

Championing sports for women and girls

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## Women In Sports Empowered Hong Kong Limited: Child Safeguarding Policy (2021)

### Table of Contents

1.	Executive Summary	Page 2
1.1	Our Commitment	Page 2
1.2	Definitions	Page 2
2.	Scope of Application	Page 3
3.	Child Safeguarding Principles	Page 3
4.	Code of Conduct	Page 4
4.1	What should one do	Page 4
4.2	What should one not do	Page 5
4.3	Breach	Page 6
5.	Responsibility of Implementation	Page 6
5.1	The Board Members	Page 7
5.2	Child Safeguarding Officer	Page 7
5.3	The Role of the Child Safeguarding Officer	Page 7
6	Reporting and Investigation of Child Safeguarding Concern	Page 9
6.1	Reporting	Page 9
6.2	Investigation	Page 10
6.3	Record keeping	Page 11
7.	Accountability and Review	Page 11
7.1	Risk Assessment	Page 11
7.2	Recruitment of Staff and Selection of Volunteers	Page 12
7.3	Media and Communications	Page 13
8.	Monitoring and Review	Page 14
8.1	Main Contacts	Page 14
Annex I:	Commitment to and Declaration of WISE HK Child Safeguarding Policy	Page 15
Annex II:	Child Safeguarding Commitment Form	Page 16
Annex III:	Child Safeguarding Report Form	Page 17
Annex IV:	Photographic/Video Image Consent Form	Page 19
Annex V:	Guideline for Dealing with Concerns about Child Abuse	Page 20

## 1. Executive Summary

### 1.1 Our Commitment

Women in Sports Empowered Hong Kong Limited (“WISE HK”) is a Hong Kong-based non-profit organisation founded with a mission to use sports as a tool to empower, educate and connect women and girls to realise their aspirations. We are a tax-exempt charity (IR91/16449) under Section 88 of the Inland Revenue Ordinance of Hong Kong.

Our three main pillars of work are to:

- Educate why sports matter to women and girls, including the physical, mental and social health benefits, the transferable life skills gained, and to break barriers
- Empower by combining sporting activities with workshops and content that will equip women and girls with technical and functional skills, and together build a more inclusive sporting community
- Connect and raise the visibility of women and girls, and showcase our strength and diversity so we can uplift and learn from each other

### 1.2 Definitions

- “Abuse” includes all forms of ill treatment that result in actual or potential harm to a child’s health, development, or dignity. The categories of Abuse are:
  - Physical abuse: physical injury or suffering to a child where there is a definite knowledge or reasonable suspicion that the injury has been inflicted non-accidentally;
  - Sexual abuse and exploitation: when a child is forced, or persuaded, to take part in sexual activity. This may involve touching activities where the abuser makes physical contact with the child and/or non-touching activities that are initiated for the abuser’s gain or sexual pleasure;
  - Emotional abuse: a repeated pattern of behaviour and attitude towards a Child, or an extreme incident, that endangers or impairs the Child’s emotional or intellectual development; and
  - Neglect: a severe, or a repeated pattern of lack of attention to a Child’s basic needs that endangers or impairs the Child’s health or development
- “Board Members” mean the persons who are on the board or the core decision making team of WISE HK subject to the Articles of Association of WISE HK;
- “Child” means every human being under the age of 18, with reference to the UN Convention on the Rights of the Child (“UNCRC”), and ‘Children’ has the correlative meaning;

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- “Child Safeguarding Officer” means the individual(s) who take lead responsibility for the implementation of this Policy and as updated from time to time;
- “Policy” means this Child Safeguarding Policy;
- “WISE HK” or “Organization” means Women in Sports Empowered Hong Kong Limited; and
- ‘Working with Children’ is defined as those who have direct or indirect contact with Children when engaging in an activity on behalf of or in cooperation with WISE HK. For purposes of the preceding sentence, ‘Indirect Contact with Children’ means having access to Children’s information (e.g. names, photos or profiles) or providing funding to WISE HK or any organization collaborating with WISE HK on a project or activity.

