

Child Safeguarding Policy and Procedures (External Short Form Policy Summary)

守護兒童政策和程序 (外部使用政策摘要)

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This policy applies to all Save the Children Hong Kong Staff, non-staff Representatives including (i) volunteers (ii) interns (iii) contractors (iv) consultants (v) board members/trustees, Visitors who visit Save the Children Hong Kong programmes/office and may come into contact with children, Partner organisations (including their Staff and Representatives, referred collectively as “Partners”), and other non-staff representatives as the Child Safeguarding Focal Point deem appropriate. Below set out the key elements of the Child Safeguarding Policy.

此政策摘要適用於所有香港救助兒童會職員，非職員代表包括 (i) 義工 (ii) 實習生 (iii) 合約人員 (iv) 顧問 (v) 董事會成員/受託人，探訪香港救助兒童會活動或項目而可能與兒童接觸的訪客，合作夥伴組織 (包括合作夥伴組織的工作人員和代表，簡稱「合作夥伴」)，和守護兒童代表認為適當的其他非職員代表。以下列出守護兒童政策的主要重點。

The English version shall prevail in case of any discrepancy or inconsistency between the English version and its Chinese translation.

如英文版及其中文翻譯之間存在任何差異或不一致，則以英文版本為準。

Our Commitment to Children **我們對兒童的承諾**

Awareness: All Save the Children Hong Kong Staff, Partners and Representatives are aware of the problem of child abuse and sexual exploitation and the risks to children. Children and their families are aware of the standards of behaviour they can expect from our Representatives and how they can raise a concern.

意識：所有香港救助兒童會的職員、合作夥伴和代表都意識到虐待兒童和性剝削問題及其對兒童的風險。兒童及其家庭了解我們代表應該遵守的行為準則以及懂得如何提出關注。

Prevention: Through awareness-raising and good practices, Save the Children Hong Kong Staff and others minimize the risks to children. Save the Children Hong Kong Staff and managers create an environment where children's rights are respected and sexual exploitation and abuse is prevented.

預防：香港救助兒童會的職員和其他人員會透過提高意識和實施良好實踐準則，以減少對兒童的風險。我們致力締造一個尊重兒童權利、預防性剝削和虐待的環境。

Reporting: Save the Children Hong Kong Staff and others are clear as to what steps to take when concerns arise regarding the abuse or exploitation of children.

通報：當有關虐待兒童或剝削的關注出現時，我們的職員和其他人員清楚應採取哪些通報程序。

Responding: Swift action in the best interests of the child is taken to support, safeguard and protect them when concerns arise regarding possible abuse and exploitation.

應對：當出現有關虐待兒童或剝削的疑慮時，會採取以兒童最佳利益為依歸的迅速應對行動給予扶助及支援。

Save the Children is committed to making Save the Children safe for children 我們致力確保兒童的安全

1. Introduction 引言

- 1.1 Save the Children Hong Kong Limited ("Save the Children") is committed to being a child-safe organisation. Save the Children has a zero-tolerance approach to child abuse and sexual exploitation of children by our staff, partners and others who represent us. All Staff, Representatives and Partners hold a serious and fundamental responsibility for ensuring the safety and welfare of children they are in contact with or informed about, either in the office or field, within or outside of office hours.

香港救助兒童會（以下簡稱「救助兒童會」）承諾成為一個保障兒童安全的組織。對於任何我們的職員、合作夥伴和其他代表作出對虐待兒童和性剝削行為，我們採取零容忍的態度。所有職員、代表和合作夥伴都有一個嚴肅而基本的責任，要確保他們在辦公室或任何場所、在辦公時間內或外與兒童接觸或獲得其相關資訊時，確保兒童的安全和福祉。

- 1.2 Child Safeguarding involves making Save the Children safe for children. It is our collective and individual responsibility and actions to ensure that all children are protected from deliberate or unintentional acts that lead to the risk of or actual harm by Save the Children Staff, Representatives, Visitors and third parties, and our programmes and operations.

