

# ESF/ESL Annual Declaration for Non-Staff Stakeholders

## (1) Child Protection Declaration

### Introduction

As part of ESF/ESL's commitment to on-going child protection and safeguarding, you are required to affirm your commitment to abide by the following:

- The Child Protection and Safeguarding Policy
- The Non-Staff Code of Conduct for Child Protection and the Safeguarding of Students

You are asked to complete a self-declaration confirming that you are of sound moral character and that there is no reason why you should not be working with children (see form on next page).

You are asked to note the Child Protection officers attached to your school/office (as appropriate). Details of the relevant Child Protection Officers are included in the Annual Child Protection Declaration Form below.

At the bottom of this page, you will find the latest Child Protection and Safeguarding Policy and the Non-Staff Code of Conduct for Child Protection and the Safeguarding of Students. Signing the declarations confirms that you have read these documents and that you agree to abide by the content of these documents.

Child Protection is intrinsic to our commitment to safeguarding students in our care. A central obligation of the Child Protection and Safeguarding Policy is adherence to SWD (Social Welfare Department) [Protecting Children from Maltreatment – Procedural Guide for Multi-disciplinary Co-operation \(Revised 2020\)](#). Where these guidelines indicate that a case should be referred to the Family and Child Protective Services Unit [FCPSU](#), the Child Protection Officer or Principal must be notified without delay.

All non-staff volunteers, Board members and committee members are required to complete this form as a condition of service.

We thank you in advance for your support and commitment to ensuring all of our students are safe.

*Please refer to documents 1.1 - 1.3 at the bottom of this page.*

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## (2) Code of Conduct and Dignity at Work Protocol Declaration

### Introduction

ESF/ESL is committed to providing a working and learning environment in which the dignity of all individuals is respected with special regard to the values of mutual respect outlined in the ESF Code of Conduct. Just as we expect to interact with students in a positive, respectful and inclusive manner, the same courtesy should be extended to all staff and stakeholders.

Diversity, Equity and Inclusion have been a renewed priority these past years. ESF/ESL now has [DEI statement](#) and beyond to guide us in terms of actions that we need to take in our schools and across ESF/ESL.

### Dignity at Work Protocol

Entering the new 2024/2025 school year, all ESF/ESL stakeholders are asked to be mindful of (1) Well Being of Self and Others; (2) Diversity, Equity and Inclusion (DEI); and (3) Professional Conduct. Stakeholders should take responsibility for the energy they bring into ESF/ESL. Your words matter. Your behaviour matters.

ESF/ESL is committed to being fair in the way it deals with all aspects of its practices and adhering to a policy of equal opportunity, which aims to ensure that no job applicant, staff member or stakeholder receives less favourable treatment because of discrimination related to any of the factors identified below.

In doing so ESF/ESL meets, and often exceeds, the requirements under the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance.

ESF does not permit discrimination of any kind against any person on the grounds of the following factors where they do not impede a staff member's or stakeholder's ability to fulfill their responsibilities: Sex, Age, Family Status, Belief, Ethnicity / Race, Affiliation, Disability or Sexuality.

To this end, any form of unprofessional behaviour or harassment is unacceptable. Staff members and stakeholders have the right to complain about unprofessional behaviour or harassment. Any complaints of unprofessional behaviour or harassment will be taken seriously and can be grounds for disciplinary action which may include dismissal or removal from post, where unprofessional behaviour or harassment is found to have taken place.

### **Examples of Unprofessional Conduct, Behaviour or Harassment**

- Verbal abuse or insulting behaviour, including unnecessarily raised voices or shouting;
- Emails that are negatively emotive, hurtful or contain an unwelcomed tone;
- The use of humour to put another person or group of people down, for example telling jokes that are sexist, racist or are about a person's sexual orientation;
- Unwanted physical contact ranging from touching to serious assault;
- Display or circulation of sexually suggestive or racially abusive material;
- Bullying, coercive or menacing behaviour;
- Unwanted sexual advances, propositions, attention or innuendo;
- Ridicule or exclusion of a person for cultural, religious or personal differences.

On the next page you will be asked to complete a declaration confirming that you have read, understood and agree to abide by the ESF/ESL Dignity at Work Protocol.