This Policy is based on the UN Convention on the Rights of the Child (UNCRC) 1989 and Protecting Children from Maltreatment – Procedural Guide for Multi-disciplinary Co-operation published by the Social Welfare Department HKSAR, and other international best practices.

## 2. Scope of Application

Child safeguarding is the duty and responsibility of everyone who comes in direct or indirect contact with Children. This Policy applies to:

- Full-time staff and part-time staff of WISE HK;
- Board Members of WISE HK;
- Volunteers;
- External service providers, contractors which include but are not limited to contract coaches, and consultants; and
- Associates of WISE HK, which include but are not limited to advisors, ambassadors, athlete supporters (including parents of the participating Children), visitors, and donors attending any event involving Children, collectively, “Covered Persons”.

## 3. Child Safeguarding Principles

WISE HK is committed to providing a safe environment for Children. The Policy is based on the following principles:

- To provide Children a safe and inclusive environment free from Abuse, harm, neglect and exploitation
- To always uphold the best interests of Children

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- To ensure that everyone has a responsibility individually and collectively towards safeguarding of Children.
- To commit to equality and anti-discrimination

We do not tolerate any form of Abuse, including physical, verbal, emotional or sexual Abuse. WISE HK fully recognises its responsibilities for Child safeguarding. We aim to create a safe, secure, and supportive environment for Children. To achieve this aim WISE HK will:

- Establish a safe environment for Children to participate in sports
- Prioritize the safety of Children in planning and delivering all programs, activities, and events
- Provide an environment where Children are encouraged to talk and are listened to. To enable this, Children will be made aware whom they can contact when they have a concern in the course of participation in activities of WISE HK
- Identify and respond to Children who may show signs of Abuse
- Identify and respond to situations which may appear to contravene Child safeguarding
- Recognize that some Children may be underprivileged, are ethnic minorities or have special needs, making them potentially more vulnerable, and taking appropriate steps to assess and address the heightened level of risk those Children may face
- Treat everyone with respect and dignity and not discriminating based on gender, race, ethnicity, ability, sexual orientation, family status, religious or political opinions or affiliation
- Take all reasonable action to prevent and minimize the risk of any form of Child Abuse
- Adhere to the responsibilities of WISE HK as outlined in this Policy.

#### 4. Code of Conduct

The Code of Conduct set out in this Policy along with the 'Guideline for Dealing with Concerns about Child Abuse' set out at Annex V seek to prescribe the standard of behaviour and best practices to safeguard Children and to prevent, respond to and to report Child Abuse in furtherance of the UN Convention on the Rights of Child 1989.

The Code is designed primarily to safeguard Children; however, it also seeks to provide measures that need to be taken and behaviour that needs to be followed to protect Covered Persons from false accusations and to protect the reputation of WISE HK and its partners.

##### 4.1 What should one do

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- The Policy and its contents should be brought to the attention of all Covered Persons. All Covered Persons must know whom to contact in case of any concern relating to safety of a Child or other concerns related to this Policy and the procedure for reporting concerns.
- Children who participate in WISE HK programs and activities must be made aware of whom should they contact in case of any concerns.
- All Children must be treated with equality and respect regardless of their gender, ethnic or social origin, family status, language, religious or political beliefs, disability, sexual orientation or other status.
- One should ensure language and behaviour towards Children and physical contact are always appropriate and physical touch is always safe. The reason for touching a Child should be for age and ability appropriate personal care, safeguarding from danger or for the purpose of the participation in sports activities. One must be sensitive to any verbal or non-verbal communication that may indicate a Child does not want to be touched.
- One should be committed to creating a culture of openness and mutual accountability to enable any Child safeguarding concern to be raised and discussed and an environment where Abusive behaviour can and must be challenged.
- All health and safety measures in course of sporting activities of WISE HK must be duly complied with. All equipment must be safe for use.
- One should cooperate fully with any investigations (including interviews) and make available any documentation or information necessary to conduct the investigation whether internally by WISE HK or by government and other law enforcement agencies.
- Having regard to a Child's age and comprehension capability, WISE HK personnel should encourage the Child to express her opinions.