守護兒童旨在讓救助兒童會對兒童而言是安全的。這是我們集體和個人的責任和行為以確保所有兒童免受任何因我們的職員、代表、訪客、第三方、項目或運作、不論是蓄意或無意、而引致傷害或受傷害風險。

- 1.3 Save the Children defines a Child as anyone under the age of 18.
救助兒童會將未滿 18 歲的人士定義為兒童。

2. Child Abuse Definition

虐待兒童定義

Child Abuse consists of anything which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospect of safe and healthy development into adulthood¹. Save the Children recognizes the following categories of Child Abuse: physical abuse, emotional abuse, neglect, sexual abuse and exploitation, and exploitation.

虐待兒童：指任何個人、機構或程序所做或未做的任何事情，直接或間接地傷害兒童、或損害其安全健康發展¹。救助兒童會視下列類別為虐待兒童：身體虐待，精神虐待，疏忽，性虐待和性剝削、剝削。

3. Reporting a Concern

通報關注

All child safety concerns, poor practice, or violations of this Policy must be reported to Save the Children's Child Safeguarding Focal Point (CSFP) through Save the Children's website [SCHK Child Safeguarding Reporting Form](#) or via email to hk.riskservice@savethechildren.org. Reports can be made anonymously, however anonymous reports may limit the ability to fully investigate concerns.

如有兒童安全疑慮、不良實踐或違反本政策的行為，必須向救助兒童會的守護兒童代表（CSFP）報告。報告可透過救助兒童會網站網上表格 [SCHK Child Safeguarding Reporting Form](#) 或通過電子郵件 hk.riskservice@savethechildren.org 提交。報告可以具名或匿名方式提交，但匿名報告可能會對全面調查構成限制。

Situations that require reporting include:

需要報告的情況包括：

- A Child is in danger of, or has actually been harmed or abused as a result of Save the Children Staff, Representative, Partner, Visitor or Save the Children/Partner's joint project/ activity; 兒童因救助兒童會職員、代表、合作夥伴、訪客、或因參與救助兒童會/與合作夥伴聯合項目或活動，而有被傷害風險或受到實際傷害；
- A Save the Children Staff, Representative, Partner or Visitor has violated this Child Safeguarding Policy; 救助兒童會職員、代表、合作夥伴或訪客違反了本守護兒童政策；
- A Child engaging with an Save the Children or Partner activity has been criminally abused. 參與救助兒童會或合作夥伴活動的兒童遭受了刑事虐待。

All Staff, Representatives, and Partners are required to report any suspected or known concerns **within 24 hours of becoming aware of the concern**.

所有職員、代表和合作夥伴必須在察覺到有關兒童安全疑慮後的 24 小時內報告任何疑慮或關注。

¹ In accordance with UK Children Act 2004 根據 2004 年英國兒童法案

4. Responding to a Concern 回應關注

Save the Children's CSFP is responsible for ensuring concerns are recorded and investigated. The CSFP, together with Save the Children's Senior Management Team, will take all reasonable measures to ensure the Child/Children are protected and safe and proactively respond to any identified risks. The CSFP will coordinate notifying external stakeholders, reporting to the local authorities/child protection units where needed.

救助兒童會的守護兒童代表負責確保關注事項得到記錄和調查。守護兒童代表與高級管理團隊將採取一切適當措施確保兒童安全和受到保護，並積極應對任何已確定的風險。守護兒童代表將協調通知相關持份者，並在需要的情況下向本地相關政府部門/保護兒童單位報告。

5. Code of Conduct 行為守則

All Staff, Representatives and Partners are bound by the Code of Conduct, which prevents harm to Children and protects Staff, Representatives and Partners from allegations of misconduct or abuse.