*Please also read documents 2.1 - 2.5 at the bottom of this page, that support ESF/ESL in delivering on its commitment to ensuring dignity in the workplace.*

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## **(3) Conflict of Interest and Acceptance of Advantage Declaration**

### **Introduction**

Every year Non-Staff stakeholders are asked to complete online declarations confirming the following:

- whether they have any conflicts of interest;
- whether they engage in any activities outside of their ESF/ESL work; and
- whether they have read the Acceptance of Advantage Policy.

You are asked to make your declarations having read the below. If your declarations change at any time in the future, you need to submit updated declarations through Gateway via Assembly.

You will be asked to declare whether you have any conflict of interest or whether you participate in any formal Outside Activities.

The spirit of the Conflict of Interest and Outside Activities policies emanates from [the Prevention of Bribery Ordinance \(Cap. 201\) \(POBO\)](#). Section II provides a detailed overview of instances that would be considered an offence.

### **Conflict of Interest**

[The Conflict of Interest Policy](#) outlines the importance of identifying and managing any potential conflict of interest for Non- Staff Stakeholders. The policy sets out rules and principles for appropriate conduct under certain circumstances.

The Conflict of Interest Policy aims to prevent Non-Staff Stakeholders from using their position with ESF or ESL for purposes that are, or give the appearance of being, motivated by a desire for personal gain. Personal gain is defined as gaining an advantage for themselves or others, such as those with whom they have family, business or other ties including a spouse/partner/close family member involved in an activity, enterprise or business with ESF.

Examples of potential conflicts of interest are provided in Appendix I. Please note that these are not exhaustive.

### **Acceptance of Advantage**

The [Acceptance of Advantage Policy](#) provides further examples of how staff should respond when offered advantages such as gifts or favours and is also instructive for non-staff members.

Acceptance of an advantage by a stakeholder may result in a conflict of interest.

*Please refer to document 3.1 at the bottom of this page.*

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## **(4) Responsible Use of Personal Data and IT**

### **Introduction**

ESF is committed to operating IT in a responsible manner with due regard to the protection of personal data within the prevailing legal and regulatory framework in HK.

Responsible use of IT refers to using technology in a way that is ethical, legal, and respectful of the rights of others. This includes following laws and regulations related to the use of technology, respecting the privacy and security of others, and avoiding harmful or malicious activities online.

The responsible use of personal data refers to the identification and processing of personal data that an individual or organisation collects, stores, and uses. Personal data includes any information that can be used to identify an individual, such as a name, address, email, phone number, or HK identification number.

Stakeholders are asked to take time to consider the Personal Data Handling and Data Privacy Policy. Stakeholders are also asked to complete the Cyber Security Awareness Training that has been put in place to offer better protection, privacy and security online, as well as to ensure that personal data is being handled in a legal and ethical manner. It is important for all stakeholders to educate themselves on these topics and be proactive in using IT and personal data responsibly.

### **Personal Data Handling and Data Privacy Policy**

This policy details ESF's approach to data handling and provides specific information on how data should be processed in accordance with the data protection principles set out in the HK Personal Data (Privacy) Ordinance.

### **Cyber Security Awareness Training**

ESF is committed to promoting cyber security awareness for all of our stakeholders. The cyber security awareness training is compulsory for staff but optional for all ESF non-staff stakeholders. We would encourage all ESF non-staff stakeholders to take the training by reading the attached document below.

*Please refer to documents 4.1 & 4.2 below.*

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### **Attachment:**

- [Child Protection and Safeguarding Policy](#)
- [1.2 Non-Staff Stakeholder Code of Conduct for Child Protection and the Safeguarding of Students 2024](#)
- [1.3 Positive Support and Physical Intervention Policy](#)
- [2.1 ESF Professional Code of Conduct](#)
- [2.2 ESF Diversity, Equity and Inclusion Policy](#)
- [2.3 Complaints Policy](#)
- [2.4 Harassment Policy](#)
- [2.5 Whistleblowing Policy](#)
- [3.1 Appendix 1 - Examples of Potential Conflict of Interest](#)
- [4.1 Personal Data Handling & Data Privacy Policy](#)
- [4.2 Cybersecurity Awareness Training](#)