#### 4.2 What one should NOT do

- Actual physical punishment or use of physical force of any kind including any threat of physical punishment towards Children is prohibited for any reason whatsoever.
- One should not act in ways intended to tease, shame, humiliate, belittle, or degrade Children, or otherwise perpetrate any form of Abuse.
- One should not engage Children in any forms of online abuse, including spreading rumours about Children, posting offensive or embarrassing messages, images or videos of Children, or have sexual conversations with Children by text or online.
- One should not engage Children in any forms of sexual activities, including using any device to access, view, create, download, or distribute sexual images of Children.
- One should not demonstrate or give preferential treatment to a Child to the exclusion of others (e.g. promising gifts or enticements).

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- One should not be intoxicated (e.g. under the influence of alcohol or drugs) prior to or while working with Children.
- One should refrain from being alone with a Child in any residences, rooms or vehicles unless it's absolutely necessary and/or with parental consent.
- One should not photograph or take videos of Children in contravention of Personal Data (Privacy) Ordinance and other applicable laws.
- One should not allow any Child safeguarding concerns to go unreported.

#### 4.3 Breach

Any breach or suspected breach of the Policy including this Code of Conduct will be investigated and appropriate disciplinary action up to and including suspension, dismissal or termination of employment or other contractual arrangement may be taken in the sole discretion of WISE HK. WISE HK reserves the right to report alleged Abuse to law enforcement or other governmental agencies.

### 5 Responsibility of Implementation

Child safeguarding is the responsibility of all persons who come in contact with Children directly or indirectly through the activities and events of WISE HK. Until a Child Safeguarding Officer is appointed specifically in this regard, the Board Members are individually and collectively responsible for the implementation of this Policy. Even upon the appointment of the Child Safeguarding Officer, although the Child Safeguarding Officer would take over lead responsibility, the Board Members would continue to retain control and responsibility of all issues relating to this Policy and safeguarding of Children generally.

#### 5.1 The Board Members

The Board Members are generally responsible to ensure that there are systems in place for the effective implementation of this Policy.

The Board Members of WISE HK or any other person specifically authorised in writing by the Board Members will appoint one or more suitably trained individuals as the Child Safeguarding Officer and ensure that at least one Child Safeguarding Officer or a suitably trained deputy of the Child Safeguarding Officer is accessible at all times. The Child Safeguarding Officer(s) as well as the Board Members remain responsible for the following:

- spreading awareness of this Policy to all Covered Persons

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- monitoring and evaluating the effectiveness of this Policy and administering the implementation of this Policy
- conducting regular risk assessments of activities offered by WISE HK
- periodically reviewing and updating this Policy
- responding to Child safeguarding concerns with due regard to the Child's age and comprehension capabilities
- handling any Child safeguarding concerns, including reporting, investigation, follow-up action
- consulting with parents and Children as and when necessary
- ensuring that everyone in WISE HK who come in contact with Children understand child safeguarding and are sufficiently trained to handle any Child Safeguarding concerns
- ensuring that all full-time staff, part-time staff, volunteers and external service providers understand and undertake to implement their responsibilities with respect to Child safeguarding before they are engaged by WISE HK
- making training available to help staff and volunteers and other Covered Persons for child safeguarding and to recognise the additional risks some children are exposed to, because of their race, gender, age, religion, disability, sexual orientation, social background or culture

The Board Members and the Child Safeguarding Officer are also responsible for ensuring that the procedures outlined in this Policy are followed appropriately and fairly and with due regard to Hong Kong law and guidelines and procedures recommended by the Social Welfare Department of Hong Kong.

## 5.2 Child Safeguarding Officer

The Child Safeguarding Officer(s) is the go-to person for the purposes of this Policy and is primarily responsible for implementing this Policy. The updated contact details of the Child Safeguarding Officer(s) must be available to all Covered Persons, Children who participate in activities of the WISE HK and their parents or guardians. If the Child Safeguarding Officer is not present in Hong Kong or is otherwise unable to perform his/her duties, the Child Safeguarding Officer will designate (in writing) a Board Member as a deputy.

