守護兒童政策
Policy on Child Safeguarding

目的 Objective
為促進體育總會在日常運作的各方面守護兒童，避免虐待兒童事件，協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, the Association committed to the protection and welfare of children involved in all its activities. Guidelines and procedures should be devised and implemented to raise awareness and acceptance of responsibilities to safeguard children from any form of harm.

本政策適用於所有執行委員、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、以及參與協會業務、活動或比賽的每個人。
It applies to all Executive Committee members, 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 Association's business, activities, competitions, matches or events.

定義 Definition
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。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 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. It 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.

虐待兒童行為可分為以下類別：
Child maltreatment/abuse may take the following forms:
- 身體傷害/虐待 Physical harm/abuse；
- 性侵犯 Sexual abuse；
- 疏忽照顧 Neglect；
- 心理傷害/虐待 Psychological harm/abuse。

處理原則 Principles of Handling Child Maltreatment/Abuse

協會按以下原則處理懷疑虐待兒童個案：

The Association handle suspected incidents of child maltreatment/abuse based on the following principles:

- 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；
  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.
- 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；
  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.
- 虐待兒童個案對各方均會帶來壓力，協會承諾會立即處理事件；
  Child abuse incidents should be handled promptly because all parties concerned are under pressure. The NSA pledges to deal with incidents without any delay.
- 讓所有與協會相關的人員知悉處理虐待兒童個案的程序；
  The procedures for handling child abuse incidents should be made known to all persons related to the Association.
- 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；
  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.
- 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；
  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.
- 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。體育總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；

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.

- 對涉及虐待兒童的匿名投訴，協會將評估指控的嚴重性，決定是否進一步調查。

  In the case of anonymous complaint, the Association should consider the evidence and seriousness of the allegation(s) to determine whether inquiry into the circumstances is required.

<u>處理方式 Handling Child Maltreatment/Abuse</u>

- 當收到懷疑虐待兒童個案，應在接獲通報的特定期限內向通報人確認收悉，由總幹事立即向執行委員會作出報告；

  When a report of a possible child maltreatment/abuse incident is received, an acknowledgement of the report should be made within the specified period of the receipt of the report. The General Secretary will notify the Executive Committee in the first instance;

- 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位獨立的人士處理，該人士不得與被投訴人或投訴有關。協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；

  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 complainee or involved in the complaint. The parents/guardians will be advised that the NSA will fully cooperate with any investigation and respect their right to report to the Police/SWD.

- 協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，並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 Association will facilitate the coordination of the investigation or services.

- 視乎個案的嚴重性及被指稱的涉事者的角色，協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 NSA may take the following steps regarding the alleged perpetrator:

1. 如被指稱的涉事者是協會職員 If the alleged perpetrator is a staff of the Association	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 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/她將根據協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，協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 Association. 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，協會將革除其職務。 If the alleged perpetrator is found or pleads guilty,

	he/she will be dismissed.
2. 如被指稱的涉事者自願為協會工作（例如：執行委員會/委員會成員/代表/義工） If the alleged perpetrator works for the NSA on a voluntary basis (e.g., Executive Committee Member/Committee Member /Representative/Volunteer)	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，其案件將根據協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，將視乎執行委員會的最終決定。 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 subject to relevant Code of Conduct of the Association. Whether the alleged perpetrator could return to his/her role and complete the remaining tenure will be subject to the final decision of the Executive Committee. 若被指稱的涉事者被裁定有罪或承認控罪，協會將解除其委任。 If the alleged perpetrator is found or pleads guilty, his/her appointment will be terminated.
3. 如被指稱的涉事者是協會合約承辦商的職員	協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。

If the alleged perpetrator is a member of staff of a contractor of the Association	The Association will request the relevant company to change the staff concerned, pending the investigation outcome of the relevant law enforcement agencies/SWD. 若有關公司未能指派其他職員，協會有權終止與相關公司的合約。 The Association reserves the right to terminate the contract with the relevant company if no other staff is available.
4. 如被指稱的涉事者與協會無直接關係 If the alleged perpetrator is not directly related to the Association	協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 Association will report the incident to the relevant law enforcement agencies/SWD for handling and follow their subsequent advice on any follow-up steps.

<u>預防 Measures for Child Safeguarding</u>

- 上載本政策至協會網站，方便各持份者隨時查閱；
  Uploading the policy and procedures onto the Association's website for stakeholders' information;
- 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
- 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.

<u>檢討及修訂 Review and Revision</u>

本政策及有關措施的內容，將適時進行檢討及修訂。

The Association will review and, where necessary, revise this Policy and the related measures from time to time to ensure their effectiveness and compliance with prevailing legislation, regulatory requirements and best practices.

訂立日期 Effective Date：22/9/2026
修訂日期 Last Updated：-