

Hong Kong Sheng Kung Hui



SAFEGUARDING HANDBOOK

Screening and Recruitment, Training and Induction,
Safeguarding Practices

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PURPOSE OF HANDBOOK

The Safeguarding Policy ("the Policy") was adopted by the Standing Committee of the General Synod of Hong Kong Sheng Kung Hui on April 21, 2021.

Pursuant to the requirements in paragraph 7.2 of this Policy, the Province, each Diocese and Parish shall implement operational procedures for:

- (a) screening and recruitment of staff and volunteers
- (b) induction and training of staff and volunteers
- (c) safeguarding practices
- (d) handling disclosure of misconduct
- (e) release of information related to incidents of misconduct according to this Policy

In order to make it easier for church members and stakeholders to understand the requirements of this Policy, this handbook summarized the key operational procedures of the Policy, for each Diocese and Parish to consider and adopt.

This handbook is only a guideline; reference should be made to the Policy when dealing with individual cases.

BEST PRACTICES

7.6.1 Promotion and education

The following list of Safeguarding Practices helps people to feel safe in ministry and helps in the early detection of problems before they turn into an incident of misconduct.

Parishes shall make this list of Safeguarding Practices available in their offices and websites and post on their notice boards information about this Policy and the contact details of the Provincial Safeguarding Coordinator, the Vicar and the Parish Safeguarding Officer. This will encourage members to follow good practices and to report any behaviour that is out of line with these good practices.

7.6.2 Prevention

7.6.2.1 *Primary level of prevention:* targeting all before any risk or harm

- (a) Ensure all parties, children, adults, frontline staff, management and volunteers are familiar with the details of this Policy and ensure that there is a zero tolerance on misconducts in the church community.
- (b) To ensure all parties understand the definition of risk and harm, channels to seek help and/or to report actual or suspected risk or harm.
- (c) To ensure the accessibility of this Policy and the contact details of the Provincial Safeguarding Coordinator and the Parish Safeguarding Officers.

7.6.2.2 *Secondary level of prevention: risks identified in the congregation*

The church is open to all walks of life, which means that there is the possibility that those with criminal convictions for sexual offences and other forms of abuse and those who may behave in such a way could attend church activities. Where people may pose a risk to others, their position in a congregation will need to be carefully and sensitively assessed to decide whether they pose a present risk to others. The Parish has an important role in contributing to the prevention of risk of abuse and should put in place arrangements to ensure that these risks are minimized. It is not about monitoring individuals but offering support to lead a fulfilled life.

Members of the congregation should be advised to contact the Parish Safeguarding Officer as soon as practicable, but in any event within 24 hours, if he/she has knowledge or information, supported by sound reasons, that any of the following people worship in the church:

1. Anyone who has been convicted of any sexual or violent offence, and/or who has been prohibited from working with children or vulnerable adults by any organizations.
2. Anyone who admits to being an abuser including non-recent abuse.
3. Anyone who is subject to an investigation for suspected abuse, including possession of indecent images of children, and/or is suspended from their usual role.
4. Anyone who may have behaved in such a manner that may pose a risk to other church members, irrespective of whether they have any criminal record.

Category (4) may include a person in relation to whom:

- an allegation of abuse against a child or adult has been investigated, but the matter has not proceeded to court, or the person has been acquitted, or the matter is currently the subject of proceedings in the criminal or civil courts
- a complaint or grievance has been received alleging inappropriate behaviour, which is not criminal
- there have been concerns about the person's alleged abusive behaviour to another person

If the Parish Safeguarding Officer is made aware, whether being informed or by any other source, of any person in the above categories ("the concerned person") who is intending to participate or is participating in any activity at a parish church, he/she will notify the Vicar immediately.

The Parish Safeguarding Officer will determine the appropriate action to be taken to best safeguard the Parish and its congregation, based on the particular facts and

circumstances of each case. He/She will undertake a risk assessment and the formation of a risk management plan, including formulating an agreement with the concerned person to regulate his/her behaviour known as a Safeguarding Agreement.

This will involve the concerned person and the Vicar and the Parish Safeguarding Officer and such other person as the Vicar may deem suitable depending on the case.