## 5.3 The Role of the Child Safeguarding Officer

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While the Board Members are generally responsible for implementing this Policy, once the Child Safeguarding Officer is appointed, the following shall be the primary responsibility of the Child Safeguarding Officer:

- To ensure that all Covered Persons, participants (and their parents or guardians) are aware of this Policy and have undertaken to be bound by this Policy
- To ensure that Covered Persons, participants (and their parents or guardians) know whom to contact if they have any concerns in relation to Child safeguarding and safety. There may be activities or events where the Child Safeguarding Officer is not directly available; in such cases ahead of the event it must be decided who should be approached in case of any concerns and sufficient information must be made available for this purpose.
- The contact details of the Child Safeguarding Officer(s) and Board Members must be easily accessible in English and in Chinese and must be updated in case of any change.
- To ensure that all Covered Persons are trained on how to respond to and report or assist in reporting concerns to the Child Safeguarding Officer
- To ensure that Children who participate in the activities of WISE HK know whom to approach within WISE HK if they have any concerns both during the activities as well as before or after any activity
- To have regard to a Child's age and comprehension capabilities, and encourage Children to express their concerns
- To ensure that all equipment used are safe and medical assistance is readily available during activities and events. In this regard, regular risk assessment and monitoring of activities is required.
- To ensure that training is available to help staff (both full-time and part-time) and volunteers recognise the additional risks some Children are exposed to, because of their race, gender, age, religion, disability, sexual orientation, religious or political opinions, or social background
- To ensure that there is support within WISE HK for Children who have been Abused or are at risk of Abuse. Parents or guardians of the Child concerned may be engaged in assessing the risk of further harm and for formulating safety and follow-up plans
- To handle communications between WISE HK, parents or guardians of the concerned Children and local authorities or law enforcement agencies.
- To refer cases to the government bodies, i.e. Family and Child Protective Services Unit ("FCPSU") of the Social Welfare Department or other relevant bodies, where appropriate after consultation with the Board Members and the parents or guardian of the Child in respect of whom the concern is raised

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- To be the point of contact and support in relation to all issues relating to Child safeguarding
- To maintain a detailed written record of all concerns raised including but not limited to names of the persons involved, details of time, place, event, details of all Covered Persons present at the time the alleged incident took place, description of injury (if any), brief description of the incident (if any), date and time of the complaint, date and time when the record is made and by whom, maintain written records of the details of progress of the matter
- To prepare Child safeguarding reports for review by the Board Members
- To remain updated with information, legislation, and developments relevant to Child safeguarding and safeguarding
- To obtain, record, store, use and delete information in compliance with the Personal Data (Privacy) Ordinance.

## 6 Reporting and Investing of Child Safeguarding Concern

### 6.1 Reporting

All Covered Persons are under a duty to report any concerns, suspicions, allegations, disclosures, and incidents of Child Abuse including suspected Child Abuse or any other violation of this Policy (collectively, “Reportable Matters”). All Covered Persons should immediately upon becoming aware of or having reasonable suspicion of any Reportable Matter, report to the Child Safeguarding Officer or any other person designated by the Child Safeguarding Officer or a Board Member if the Child Safeguarding Officer(s) is inaccessible for any reason. All reports should be made in accordance with the reporting procedures set out in this Policy.

The process for reporting and processing disclosures or suspected violations of this Policy are as follows:

- The Child Safeguarding Officer or a Board Member (if the Child Safeguarding Officer is not accessible) must be notified of a Reportable Matter without any delay and within 24 hours.
- The Covered Persons who are present when the incident took place are required to prepare a detailed written record of the incident in the form set out in Annex III (“Child Safeguarding Reporting Form”).
- All concerns should be reported confidentially and must not be discussed with or disclosed to any third person unless in accordance with law.

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- Where the Reportable Matter involves an allegation against an external service provider or contractor, the Child Safeguarding Officer in consultation with the Board Member will also inform the company or organisation (if any) of which the external service provider or contractor is a representative or employee of.
- It is expected that in the case of any incident, immediate and appropriate action should be taken in the best interests of the Child, taking care that the Child is treated with dignity and is protected from harm.

