Liverpool Chinese Gospel Church
利物浦華人福音教會

Safeguarding Children and Vulnerable Adults Policy
保障兒童和弱勢成人政策

Last Review 重新修訂日期: October 2026 (2026 年 10 月)
Next Review 下次修訂日期: October 2027 (2027 年 10 月)

MISSION STATEMENT 政策宣言

The Church recognises the importance of its ministry to and its responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to the church's care. 教會認到識兒童、年輕人以及弱勢成人事工的重要性，和有其責任去維護當中受照顧的人士的福利和安全。

As part of its mission, the Church is committed to:
作為教會使命的一部分，教會致力於：

- Valuing, listening to and respecting children, young people and vulnerable adults as well as promoting their welfare and protection. 重視，聆聽，和尊重兒童、年輕人及弱勢成人，並促進他們的福利和保護
- Safe recruitment, supervision and training for all the children's/youth/ vulnerable adult's workers within the church. 確保教會在招聘、督導和培訓兒童及青少年和弱勢成人的同工上能符合安全準則
- Adopting a procedure for dealing with concerns about possible abuse. 在有懷疑虐待情況時採取適當措施
- Encouraging and supporting parents and carers. 鼓勵及支援家長或看護員
- Supporting those affected by abuse in the church. 對於教會中受到虐待的人士給予支援
- Maintaining good links with the statutory services including children/ adult social care and other relevant organisations. 與保護兒童或成人權益的法定機構和相關組織保持良好的聯繫

SAFEGUARDING CHILDREN 保護兒童

The Trustee Board recognises the need to provide a safe and caring environment for children and young people. It also acknowledges that children and young people can be the victims of physical, sexual and emotional abuse and neglect. The Trustee Board has therefore adopted the procedures set out in this document (hereafter "the policy"). It also recognises the need to build constructive links with statutory and voluntary child protection agencies. The policy and attached practice guidelines are based on a model published by ThirtyOne: Eight (previously the Churches' Child Protection Advisory Service (CCPAS)). 信託委員會認識到有必要為兒童及年輕人提供安全和關懷的環境。同時也認同兒童及年輕人可能成為身體、性和情感虐待和被忽視的受害者。因此，信託委員會制定並採用本文件上的程序（以下簡稱‘政策’）。信託委員會認識到與法定或志願兒童保護機構保持建設性聯繫的必要。本政策及附屬的實踐指引是根據 ThirtyOne:Eight (之前名為 CCPAS「教會保護兒童諮詢服務部」）所出版為藍本所制訂。

The Trustee Board is committed to update and raise awareness of changes in child protection policy among all children/youth workers and will regularly review the operational guidelines attached. 信託委員會會通知所有負責兒童及青少年事工的同工有關兒童保護政策的更新，並會為有關的操作指引進行經常性檢討及修訂。

The Trustee Board also undertakes to follow the principles found within the Abuse of Trust guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues. 信託委員會亦會依從由英國內政部發佈的濫用信任指引的原則，因此會絕對不容許任何同工， 在維持信任關係的情況下， 作出任何可能會發展性關係的行為。

Responding to Allegations of Abuse 對虐待行為指控的回應措施

Under no circumstances should a church worker carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will do the following:
在任何情況下教會同工不得對有關虐待行為或懷疑個案私自進行調查。當同工接收到有關指控時應履行以下職責：

- Concerns must be reported as soon as possible to the safeguarding team - **Dr. Maw Joo Tan** (hereafter the "Co-ordinator") tel no: 07912324485 who is nominated by the Trustee Board to advise on any safeguarding matter and if required to refer the matter on to the statutory authorities. 有關情況必須儘快向安全保障團隊報告 - 陳慕儒醫生**(Dr. Maw Joo Tan)**~~報告~~ (以下簡稱‘協調員’) 電話：0791 232 4485。她是獲信託委員會委任，對有關保障事宜提供意見，並在有需要時將有關指控轉交給法定部門處理

- In the absence of the Co-ordinator, or if the suspicions in any way involve the Co-ordinator then the report should be made to **Mrs. Anita Chee** (hereafter the "Deputy Co-ordinator") tel no: **07976 455 811** or **Mrs Jessica Huang** (hereafter the “Deputy Co-ordinator”) tel no: **07879 213 636.** 當總協調員缺席或嫌疑涉及協調員人時，則應將有關情況通知池邱秀群女士 **Mrs. Anita Chee** (以下簡稱'副協調員') （電話：0797 645 5811）或鄭雅文女士 **Mrs. Jessica Huang** (以下簡稱'副協調員') (電話 : 07879 213 636)