If a person is assessed as posing a risk to children or adults, the Parish Safeguarding Officer will support the parish to formulate suitable preventive measures to minimize the risks, with due care to balance the interest between the concerned person and the congregation, which may include the following:

- Form a small group of people to offer pastoral support, friendship and to watch over the concerned person.
- Maintain the highest levels of confidentiality unless there is a breach of the agreement and it is necessary to inform others to protect children or vulnerable adults.
- Agree with the concerned person that he/she should worship elsewhere than the parish that the protected person and his/her family members are worshipping.
- Ensure the concerned person is never offered any official role in the church or position of responsibility where he/she may be trusted by others, for example that of church warden, worship leader or any in which a child or vulnerable adult may, as a result, place trust in that person.
- Consider whether, with the concerned person's agreement and that of any statutory authorities involved, the congregation should be informed.
- Ask the concerned person to sign a Safeguarding Agreement, setting out the parameters of his/her behaviour in the church setting.

Where it is considered appropriate to set a Safeguarding Agreement, the Safeguarding Agreement may include the following elements:

- Attend designated services or meetings only.
- Sit apart from children and/or vulnerable adults.
- Stay away from areas of the building where children or vulnerable adults meet.
- Attend a house group where there are no children or vulnerable adults.
- Decline hospitality where there are children or vulnerable adults.
- Never be alone with children or vulnerable adults.
- Never work or be part of a mixed group with children or vulnerable adults.
- Take no role in the church which gives him or her status or authority as others may deem that person to be trustworthy.

The Vicar shall be involved in or otherwise supervise (or delegate a suitable person to supervise) the drawing up of the Safeguarding Agreement with the concerned person.

The Safeguarding Agreement will be monitored and reviewed at least annually.

Should the concerned person refuse to sign the agreement, the Parish Safeguarding Officer will advise the Vicar and formulate a course of action to reduce the risks to other church members, including preventing the concerned person from participating in church activities.


Any breach of the agreement should be shared with the Parish Safeguarding Officer immediately, who will liaise with the statutory authorities, if required. It should be remembered that it is not possible to prevent a parishioner from attending divine service, unless this is a condition included in a court order or in his/her licence conditions upon release from prison (although, of course, he/she could voluntarily agree not to attend certain services). If a concerned person wishes to attend any service, as part of the safeguarding arrangement (and this could be contained in his/her ongoing Safeguarding Agreement), it is possible for the Vicar to direct a person where to sit, put measures in place to closely supervise him/her (e.g. accompany the individual) and remove that person if he/she causes a disturbance. It is also possible to refuse access to other church activities (e.g. social activities such as tea/coffee after the service and choir and bell ringing activities). If a “disturbance” that may pose a danger to another person is anticipated to be imminent, the police must be notified.

7.6.2.3 *Tertiary level of prevention:* To ensure prompt intervention when harm caused by a misconduct is observed or reported, the incident should be reported to the proper authorities, which include the Vicar, the Parish Safeguarding Officer or leader of the ministry involved. An Incident Team should be formed and meet as soon as practicable to assess the situation and take appropriate action, including the following:

- (a) The Incident Team handling the case should keep clear written records (using Form D) and the data of such report, be it self-report, report by others and identifications by staff.
- (b) In emergency or necessary circumstances such as refusal of cooperation or aggression and threat of violence, the police must be involved promptly to prevent further harm done. Referral to district police station may avoid unnecessary media involvement except in emergency in which case 999 is preferable.

(A) SCREENING AND RECRUITMENT OF STAFF AND VOLUNTEERS

Screening in the recruitment process is required for volunteers for ministry involving children or vulnerable adults and staff. The screening of staff and volunteers is an important step in preventing abuse in the church.

SCREENING AND RECRUITMENT OF STAFF	Policy Ref	Responsible person	Resources
Face-to-face interviews as well as reference checks are necessary.	7.3.2	- Vicar - Vicar's delegate - Officer	Form C Reference from previous employment
Registered with the Parish office, with their personal particulars and two character references who vouch for their suitability to care for and work with children or vulnerable adults.	7.3.4 7.3.12	- Vicar - Staff - Applicant	Registration form
All staff shall complete the Safeguarding Policy Consent Form (Form A), acknowledging that he/she has received and read this Policy and agreeing to abide by it, upon his/her appointment.	7.3.5	- Applicant - Staff	Form A
All staff shall complete a Staff Self-Declaration Form (Form B).	7.3.6	- Staff	Form B
Anyone seeking employment with the church should undergo a sexual conviction record check (SCRC) conducted by the relevant government agency and authorize HKSKH to access the result. (Failure to do so shall lead to the rejection of one's application or, if employment has already been offered, the termination of one's employment.)	7.3.7	- Vicar - Applicants - Staff - Officer	
If in doubt, seek advice from the Parish Safeguarding Officer or Provincial Safeguarding Coordinator (as the case may be), whose decision will be final.	7.3.16	- Officer - Coordinator	