## 6.2 Investigation

The Child Safeguarding Officer and the Board Members are under a duty to investigate any breach or suspected breach of this Policy either upon being notified about any Reportable Matter or on their own motion if they suspect or become aware of any Reportable Matter. In process of the investigation, assistance may be sought from external experts on a confidential basis after consulting the parent/ guardian of the Child concerned. The investigation should be completed without any delay and within two weeks of the initial report and the feedback should be provided to the relevant parties with clear next steps on a case-by-case basis.

The Investigation process shall follow the below guidelines:

- In case of allegations of Abuse or any other violation of this Policy against an individual(s), the individual concerned will be subject to formal investigation (including interviews with proper maintenance of records) by the Child Safeguarding Officer and the Board Members.
- If a Child is at immediate risk of harm or needs urgent help, the parents or guardian of the Child must be informed. Throughout the investigation process, WISE HK will act in collaboration with the parents of the Child to keep the Child safe and support for the Child should be maintained throughout.
- If there is a suspected criminal matter, the Child Safeguarding Officer and/or the Board Members should contact the Hong Kong Police.
- If the incident concerns allegations against a contractor or partner, the case must be notified to the corresponding management team or company and followed up in due course to ensure appropriate action has been taken.
- Where the incident concerns allegations against any WISE HK's Board Member, staff or volunteer, depending upon the findings of the investigation and seriousness of the breach, disciplinary action may range from verbal warnings up to and including removal or termination in extreme cases.

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- Unless actions have already been taken and/or the case has already been referred to an external agency or the local authorities, the Child Safeguarding Officer and Board Members should determine if a report establishes valid suspicion of a breach of this Policy and take appropriate action for safeguarding the Child and addressing the Child safeguarding concerns
- Once the investigation is complete, the Child Safeguarding Officer shall file the Child safeguarding report securely and confidentially.
- The person(s) against whom the complaint is made will be treated fairly and will have a right to be heard. Written records of the interview must be maintained. The interviewee will be entitled to receive a copy of the transcript of the interview. Care should be taken that the interviewee is not forced or threatened to make any admission.
- Irrespective of the outcome of the investigation, no retaliatory action will be taken against the person who initiated the complaint. If, however, the complaint is found to be made with malice or reckless disregard for the truth, the Board Members will decide on appropriate course of action.
- Investigations must be objective, transparent and may be guided by external professional expertise and support when required. Subject to law, the investigation process and the reports of investigation are confidential.

### 6.3 Record keeping

The Child Safeguarding Officer is under a duty to maintain accurate and timely written records of the complaint, investigation process and any follow-up action including matter closure. All records are to be stored confidentially and in accordance with Personal Data (Privacy) Ordinance (cap. 486).

## 7 Accountability and Review

Adherence to this Policy is a mandatory requirement for all Covered Persons to prevent Abuse and for the safeguarding of Children. This Policy is implemented by the following measures:

### 7.1 Risk Assessment

A risk assessment will be conducted proactively by the Board Members in consultation with the Child Safeguarding Officer on its operations, programs and project activities as well equipment to mitigate against the risk of harm. Appropriate and timely risk management strategies and preventative measures will be developed and implemented in the operations of WISE HK. Consider the following when performing a safeguarding risk assessment:

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- Potential types of risk
- Degree of seriousness of the risks
- Likelihood of occurrence
- Protocols in place for controlling the risk
- Actions that may be taken for risk mitigation

## 7.2 Recruitment of Staff and Selection of Volunteers and External Service Providers

WISE HK is committed to safe recruitment processes of all full-time staff, part-time staff, volunteers and external service providers. Safe recruitment processes include thorough candidate screening to ensure that personnel, whether in direct contact with Children or not, are suitable for being associated with WISE HK. All Covered Persons are required to sign the Declaration set out in Annex I and Annex II of this Policy to confirm that they have read and understood this Policy and will continue to comply with this Policy including any updates.

