



# 守護兒童

Child  
Safeguarding  
Charter  
Duty of All

約章

大家的  
共同責任



# 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 of the Rights of the Child. 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。守護兒童約章是喚起社會關注的第一步，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, organisations and professionals who work with children must do their part and ensure that their policies and practices reflect this responsibility. A Child Safeguarding Charter serves as the first step to increase awareness, builds community support, and helps 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

### 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。

### 保護員工及有關人員

員工及有關人員提升保護兒童意識，可以清晰理解自己應有的角色和兒童相處的界線。遇到涉及兒童安全的情況時，亦懂得應對。

### 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。

## Advantages

### *It Protects Children*

Our rules and awareness help to keep children safe by creating a child safe organization.

### *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 if they have a concern. They are also better able to protect themselves.

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

## 兒童的定義

根據聯合國《兒童權利公約》，兒童是指18歲以下的人士。



### Who is a child?

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

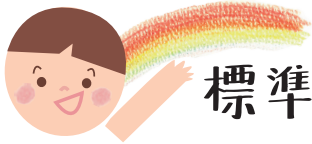


# 守護兒童政策

## 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.



### 標準和規格 Standards

#### 1. 政策 POLICY

確保所有人都清晰知道守護兒童政策的目的是、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 the organisation's staff and associates. It also outlines what measures are in place to respond when safeguarding concerns arise.

#### 2. 人 PEOPLE

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.

## 3. 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的執行。守護兒童政策亦應和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。

**Details 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 organisational processes and systems and where necessary, new procedures introduced.

## 4. 責任 ACCOUNTABILITY

設立措施和機制定期檢討，確保員工上下都履行保護兒童的責任。並會向負責人員匯報進展、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的110萬兒童。

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 1.1 million children population in Hong Kong.



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