SCREENING AND RECRUITMENT OF VOLUNTEERS	Policy Ref	Responsible person	Resources
Volunteers should pass a continuous six-month period of regular and frequent church ministry attendance before being allowed to serve. This requirement is to enable the church to know something of the volunteers before ascertaining their suitability to work with children and/or vulnerable adults.	7.3.3	- Vicar - Church leader(s) - Volunteer - Officer	
Registered with the Parish office, with their personal particulars and two character references who vouch for their suitability to care for and work with children or vulnerable adults.	7.3.4 7.3.12	- Volunteer - Officer	Registration form
Each volunteer working with children or vulnerable adults and vestry members shall complete the Safeguarding Policy Consent Form (Form A), acknowledging that he/she has received and read this Policy and agreeing to abide by it, upon his/her appointment.	7.3.5	- Vestry Members - Volunteer - Officer	Form A
All volunteers shall complete a Volunteer Self-Declaration Form (Form B).	7.3.6	- Volunteer - Officer	Form B
If a person has already been accepted to be a volunteer, he/she will not be required to go through the screening process again if he/she is going to take up another volunteering post at the same time.	7.3.15	- Vicar - Officer	
If in doubt, seek advice from the Parish Safeguarding Officer or Provincial Safeguarding Coordinator (as the case may be), whose decision will be final.	7.3.16	- Officer or - Coordinator	

SAFEKEEPING OF PERSONAL INFORMATION	Policy Ref	Responsible person	Resources
Keep all personal information and completed forms in a secured place to which only the Vicar and those authorized by him have access.	7.3.13	- Vicar - Officer	
Forms A, B and C submitted in relation to a person shall be destroyed when that person ceases to be a member of the church concerned.	7.3.14	- Vicar - Officer	

(B) INDUCTION AND TRAINING OF STAFF AND VOLUNTEERS

INDUCTION AND TRAINING	Policy Ref	Responsible person	Resources
<p>Attend a full briefing of this Policy upon their appointment</p> <p>Attend update briefing and training session on this Policy at least once every 3 years.</p> <p>Upon completion of an update briefing and training session, fill in and submit a Misconduct Declaration (Form G)</p>	7.4.1	<ul style="list-style-type: none"> - Volunteer - Staff - Vestry members - Officer 	Misconduct Declaration (Form G)
<p>The briefing should:</p> <p>(a) cover the overriding principles and Safeguarding Practices so that all staff and volunteers are familiar with them. This meeting can also gather feedback to improve and update this Policy.</p> <p>(b) raise awareness of the different types of misconduct.</p> <p>(c) cover procedures for handling complaints and reporting a possible incident of misconduct.</p>	7.4.3	<ul style="list-style-type: none"> - Vicar - Vicar's delegate - Officer 	Briefing training pack Guideline Pamphlets Website
<p>Develop training programmes</p> <ul style="list-style-type: none"> - update briefings - on-going training for <ul style="list-style-type: none"> ▪ all HKSKH clergy ▪ Investigation Taskforce members, ▪ vestry members, ▪ staff and volunteers. 	7.4.4	<ul style="list-style-type: none"> - Safeguarding Policy Committee 	Training Pack

CONSEQUENCE OF NON-COMPLIANCE

Anyone who fails to comply with the aforesaid requirement shall not be allowed to continue his/her ministry with children or vulnerable adults until full compliance.

(C) SAFEGUARDING PRACTICES

GENERAL PRACTICES	Policy Ref	Responsible person	Resources
<p>VISIBILITY</p> <p>Activities in general, specifically those with children and vulnerable adults, ought to occur in highly visible areas. It is about avoiding putting oneself in a situation that could be questioned or misinterpreted.</p> <p>This means using open spaces or classrooms with big windows, and avoiding isolated areas.</p>	7.6.3	<ul style="list-style-type: none"> - Vicar - Officer - Staff - Volunteer 	<p>Guideline Pamphlets Website</p>
<p>MINIMIZE ONE ON ONE SITUATION</p> <p>One-on-one unaccompanied training session or interview with children or vulnerable adults should be avoided. In situations such as individual music lessons or individual tuition of any kind for children, the child's parents or the person's carer or another adult must be invited to sit in during the lesson.</p> <p>Pastoral counselling session may be held in private.</p> <ol style="list-style-type: none"> 1. The priest or counsellor should inform other staff members of the Parish that this will take place. 2. Proper written records should be made after the session on the date, location, the nature of the discussion and any information deemed important. 3. Records should be kept confidential. 	7.6.4	<ul style="list-style-type: none"> - Vicar - Officer - Staff - Volunteer 	<p>Guideline Pamphlets Website</p>