In this regard, the following procedures will be followed:

### Full full-time or part-time staff

- Every candidate must be suitably qualified for the post they are being considered for. The suitability will be determined after taking into consideration the educational qualifications, training, previous work experience (if any), language skills (where required), verbal interview and any other factors that may be decided on a case-to-case basis.
- The original identification documents such as Hong Kong ID card (of local applicants) or passport (of overseas applicants) will be duly checked and verified and copies of the same must be obtained if the candidate is successful.
- All candidates should be informed of the requirement to comply with this Policy and undertake to comply with the Policy if they are successful.
- Every application must be accompanied with character or employment references. Where the applicant has previous work experience, whether full time or part time, the applicant must provide employment reference(s). Determining the credibility of the source of reference and the reference itself vests in the sole discretion of the Board Members of WISE HK and the Child Safeguarding Officer(s).
- Where considered necessary by the Board Members and/or the Child Safeguarding Officer(s), an applicant may also be required to provide proof of Sexual Conviction Record Check (SCRC) administered by the Hong Kong Police Force

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For volunteers (including parents of Children who offer to help during events)

- Prior to engaging volunteers, their suitability for the position and for Working With Children must be duly ascertained.
- The original identification documents such as Hong Kong ID card (of local applicants) or passport (of overseas applicants) will be duly checked and verified and copies of the same must be retained;

For external service providers

- The contractors engaged by WISE HK are responsible for complying with this Policy and deliver services based on the obligation and commitments outlined in this Policy.

### 7.3 Media and Communication

It is the responsibility of all Covered Persons to safeguard the interest of Children when carrying communications for purposes including marketing, publicity and fundraising. When using or handling any form of media, photographic images, and data, all Covered Persons are expected to abide by the following guidelines:

- Children are to be portrayed with dignity and their rights are to be upheld. Sufficient support should be given when interviewing a Child. Whenever a Child is not comfortable with an interview, she has a right to say no and her decision will be respected.
- Prior informed consent must be obtained from the parent, care provider or legal guardian of a Child to use the Child's photographs or other information for internal and external communication of WISE HK at the time when the Child enrolls in a WISE HK program. Information conveyed about the Child must be accurate and should not be manipulated in any way, and photos should not be taken out of context.
- All partnering organizations, including photographers, videographers, media personnel at any WISE HK event must be made aware of the Policy and are expected to abide by this Policy.
- No personal information that could be used to identify the child and put him/her at risk such as the school or address should be used in any texts or with the images and videos.
- At WISE HK, we understand that parents or guardians of Children may want to take photographs and videos of their Children during sports events. Parents/guardians wishing to take photos/videos should seek consent from the Child Safeguarding Officer or a Board Member beforehand. These pictures can only be taken for private use without disrupting the event in any way.
- The Child Safeguarding Officer and Board Members are entitled to require any person taking pictures to permanently delete pictures and/or stop taking pictures.

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The Parents/ Guardians of the Child are required to sign the Photographic/Video Image Consent Form at Annex IV at the time their Child enrolls for a WISE HK programme.

## 8 Monitoring and Review

This Policy is subject to review and revision from time to time by the Board Members in consultation with the Child Safeguarding Officer.

### 8.1 Main Contacts

Child Safeguarding Officer  
Wanda Yuen  
E-mail: [wanda@wisewomenhk.com](mailto:wanda@wisewomenhk.com)

Board Member  
Alicia Lui  
Email: [alicia@wisewomenhk.com](mailto:alicia@wisewomenhk.com)

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## Annex I: **Commitment to and Declaration of WISE HK Child Safeguarding Policy**

WISE HK is committed to creating a safe environment for children. Those who intend to be employed by or volunteer their services at WISE HK in a capacity that involves or is likely to involve contact with children must complete the following declaration (“Declaration”).

If this Declaration is later discovered to have been false or misleading, one’s employment or partnership with WISE HK will immediately be terminated.