- Concerns can also be reported via the Safeguarding email (**lcgc.safeguarding@gmail.com**) 也可透過「安全保障」專用電子郵件（lcgc.safeguarding@gmail.com）做報告。

- f the suspicions implicate all the Co-ordinator and the Deputy Co-ordinators, then the report should be made in the first instance to ThirtyOne:Eight (CCPAS) 24 Hour Safeguarding Helpline 0303 003 1111 or alternatively contact Social Services. The local Social Services office (Liverpool Careline) telephone number is 0151 233 3700 (24 hours, 7 days a week). 如嫌疑涉及協調員或副協調員時，應立即將情況彙報給 ThirtyOne:Eight 的 24 小時求助專線 0303 003 1111，或「社會服務部」。利物浦本市的「社會服務部」電話為 0151233 3700 (每周 7 天, 24 小時服務) 。

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with church procedures and kept in a secure place. 除以上指定人士之外，不得與任何人談論有關嫌疑事宜。有關事宜須按照教會程序記錄在案，並保管於安全地方

- Whilst allegations or suspicions of abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy Co-ordinator should not delay referral to the Social Services Department. 儘管有關指控或懷疑個案通常應協調員報告，但在與協調員或副協調員無法聯絡的情況下，也不應拖延將事件轉介到「社會服務部」

- The Trustee Board will support the Co-ordinator/Deputy Co-ordinator in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis. 信託委員會將支持協調員/副協調員的角色，並接受她們掌握的任何資料只能在必要的情況下以嚴格限制的方式透露

- It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or seek advice from ThirtyOne:Eight (CCPAS), although the Trustee Board hopes that members of the church will use this procedure. If, however, the individual with the concern feels that the Co-ordinator/Deputy Co-ordinator has not responded appropriately, or where they have a disagreement with the Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Trustee Board demonstrates the commitment of the church to effective child protection. 信託委員會希望教會成員能根據本指引通報有關事件，但任何公民均有其個人權利，可以直接把事件轉介給到保護兒童機構或向 ThirtyOne:Eight(教會保護兒童諮詢服務部)尋求意見。倘若任何對事件關注人士認為協調員或副協調員對事件沒有作出正確回應，或對其處理事件手法有分歧時，他們可以隨時直接聯絡教會以外的機構。信託委員會希望通過此聲明來表示教會切實保護兒童的承諾。

The role of the co-ordinator/ deputy co-ordinator is to collate relevant information in order to make referral to the Social Services Department. It is Social Services task to investigate the matter under Section 47 of the Children Act 1989. 儘管協調員/副協調員的職責是整理核對事件的細節，及把相關資料傳達給「社會服務部」，惟根據「1989 年兒童權益法案」第 47 條，對事件進行調查是「社會服務部」的責任。

Allegations of Physical Injury or Neglect
有關對兒童身體受到傷害或疏忽的指控

If a child has a physical injury or symptom of neglect, the Co-ordinator/Deputy Co-ordinator will:
如果一名兒童在身體上受到傷害或有被疏忽照顧的跡象，協調員或副協調員將會：

- Contact Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home. 如兒童被故意傷害，擔心兒童人身安全，或兒童害怕回家時，會聯絡「社會服務部」或「教會保護兒童諮詢服務部」尋求幫助

- Not tell the parents or carers unless advised to do so having contacted Social Services. 在與社會服務部聯繫前不得將情況告訴其家長或監護人

- Seek medical help if needed urgently, informing the doctor of any suspicions. 在緊急情況下，尋求醫治，並告知醫生所有的懷疑

- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of injury. 對於較輕微個案，（如父母照顧欠佳），應鼓勵家長或監護人去尋求幫助，但必須在不會危害兒童生命的原則下處理。

- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Social Services direct for advice. 當家長或監護人不願尋求幫助時，應提出陪伴他們。在迫切的情況下，如果他們仍沒有採取行動時，聯繫「社會服務部」尋求意見。

- Seek and follow advice given by ThirtyOne:Eight (CCPAS), who will confirm their advice in writing, if unsure whether or not to refer a case to Social Services. 如不能確定應否將個案轉介給「社會服務部」時，應向 ThirtyOne:Eight(教會保護兒童諮詢服務部)尋求建議（該部門將會以書面的形式以確認其建議）