所有職員、代表和合作夥伴都必須遵守行為守則，以防止兒童受傷害，並保障職員、代表和合作夥伴免受行為失當或虐待兒童的指控。

Staff, Representatives and Partners must never:

職員、代表和合作夥伴絕不能：

1. Hit or otherwise physically assault or physically abuse Children.
打或以其他方式對兒童進行身體攻擊或身體虐待。
2. Engage in sexual activity or have a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally. Mistaken belief in the age of a Child is not a defense.
無論當地法定年齡/同意年齡或習俗為何，與任何未滿 18 歲以下人士進行性行為或發生性關係。誤信兒童年齡並非抗辯理由。
3. Develop relationships with Children which could in any way be deemed exploitative or abusive.
與兒童建立可能被認為是具剝削性或虐待性的關係。
4. Act in ways that may be abusive in any way or may place a Child at risk of abuse.
作出任何具虐待性的行為，或把兒童置於可能受到虐待的風險。
5. Use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
運用不恰當、具冒犯性或虐待性之言語、建議或意見。
6. Behave physically in a manner which is inappropriate or sexually provocative.
作出不恰當或具有性挑逗意味的行為。

7. Have a Child/Children with whom they are working to stay overnight at their home unsupervised unless exceptional circumstances apply and previous permission has been obtained from their line manager and the Child's parent.
在沒有監督的情況下，留參與救助兒童會活動的兒童在其居所過夜。若在特殊情況下有此需要，必須事先獲得主管和兒童的父母許可。
8. Sleep in the same bed as a Child with whom they are working.
與參與救助兒童會活動的兒童同床而睡。
9. Sleep in the same room as a Child with whom they are working unless exceptional circumstances apply and previous permission has been obtained from their line manager and the child's parent.
與參與救助兒童會活動的兒童同房而睡。若在特殊情況下有此需要，必須事先獲得主管和兒童的父母許可。
10. Do things for Children of a personal nature that they can do themselves.
替兒童做他們可以自理的個人事情。
11. Condone, or participate in, behaviour of Children which is illegal, unsafe or abusive.
縱容或參與涉及兒童的非法、不安全或虐待行為。
12. Act in ways intended to shame, humiliate, belittle or degrade Children, or otherwise perpetrate any form of emotional abuse.
以令兒童感到羞辱、侮辱、輕視或貶低的方式行事，或作出任何形式的精神虐待。
13. Discriminate against, show unfair differential treatment or favour to particular Children to the exclusion of others.
對個別兒童作出歧視、不公平或有差別的對待或優待。
14. Spend excessive time alone with Children away from others in a manner which could be interpreted as inappropriate.
在可被視為不恰當的情況下，花過長時間與兒童離群獨處。
15. Expose a Child to inappropriate images, films and websites including pornography and extreme violence.
讓兒童接觸到色情或過份暴力等不恰當圖像、影片及網站。
16. Place themselves in a position where they are made vulnerable to allegations of misconduct.
把自己置於容易被指行為不當的情況。

This is not an exhaustive or exclusive list. Representatives and Partners should at all times avoid actions or behaviours which may be misrepresented, constitute poor practice or be potentially abusive.

這列表並不詳盡無遺。代表和合作夥伴應避免作出任何可能被誤解、構成不良實踐或潛在具虐待性的行為。

6. Safe Programming
安全的活動 / 項目策劃

By integrating safety measures within our programme design, delivery, and monitoring, Save the Children strive to ensure our programmes, advocacy, and activities are safe for Children.
在救助兒童會，我們透過活動 / 項目設計、實施安全措施和監測以確保項目、倡議和活動安全。

7. Working with Partners
與合作夥伴合作

In the event that Save the Children works with Partners on a joint project, a written agreement must be in place specifying a joint commitment to safeguarding Children, the safety principles and standards to be observed across the joint project, and the procedures for reporting and investigating concerns that arise within the scope of the joint project.
如救助兒童會和合作夥伴合作，合作夥伴必須簽署書面協議，明確承諾共同守護兒童，遵守守護兒童政策和標準，並設有通報和調查關注的程序。

Please contact Save the Children's Child Safeguarding Focal Point hk.riskservice@savethechildren.org or your Save the Children representative if you have further questions.

如果您有任何查詢，請聯絡救助兒童會守護兒童代表 hk.riskservice@savethechildren.org 或您的救助兒童會代表。