MINISTRY WITH CHILDREN AND VULNERABLE ADULTS	Policy Ref	Responsible person	Resources
<p>In group activities for children</p> <ul style="list-style-type: none"> - a minimum of two adults (or an adult and an older teenager) should be present; - at least one of the adults must be a staff or volunteer who is registered with the Parish office. 	7.6.4	<ul style="list-style-type: none"> - Vicar - Officer - Staff - Volunteer 	<p>Guideline Pamphlets Website</p>
<p>If young children need to use the bathroom:</p> <ul style="list-style-type: none"> - their parent or carer must always be called to assist; - only if the parent or carer cannot be contacted, then the child may be accompanied to the restroom for supervision and assistance when needed; - a same-aged, same-sex peer buddy system may also be used; - leave stall door partially opened; - allow for accountability while respecting the privacy of the child as much as possible. 	7.6.9	<ul style="list-style-type: none"> - Vicar - Officer - Staff - Volunteer 	<p>Guideline Pamphlets Website</p>
<p>Respond warmly to a child who needs comforting but make sure there are other adults around.</p>	7.6.9	<ul style="list-style-type: none"> - Vicar - Officer - Staff - Volunteer 	<p>Guideline Pamphlets Website</p>
<p>Ensure that the child and parents are aware of any activity that requires physical contact and its nature before the activity takes place.</p>	7.6.9	<ul style="list-style-type: none"> - Vicar - Officer - Staff - Volunteer 	<p>Guideline Pamphlets Website</p>
<p>For all groups and activities</p> <p>1. every child or young person who attends groups or activities is to complete a registration form to provide:</p> <ul style="list-style-type: none"> - up-to-date parents' contact number(s), - medical information (e.g. allergies) and any special needs. <p>The registration forms shall be kept at the Parish office as record for reference.</p>	7.6.9	<ul style="list-style-type: none"> - Vicar - Officer - Staff - Volunteer 	<p>Guideline Pamphlets Website</p>

MINISTRY WITH CHILDREN AND VULNERABLE ADULTS	Policy Ref	Responsible person	Resources
<p>2. Keep attendance register. The register shall be kept at the Parish office as record for reference.</p> <p>3. Record significant incidents (e.g. a fight between children) and all accidents in “accident and incident logbook”. The logbook should be stored in a secure place and should only be accessible by authorized personnel.</p> <p>4. A first aid kit must be available on the relevant premises.</p> <p>5. Request signed consent form from parent(s)/ legal guardian before children are transported outside the parish church for church activities.</p>	7.6.9	<ul style="list-style-type: none"> - Vicar - Officer - Staff - Volunteer 	<p>Attendance register</p> <p>Accident and incident logbook</p> <p>First aid kit</p> <p>Consent form</p>
<p><i>Activities outside of church premises</i></p> <p>When taking children or vulnerable adults outside the parish church premises:</p> <ol style="list-style-type: none"> 1. The Vicar and responsible Parish staff must be informed and agree to the activity, and prior consent must be obtained from the parents or carers. The following procedures must be observed: <ul style="list-style-type: none"> - Details of the arrangements must be given to the Vicar in advance. - Undertake risk assessment and confirm that the activity is covered by the Parish’s insurance. 2. Obtain signed consent forms from parents or carers in advance. The consent form should contain <ul style="list-style-type: none"> • details of the activity • venue, any itinerary • Parents contact details for emergency. 3. Keep details of the activity and a list of contacts of persons in charge of the activity must be kept in the Parish office with the responsible staff and accessible 	7.6.9	<ul style="list-style-type: none"> - Vicar - Officer - Staff - Volunteer 	Consent form

