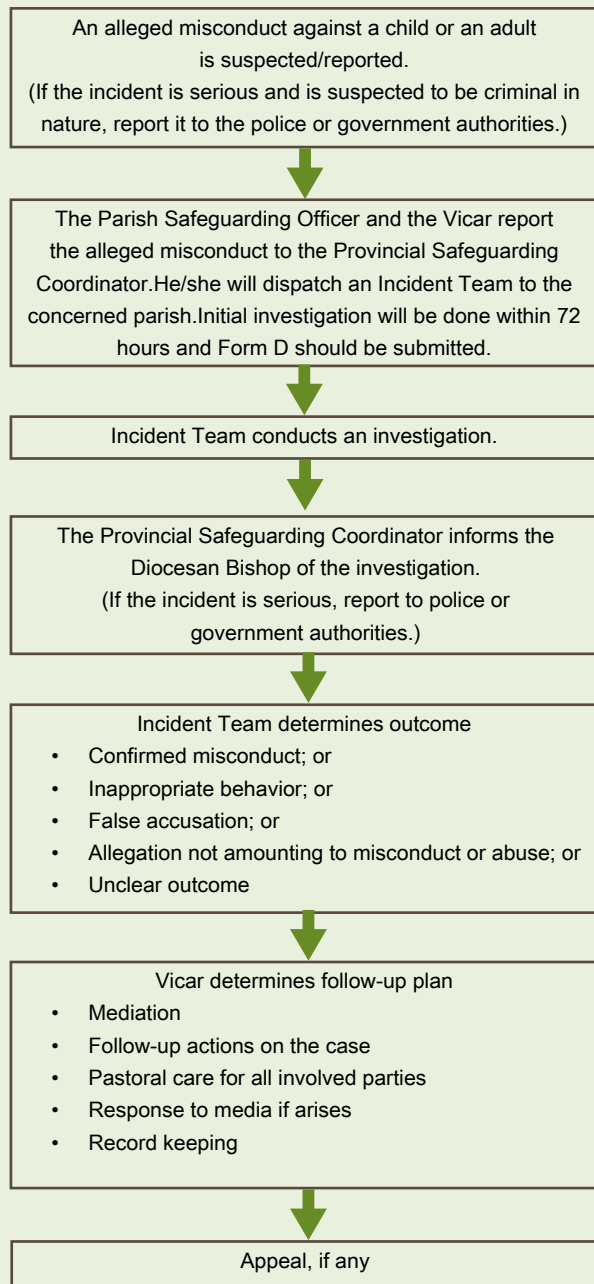


## Flow chart in handling alleged misconduct



SAFEGUARDING COORDINATOR:

+852 6054 5456

## Emergency Call 999

Social Welfare Dept Hotline 2343 2255

Equal Opportunities Commission 2511 8211

Against Child Abuse 2755 1122

End Child Sexual Abuse Foundation  
2889 9933

RainLily (for sexual violence) 2375 5322

TWGHs CEASE Crisis 18281

Caritas Project

- Against Sexual Violence 3104 1331

- Adult Survivors of Childhood Trauma  
2649 9900

Harmony House

-24-Hour Woman Hotline 2522 0434

Man Hotline 2295 1386

Children Hotline 2751 8822

### Services Associated with HKSKH

St James' Settlement 2574 5201

HKSKH Counselling Service 2713 9174

St John's Cathedral Counselling Service  
2525 7207 / 2525 7208



香港聖公會  
HONG KONG SHENG KUNG HUI

## Safeguarding Policy

Procedures for Handling Alleged  
Misconducts  
An overview



關心防護  
Safeguarding  
We Care



Hong Kong Sheng Kung Hui Safeguarding Policy  
Committee

16th Floor, Tung Wai Commercial Building  
109-111 Gloucester Road, Wan Chai Hong Kong  
Tel.: +852 6054 5456  
Fax: +852 2521 2199  
Email: [safeguarding@hkskh.org](mailto:safeguarding@hkskh.org)  
Webpage: <http://safeguard.hkskh.org>

## Important points to note in all cases

The name and contact details of the Provincial Safeguarding Coordinator, the Vicar and the Parish Safeguarding Officer should be made accessible publicly such as posting on notice boards and websites for easy reporting.

If any of the officers or clergy named in the following procedures is the person suspected of committing the misconduct, a deputy shall be appointed to take their place in the procedures, and shall be supervised by the supervisor of the concerned officer or clergy.

If the alleged abuse or misconduct, regardless of its nature, involves a church staff member or a volunteer, that person shall be suspended from any further ministry involvement until he/she is exonerated, for the best interest of the victim and other children/vulnerable adults. Having said that, the presumption of innocence should still apply, and therefore no further disciplinary action should be taken until the complaint is proved.

While the staff or volunteer is suspended, pastoral support should still be provided for him/her. The Incident Team should act swiftly to gather the facts to ascertain whether there is a real case or a misunderstanding to avoid prolonged unexplained suspension.

## Procedures applicable to all cases

The alleged	Personnel to receive complaint
Provincial Chancellor	Archbishop
Safeguarding Coordinator	Archbishop
Archbishop	Provincial Chancellor / Safeguarding Coordinator
Bishop	Archbishop / House of Bishops
Priest / Deacon	Diocesan Bishop of such Diocese that the priest or deacon belongs to
Safeguarding Officer	Vicar
Parish staff/ volunteer/ members	Safeguarding Officer/ Vicar

As the above arrangement may not be readily known by an informant or person making a complaint, upon receipt of a complaint or information, the Parish shall arrange for the complaint or information to be directed to the designated personnel, on a confidential basis, as soon as practicable.

In the above cases, the Incident Team shall be formed by members appointed by the person who is designated to receive the complaint, and one of such members shall be appointed as the leader of the Team. Members of the Incident Team may come from the Investigation Taskforce. Individuals who are involved in the complaints shall not serve as members of the Incident Team.

The Incident Team should promptly acknowledge receipt of the complaint to the complainant that an investigation has begun.

## Complaints in parishes

On the parish level, the observant or recipient of the complaint shall inform the Parish Safeguarding Officer as soon as possible. The Vicar should also be informed at once. The Vicar and the Parish Safeguarding Officer should report to and consult the Provincial Safeguarding Coordinator promptly. The Provincial Safeguarding Coordinator will assign an Incident Team to conduct the investigation. The Provincial Safeguarding Coordinator should also promptly acknowledge receipt of the complaint to the complainant that an investigation has begun.

## Investigation stage

**Priority of immediate safety: ensure that all involved are safe.**

Sensitivity needs to be given in terms of how many people needed to be present to listen to the reporting so as to reduce unnecessary stress on the part of the alleged victim. The number of times that the alleged victim needs to repeat the incident for reporting purposes should also be minimized.

**If the incident involved is criminal in nature, or the safety of the person involved is threatened, the church should advise the alleged victim to report it to the police as soon as possible.**

All complaints shall be taken seriously and impartially by the Incident Team. Throughout the process of investigation and case handling, adequate support should be rendered to all parties involved. A proper balance must be struck between protecting the victim, and respecting the rights of the person against whom an allegation is made. The rights of the person against whom the allegation is made are important and must be given due weight, once the immediate safety and protection of the victim have been assured, but the welfare of the victim must come first. The guidelines for responding to a person disclosing abuse at Annex B should also be followed.

All allegations and the identities and personal particulars of all parties concerned must be kept strictly confidential and only those directly involved should be given information as deemed necessary, on a "need to know basis". This confidentiality is imperative for the safety and protection of the victim(s) and the respondent.

## Parish

## Contact Information