

Education Bureau Circular Memorandum No. 179/2011

From: Permanent Secretary for Education

To: Supervisors and Principals of all
Schools (except Private Schools
Offering Non-formal Curriculum)

Ref.: EDB(PDT)/ADM/135/8/4

Date: 29 November 2011

Sexual Conviction Record Check Scheme

Summary

This circular memorandum aims to inform schools that the Hong Kong Police Force (the Police) will launch the Sexual Conviction Record Check (SCRC) scheme on 1 December 2011, and schools are strongly advised to adopt the scheme as soon as practicable in their appointment procedures to further safeguard the well-being of students.

Details

2. The Law Reform Commission (LRC) has recommended the Administration to establish an administrative scheme as an interim measure which would enable employers of persons undertaking child-related work and work relating to mentally incapacitated persons (MIPs) to check the sexual conviction records of employees so as to reduce the risk of sexual abuse to children and MIPs. The Administration has accepted the LRC's recommendation and the Police will implement the scheme on 1 December 2011. The scheme is only applicable to prospective employees seeking child or MIP-related work in organizations or enterprises (including schools).

3. In general, a position that provides services mainly for children or MIPs, requires working in premises that provide services for children or MIPs, or involves frequent or regular contact, in particular unmonitored contact, with children or MIPs will fall within the scope of the scheme. In this regard, schools can request all prospective employees (for both teaching and non-teaching posts) to undergo SCRC. Applications for SCRC should be submitted by the prospective employees voluntarily. For staff who are to be deployed by the service contractors to fill positions that conform to one of the above criteria, even though they are not school employees, schools can ask the service contractors to request their staff to undergo SCRC and to allow schools to have access to

the checking results. For details of the implementation of the scheme, including protocol, application procedures and a template for documentary proof of possible employment related to children or MIPs from employers, schools may browse the website of the SCRC (<http://www.police.gov.hk/scrc>).

4. We believe that the scheme can provide schools with important reference when recruiting staff. Given the importance of protecting our students, schools are strongly advised to adopt the scheme and request prospective employees to undergo SCRC at the advanced stage of the employment process. Should the Incorporated Management Committees / School Management Committees decide not to request certain types of or individual prospective employees to undergo SCRC, there should be a thorough deliberation on the reasons in a meeting of the Committees and the justifications have to be properly documented in the notes of meeting. To support the implementation of the scheme, relevant parts of the [School Administration Guide](#) (SAG) and related [appointment guidelines](#) will be updated. They will be posted on EDB website together with some frequently asked questions (FAQ) by early December for schools' reference (EDB Homepage → (i) for SAG: School Administration → Regulations; (ii) for related appointment guidelines and FAQ: Teachers' Development → Employment Related Information → Appointment Matters).

5. The scheme provides schools with a reliable channel to verify the sexual conviction records as declared by the prospective employees and hence facilitates schools to make an informed decision on selecting suitable employees for work in schools. However, the scheme cannot take the place of prudent employment practice currently used in schools. Schools should continue to be stringent in the appointment of staff and adopt the enhanced measures as announced in the EDB Circular Memorandum No. 65/2010 with a view to providing our students with a safe learning environment.

Enquiries

6. For enquiries, please contact the respective Senior School Development Officer.

S K LEUNG
for Permanent Secretary for Education