Abuse

#### 我們的員工和有關人士應: **Our staff and associates should:**

- 不論兒童的年齡、性別、國籍、種族、語言、宗教、能力、殘障、健康和社經文化背景，尊重兒童的權利和尊嚴。

Respect the rights, integrity, and dignity of children regardless of their differences in age, sex, gender, nationality, ethnic origin, race, language, religious belief, ability, disability, health, socio-economic or cultural background, or any other circumstances.

- 任何時候都保持高水準的專業操守，成為兒童和青少年的正面榜樣。

Display high standards of professional behaviour at all times, providing a positive role model for children and young people.

- 在發現兒童或青少年受到傷害、懷疑受到傷害或者接獲有關指控時，根據既定指引作出報告及回應。

Respond to any concerns, suspicions, incidents or allegations of actual or potential abuse to a child or young person, and report in accordance with established procedures.

- 在兒童懷疑受到傷害的時候全面配合調查，並遵守保密原則。

Cooperate fully and confidentially in any investigation of concerns or allegations of abuse to children.

#### 我們的員工和有關人士不應: **Our staff and associates should not:**

- 打罵兒童或者對兒童構成任何身體上的傷害，包括體罰或其它傷害性的對待。

Hit, physically assault or physically abuse children including the use of corporal punishment or any harmful practices.

- 與 18 歲以下的兒童服務使用者進行任何形式的性活動或者與他們發展性/肉體上的關係（此規定不應受到香港同意發生性行為的合法年齡所限）。

Engage in any form of sexual activity or develop physical/sexual relationships with service clients under the age of 18 regardless of the age of sexual consent in Hong Kong.

- 侮辱、羞辱或貶低兒童；或利用冒犯性、傷害性、帶性挑逗的用語；對兒童的文化背景帶不尊重的用語；或對兒童施行任何形式的精神虐待。

Use language which is intended to shame, humiliate, degrade or belittle the child, or otherwise offensive or abusive, sexually provocative, culturally insensitive, or otherwise perpetrate any form of emotional abuse.

- 讓兒童不適當地長時間在沒有任何成人在場或監管的情況下自處，引致兒童受到傷害或可能受到傷害。

Leave children unattended or unsupervised for an excessive or inappropriate timeframe that might result in harm or potential harm to them.

- 利用電腦、手機、照相機、影片或數碼相機或其他媒體剝削、騷擾或傷害兒童；或獲得、觀看、創造、下載或分享兒童色情物品及對兒童帶傷害性的圖像。

Use any computers, mobile phones, cameras, video or digital cameras or any such medium to exploit, harass or bully children; or to access, view, create, download or distribute child pornography, or any other abusive images of children.

以上的清單不能盡錄該做和不該做的事，但最重要的是，一切員工和有關人士應避免採取任何有可能是不恰當或傷害性的行動或行為。我們亦應該讓兒童了解他們的權利、明白什麼是可以接受和不可以接受的行為、並知道遇到問題時的求助方法。

The above is not an exhaustive or exclusive list. The principle is that staff and associates should avoid actions or behavior which may constitute poor practice or potentially abusive behavior. Children should also be EMPOWERED about their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

機構名稱 (中文):	
Organisation Name (English):	
簽署者姓名 Signed by:	
簽署者職位 Position:	
簽署及蓋印 Sign & Chop :	

## 附錄一 Appendix I

為什麼我們需要訂立守護兒童約章？

### Why do we need a Child Safeguarding Charter?

根據聯合國《兒童權利公約》，所有兒童都有受到保護的權利，免受虐待、疏忽照顧、剝削和暴力的傷害。可惜，很多時候施害者都是兒童熟悉甚至應該可以信賴的人；他們在兒童應該感到安全的地方傷害他們。

All children have the right to be protected from abuse, neglect, exploitation and violence under the United Nations Convention on the Rights of the Child (UNCRC). Sadly, many of these acts are carried out by people children *know* and should be able to *trust*; or by people in places that they should feel *safe*.

守護兒童是每個人的責任。因此，與兒童相關的組織、機構及專業人士需要在他們的工作崗位上擔當起保護兒童的角色；並確保每人的角色和責任都可以反映在他們的內部政策和守則之中。守護兒童約章協助機構制定兒童相關工作者的行為守則，是建立守護兒童政策的第一步。希望可以得到社會各界支持，達成共識，制定行為守則保護兒童。

Keeping children safe is everyone's responsibility. For this reason, organizations and professionals who work with children must do their part and ensure that their policies and practices reflect this responsibility. A **Child Safeguarding Charter** helps organizations formulate the code of conduct for its child related workers as an initial step to develop a Child Safeguarding Policy. We hope to draw the community's awareness, gather support and join hands to protect children.