As such, I solemnly and sincerely declare that:

1. I do not have any criminal convictions or findings of guilt, including but not limited to sexual offenses, offences related to children, or acts of violence, in Hong Kong or elsewhere.
2. I have never had any disciplinary proceedings brought by any parties involving allegations of child abuse, sexual misconduct, sexual harassment, any other form of harassment, or acts of violence.
3. I am not aware of any other matters that would make me unsuitable to undertake a position that involves working with children.

I hereby confirm that I have received a copy of the WISE HK Child Safeguarding Policy (the “Policy”), which I have read and understood. I agree that I will:

1. Report any concerns I may have with regards to children participating in the activities of WISE HK directly to the Child Safeguarding Officer or a WISE HK Board Member;
2. Abide by the Code of Conduct and good practices and will work with WISE HK to ensure an environment which prevents the abuse and exploitation of children;
3. Consider all related actions and behaviours, though not included in the Policy, which may compromise the rights and safeguarding of children and youth; and
4. To the extent that I am an employed by WISE HK, adhere to the principles of the Policy both at work and outside work, as actions outside of work that are seen to contradict the Policy will be considered a violation of the Policy.

I understand that a breach of this Declaration will result in the suspension of my involvement with WISE HK pending the outcome of an investigation by WISE HK.

Full Name:

Signature:

Organization/Company (if any):

Position:

Date:

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## Annex II: **Child Safeguarding Commitment Form**

With reference to the UN Convention on the Rights of the Child (UNCRC), WISE HK is committed to protect our beneficiaries who receive our services. Our commitment form provides overarching principles for our partners to follow.

- I understand that I am never to be alone with any child that is participating in any of the programs and activities offered by WISE HK.
- If I witness a child being abused or mistreated, in any form, by a coach, volunteer, staff, contractor or parent, or reasonably suspect misconduct related to social media or any violation of the Child Safeguarding Policy, I promise to report the incident and suspicion immediately to the appropriate WISE HK member or to a law enforcement authority if necessary.
- I promise not to demonstrate or give preferential treatment to a particular child to the exclusion of others (e.g. promising gifts or enticements).
- I understand that the child's dignity must be protected and respected, and I must communicate with children appropriately. No demeaning language, shaming behaviour, or sexualized language or jokes can be used. No image of the child dressed or posed inappropriately, which could be deemed to be sexually provocative, can be used. No personal information that could be used to identify the child and put the child at risk such as the name, school or address should be used with the images.
- I acknowledge that becoming 'friends' with the children on social media sites is strongly discouraged due to how dynamic social media sites are and the different maturity levels of adults and youth.

I understand that a breach of this commitment form will result in the suspension of my involvement in WISE HK activities pending the outcome of a child safeguarding investigation by WISE HK.

Also, I hereby solemnly and sincerely declare that:

1. I do not have any criminal convictions or findings of guilt, including but not limited to sexual offenses, offenses related to children, or acts of violence, in Hong Kong or elsewhere.
2. I have never had any disciplinary proceedings brought by any parties involving allegations of child abuse, sexual misconduct, sexual harassment, any other form of harassment, or acts of violence.
3. I am not aware of any other matters that would make me unsuitable to undertake a position that involves working with children.

Full Name:

Signature:

Organization/Company (if any):

Position (if any):

Date:

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 Email: [wise@wisewomenhk.com](mailto:wise@wisewomenhk.com) | Website: [wisewomenhk.com](http://wisewomenhk.com) | Facebook: [fb.com/wisehongkong](https://fb.com/wisehongkong)

### Annex III: Child Safeguarding Report Form

This report should be

- Completed accurately with all the facts, details and the corresponding concerns.
- Completed IMMEDIATELY but no later than 24 hours following any incidents that raise any concern about a child.
- Completed by any person who has reason to be suspicious about or concerned about the wellbeing of a child.
- Marked “Private & Confidential” and be returned to the Child Safeguarding Officer or a Board Member by sealed envelope or by email.
- Signed by all parties involved.