MINISTRY WITH CHILDREN AND VULNERABLE ADULTS	Policy Ref	Responsible person	Resources
<p>to the staff on duty for reference in case of emergency.</p> <p>4. a leader must be designated to take responsibility for first aid.</p>			
<p>Those working with children and vulnerable adults must NOT:</p> <ul style="list-style-type: none"> - allow unknown adults' access to children and/or vulnerable adults nor allow unaccompanied visitors - take photographs without consent of their parents/ guardians - smoke in their presence - serve alcohol or allow access to alcoholic food or drinks - arrange social occasions with children outside organized group occasions without consent of parents/guardian - give a lift without consent of parents or guardian (unless there are exceptional circumstances, e.g. in an emergency for medical reasons. Record and share the circumstances and decision with an appropriate person at the earliest opportunity 	7.6.9	<ul style="list-style-type: none"> - Vicar - Staff - Volunteer 	<p>Guideline Pamphlets Website</p>

APPROPRIATE AND INAPPROPRIATE CONDUCT

Touch should be made only when it is welcomed. It should immediately cease if it is unwelcomed or the person involved is in any way uncomfortable.

- Any resistance by any individual, especially a child or vulnerable adult, should be immediately respected.
- Touch must be open rather than secretive.
- Touch should show care rather than meeting one's selfish desire.
- Touch could be perceived differently by people of different age or personality or state of mind depending on the occasion.
- Touch would only be appropriate if it communicates respect for the person involved.

Appropriate Touch	Policy Ref	Responsible person	Resources
<p>The following signs of affection are usually considered appropriate:</p> <ul style="list-style-type: none"> - Verbal praise - Side hugs and shoulder to shoulder hugs - High fives and fist bumps - Pats on the shoulder, back, or head (when culturally appropriate) 	7.6.5.2	<ul style="list-style-type: none"> - Vicar - Officer - Staff - Volunteer - All 	Pamphlets Website
<p>For smaller children, the following are generally appropriate with other adults around and within the guidelines above:</p> <ul style="list-style-type: none"> • Touching hands, shoulders, and arms • Hugs • Holding them when others are present 	7.6.5.3	<ul style="list-style-type: none"> - Vicar - Officer - Staff - Volunteer - All 	Pamphlets Website

Inappropriate Touch	Policy Ref	Responsible person	Resources
No one should be hit, slapped, pinched, pushed, held, or assaulted.	7.6.5.1	- Vicar - Officer - Staff - Volunteer - All	Pamphlets Website
<p>The following behaviour is inappropriate:</p> <ul style="list-style-type: none"> • Touching any part of the body except the parts mentioned above • Full body hugs • Kissing • Tickling • Showing inappropriate affection in isolated areas or when alone with a child or vulnerable adult • Sleeping alone with a child or vulnerable adult • Giving flirtatious or seductive looks • Showing sexually suggestive content or playing sexually suggestive games • Showing any form of affection that is unwanted by the individual involved • Engaging in any behaviour that could be interpreted as sexual in nature • Touching another's face • Asking the other person to touch any part of his/her (or the other person's own) body 	7.6.5.4	- Vicar - Officer - Staff - Volunteer - All	Pamphlets Website

Inappropriate Speech	Policy Ref	Responsible person	Resources
<p>NO inappropriate verbal interaction such as:</p> <ul style="list-style-type: none"> - shaming; - belittling; - name calling; - using harsh language that may frighten, threaten or humiliate a person; - cursing; or - making derogatory remarks about a person. 	7.6.6	- Vicar - Officer - Staff - Volunteer - All	Pamphlets Website

Inappropriate Speech	Policy Ref	Responsible person	Resources
<p>Inappropriate verbal interaction that may be considered a harassment of discriminatory nature includes:-</p> <ul style="list-style-type: none"> - jokes involving sex, the skin colour or race of another person; - comments that relate to physique or body development; - making sexually suggestive comments; - telling inappropriate secrets; or - inappropriately discussing sexual encounters or desires with children, vulnerable adults or anyone. 	7.6.6	<ul style="list-style-type: none"> - Vicar - Officer - Staff - Volunteer - All 	Pamphlets Website

Misconduct, Inappropriate Relationships, and Bullying	Policy Ref	Responsible person	Resources
<p>Disrespectful or reckless behaviour could also have serious consequences. For example, even if the act of sexual harassment is not intentional, it may be considered as sexual harassment once the act meets the legal definition of sexual harassment. Hence, no matter whether the act is intentional or not, or even if the act is of a playful nature, it may amount to sexual harassment.</p> <p>All should NOT develop inappropriate relationship with a child or vulnerable adult. Any inappropriate sexual conversation is abusive and is strictly prohibited. Any bullying, whether physical, verbal or online, will not be tolerated and should be reported to appropriate staff of the Parish if it is noticed within the Parish.</p> <p>Report to appropriate Parish staff on any suggestion of</p> <ul style="list-style-type: none"> o misconduct or o inappropriate conduct or o bullying 	7.6.7 7.6.8	<ul style="list-style-type: none"> - Vicar - Officer - Staff - Volunteer - All 	Pamphlets Website