就讓我們攜手合作，為兒童建構一個沒有暴力、兒童友善的環境。

Together, the community join hands to create a violence-free and child friendly environment for children.

### 好處 Advantages

1. **保護兒童**：透過訂立準則和意識提升將自己的組織建構成為一個守護兒童的環境，確保兒童的安全。

**It Protects Children:** Establish rules and raise awareness to keep children safe by creating a child safe organisation.

2. **保護員工及有關人員**：員工及有關人員提升對保護兒童意識，清晰理解自己應有的角色和與兒童相處的界線。遇到涉及兒童安全的情況時，亦懂得應對。

**It Protects Staff and Associates:** Staff and associates have better awareness and are clear on expectations on their behavior with children, and what to do when there are concerns related to the safety of children.

3. **保護組織、公司、學校或機構：**可以保護和提升機構的名聲、誠信和公信力。

**It Protects organizations, companies, schools, or institutions:** Reputation, integrity and credibility is protected and enhanced.

## 兒童的定義 Who is a child?

根據聯合國《兒童權利公約》，兒童是指 18 歲以下的人士。

In line with the United Nations Convention on the Rights of the Child (UNCRC), a child is defined as any person under the age of 18.

## 什麼是守護兒童政策？ What is Child Safeguarding Policy?

是釐定組織／公司／學校／機構責任的標準和規格，確保員工、有關人士、機構的運作和活動不會傷害兒童。這些標準和規格亦確保機構採取一切有效的措施避免兒童不會因為接觸機構而受到傷害。

It is the Standards and Guidelines that set forth the responsibility that organizations / companies / schools / institutions have to make sure that their staff, associates, operations and programmes do no harm to children. The Policy also ensures that children are not exposed to harm and abuse as a result of their contact with the organization / company / school / institution.

## 守護兒童政策的標準和規格 Child Safeguarding Policy Standards

### 政策 Policy

**確保所有人都清晰知道**，守護兒童政策的目的、亦知道政策是適用於機構的所有員工和有關人士。守護兒童政策亦包含遇到涉及兒童安全的情況時的處理方法。

**Make clear to everyone** of the policy goals and that the policy applies to all of the organization's staff and associates. It also outlines what measures are in place to respond when safeguarding concerns arise.

### 程序 Procedures

*訂明遇到涉及兒童安全的情況時應該採取的步驟*，以確保守護兒童政策得以順利執行。守護兒童政策亦應與機構現有的程序和系統接軌，如有需要亦可以訂立新的程序以完善現有制度。

Detail the steps to be carried out when there are concerns related to the safety of children so as to fulfil the policy. Policy commitments are integrated into existing organizational processes and systems and where necessary, new procedures should be introduced.

## 人員及文化 **People & Culture**

*訂立清晰的責任和期望*，方便員工和相關人士了解和作出相關的行動。每一個職級和部門亦應有相應的焦點聯絡人，在保護兒童方面有清晰的角色和責任。

Clear responsibilities and expectations for staff and associates and support for them to understand and act accordingly. Key staff are designated at different levels as ‘focal points’ with clearly defined roles and responsibilities.

## 問責 **Accountability**

*設立措施和機制定期檢討*，確保員工上下都履行守護兒童的責任，並會向主要持份者匯報進展、表現、以及過程中的學習和汲取的教訓。

***Measures and mechanisms in place for monitoring and regular review*** to ensure both upward and downward accountability in relation to child safeguarding. Progress, performance and lessons learnt are reported to key stakeholders.

在制定一份全面的守護兒童政策之前，我們需要就機構的員工和有關人士在保護兒童的行為標準上先達成共識。因此我們制定了這份守護兒童約章，希望凝聚社會共識及支持。我們需要你對守護兒童約章的支持，讓更完善的政策、制度、訓練和活動逐步落實以保障我們香港超過 110 萬名兒童。

Before we develop a full-fledged Child Safeguarding Policy, we need to agree on the Code of Conduct of our staff and associates to keep our children safe. This is the reason why we have developed this **Child Safeguarding Charter** to better explain the case so as to gather support in the community. We hope to have your support in this Charter, so better policies, systems, training and programs could be put into place to safeguard our over 1.1 million children population in Hong Kong.