<u>Details of the Informant</u>	
Name:	Gender:
Contact number:	Email:
Occupation / Position in Relation to the Child / WISE HK:	
<u>Details of the Child Concerned</u>	
Name:	Gender:
Event / Program:	
Language spoken:	Date of Birth:
Name of Parents / Guardian:	
Other Information: <i>(e.g. Anything or any person that could potentially place the child at further risk? Are the parents / guardians aware of the incident taken place?)</i>	
<u>Details of the Concern</u> <i>Record the details of the concern/ incident, any injuries involved, and any record of anything said to you by the child and others related to the incident. Include all relevant dates, times, type of concern, information of the witness, physical and emotional state of the child and current safety of the child, details of all other WISE HK members who were present at the time the incident took place, any other details you deem relevant. Please attach additional sheets, if necessary.</i>	
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Email: [wise@wisewomenhk.com](mailto:wise@wisewomenhk.com) | Website: [wisewomenhk.com](http://wisewomenhk.com) | Facebook: [fb.com/wisehongkong](https://fb.com/wisehongkong)Handling of the Concern

Individuals/Parties that are aware of the incident:

*e.g. Police, social service, departments, authorities, friends, family members*

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Actions that have been taken to date:

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Further Action:

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Declaration:

I hereby declare that the above statement is true to the best of my knowledge and belief. I undertake to cooperate in any investigation process. I understand that, if it is found that I have withheld information or knowingly included any false or misleading information above, disciplinary procedures will follow.

Date and time of report being made:

Signature of Informant:

Signature of Child Safeguarding Officer:

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## Annex IV: Photographic/Video Image Consent Form

Program / Activity: \_\_\_\_\_

Program / Activity duration: \_\_\_\_\_

Program / Activity date:

I, \_\_\_\_\_, the parent, care provider or legal guardian of \_\_\_\_\_ (the “Child”) understand that during the above program period described the Child may be recorded/photographed on behalf of the WISE HK. I understand that such recording/photographs may be used by WISE HK as promotional or publicity material, which may be displayed on printed publications, video format or on websites (which can be viewed throughout the world), on display stands or in the press, and I confirm that I consent to the above. I undertake to seek prior consent of Child Safeguarding Officer or Board Member of WISE HK prior to taking photographs or videos during WISE HK event.

Name:

Signature:

Date:

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## Annex V: Guideline for Dealing with Concerns about Child Abuse

When you are talking to a child in response to suspicion of child abuse or maltreatment, it is important that you handle the situation with sensitivity. Do not underestimate the power of your words, which can either calm or upset the child.

### Dos:

1. Talk to the child in a private place without interruptions.
2. Control your feelings and stay calm.
3. Talk and sit next to the child in a way that would put them at ease instead of from behind a desk.
4. Ask for permission before touching the child.
5. Reassure them that they are not in trouble and did nothing wrong. Praise them for having the courage to voice out.
6. Listen to them instead of asking leading or suggestive questions. If questions must be asked, use open-ended questions such as ‘Can you tell me what happened?’
7. Support the child and show them you trust what they say.
8. Let the child know who you will be confiding to next and why, as those people know how to help them. As the same time, assure them the community would not be informed about the case.
9. Assure them their parents, in the case that parents are the perpetrators, won't be informed until there has been a thorough discussion of the proper handling.
10. Find out if any others, either told by the child or not, may be aware of the behaviour in question.
11. Make a report on the child safeguarding report form with the child's statement and without injecting your own opinion or comments. The report should be as detailed as possible so that the child does not have to repeat the details of abuse unnecessarily.
12. Understand the necessity to still report the case even though the child might take back their statement in the initial interview or later.
13. Strike a balance between paying more attention to the behaviour and emotions of the child, but at the same time not making them feel different or singled out.

### Don'ts:

1. Demand details that the child is not comfortable sharing.
2. Promise that you will not tell anyone about the abuse.
3. Make the child feel different or singled out.
4. Act angry, shocked, upset or embarrassed, which may shame the child.
5. Comment on the perpetrators as they might often be known and loved by the child.
6. Degrade the child in response to the abuse, like describing it as ‘dirty, shameful or bad’.
7. Act without consultation of the Child Safeguarding Officer.