Misconduct, Inappropriate Relationships, and Bullying	Policy Ref	Responsible person	Resources
<p>carried on over any communication media, online or otherwise.</p> <p>Adults MUST NOT develop inappropriate relationship with a child or vulnerable adult over electronic media (text, instant messaging, etc.)</p> <p>NO inappropriate sexual conversation between an adult and a child through any means.</p>	<p>7.6.7 7.6.8</p>	<ul style="list-style-type: none"> - Vicar - Staff - Volunteer - All 	<p>Pamphlets Website</p>

Information Technology and Communication Media	Policy Ref	Responsible person	Resources
<p>Monitor any use of communication media such as phones, social media, the internet, television, and movies when people are in our care.</p> <ul style="list-style-type: none"> - NO pornography, sexually explicit or suggestive content in any communication media in HKSKH. - Reported to appropriate Parish staff on <ul style="list-style-type: none"> o Any suggestion of misconduct or o inappropriate conduct or o bullying carried on over any communication media, online or otherwise. - Adults MUST NOT develop inappropriate relationship with a child or vulnerable adult over electronic media (text, instant messaging, etc.) - NO sexual conversation between an adult and a child. 	7.6.8	<ul style="list-style-type: none"> - Vicar - Officer - Staff - Volunteer 	Pamphlets Website

ANNEX A: CONTACTS

Government, Statutory and Non-Governmental Organizations

Emergency Call	999
Social Welfare Department Hotline	2343 2255
Equal Opportunities Commission	2511 8211
Against Child Abuse	2755 1122
End Child Sexual Abuse Foundation	2889 9933
Rain Lily	2375 5322
Tung Wah Group of hospitals CEASE Crisis Centre	18281
Caritas Specialised Treatment and Prevention Project Against Sexual Violence	3104 1331
Caritas Project for 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 Hong Kong Sheng Kung Hui

St James' Settlement	2574 5201
Hong Kong Sheng Kung Hui Counselling Service	2713 9174
St John's Cathedral Counselling Service	2525 7207 / 2525 7208

A fuller contact list is obtainable from the Provincial Safeguarding Coordinator or the Parish Safeguarding Officer.

ANNEX B: GUIDELINES FOR RESPONDING TO A PERSON DISCLOSING ABUSE

Respond

Do:

- listen.
- take what is said seriously.
- only use open questions (open questions begin with words like: who, what, when, where and how. Open questions cannot be answered with a “yes” or “no”).
- remain calm.
- take into account the person’s age and level of understanding.
- check, if face to face, whether they mind you taking notes while they talk so you can make sure you capture the information accurately. At the end you can check with them that you have understood everything correctly.
- offer reassurance that disclosing is the right thing to do.
- check what the person hopes to happen as a result of the disclosure.
- tell the child or adult what you are going to do next.

Do not:

- make promises that cannot be kept (e.g. that you won’t share the information).
- make assumptions or offer alternative explanations.
- do a physical or medical examination.
- challenge or show doubt of the person’s story.

Record

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Do not destroy your original notes in case they are required by the authorities.
- Record the date, time, place and actual words used, including any swear words or slang.
- Record facts and observable things, not your interpretations or assumptions.
- Do not speculate or jump to conclusions.

ANNEX C: TEMPLATE OF DOCUMENTARY PROOF ISSUED BY EMPLOYER FOR APPLYING FOR SEXUAL CONVICTION RECORD CHECK

Parish's Name

Address

Date

To whom it may concern,

Application for Sexual Conviction Record Check (SCRC)

This is to certify that (Name of Applicant, HKID Card No.) *has applied / has been employed and the contract will be renewed for the post of (Name of post) in the (Name of parish) . The usual duties of the aforesaid post holder will involve, or will be likely to involve, frequent or regular contact with children / mentally incapacitated persons.

I confirm that I have read the Notes to Employers of the SCRC Scheme and fully understood the terms and conditions of the service including my responsibilities contained therein.

Yours faithfully,

(Signature of Sender)

(Name of Sender)

Post Title of Sender



* Delete whichever is inapplicable