Allegations of Sexual Abuse
有關性虐待的指控

In the event of allegations or suspicions of sexual abuse, the Co-ordinator/Deputy Co-ordinator will:
在有關性虐待指控或懷疑個案時，協調員或副協調員將會：

- Contact the Social Services Department Duty Social Worker for children and families or Police Child Protection Team directly. They will NOT speak to the parent/carer or anyone else. 直接與「社會服務部」處理兒童及家庭的社工或「警隊保護兒童組」聯繫。他們不會把情況告訴其家長，監護人或其他人。

- Seek and follow the advice given by ThirtyOne:Eight (CCPAS) if, for any reason they are unsure whether or not to contact Social Services/Police. ThirtyOne:Eight (CCPAS) will confirm its advice in writing for future reference. 如因任何原因，未能確定應否聯繫「社會服務部」或警方時，應諮詢 ThirtyOne:Eight(教會保護兒童諮詢服務部)並聽從其建議。該部門將會以書面的形式確定其建議以便將來跟進。

Supervision of Children's Activities
關於團契小組和兒童活動的監督

The Trustee Board will provide details of the supervision for each specific activity in the church practice guidelines below. 信託委員會將會在教會實踐指引中提供對每項活動的監督詳情。

Working with Offenders 處理曾犯虐待兒童罪行者

When someone attending the church is known to have abused children, the Church will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children, set boundaries for that person which they will be expected to keep.
當有曾虐待兒童前科的人參與教會聚會，教會會對此人作出督導及提供牧養支持，但會向其設定準則和界限以達致教會保護兒童的決心。

Practice Guidelines 實踐指引

According to the Bible, human beings are made in the image of God. All human beings, notwithstanding of our gender, race, language and cultural differences, are equal before God. Jesus has commanded his disciples not to stop children from approaching him and has taught us to have child-like faith. Therefore, we believe that children are not appendages to the family of the church. They are not nuisances or inconveniences or a way to provide for the financial needs of parent. We believe that children are not just our future, but most importantly our today. We, as a church, endeavour to provide a safe and Christian environment for each child to grow spiritually, physically and emotionally. They should be given a free and secured environment for them to explore their identity in Christ and to develop their relationship with God and fellow Christians and friends.

根據聖經，人類是依照 神的形象造的。所有的人，儘管我們有著性別、種族、語言和文化的差異，在 神面前都是平等的。耶穌吩咐他的門徒不要阻止孩子接近 祂，又告訴我們要有孩子般的信仰。因此，我們相信孩子不是教會這個家庭的附屬物。他們不是惱人、麻煩或是為父母提供財政需要的人。我們相信孩子不僅是我們的未來，也是我們的現在。我們作為一間教會，努力提供一個安全和屬 神的環境讓每一位孩子在靈命上、身體上和情感上發展。他們應該被付予一個自由和安全的環境去發掘他們自己在基督裏的身份、並發展他們與 神、基督徒和朋友的關係。

Subject to the Safeguarding Policy (hereafter 'the policy'), this Practice guidelines are prepared for all departments and their paid and unpaid workers who have regular and direct contact with children or young persons under 18 years and the Church will ensure the guidelines will be followed as much as circumstances allow.
根據教會保護兒童政策 (以下簡稱「政策」), 這實踐指引是專為各部門和其屬下的受薪與非受薪，且經常與兒童或 18 歲以下人士有接觸的員工而設，教會將確保這指引於大部份情況下執行。

1. **Records:** Each department must maintain a record of all children or young persons involved in their activities. The record must contain name, address, gender, date of birth and any special medical conditions including allergy of the child/young person, his or her parents'/guardian's details, particularly an emergency contact and their consent for their child(ren) to attend our activities and to receive appropriate medical treatment in the event of an emergency.

   紀錄：各部門必須保管一份記載參與各項活動的兒童或青少年的名單。這份紀錄必須包含兒童/青少年的姓名、住址、性別、出生日期、任何特殊的醫療狀況及敏感史、父母或監護人資料、緊急聯絡電話和出席同意書以及緊急醫療同意書。

2. **Registers**: When church activities take place, a register of attendance must be maintained and checked. In event of an emergency, the registers must be retrieved by teachers/leaders/fire marshals as they will be used to confirm that all the children in the group are accounted for.

   Registers must be kept up to date and late arriving children/young persons must be noted in the register.
   登記：當教會活動舉行時，出席名單必須被保管及核實。在緊急事件時，當值教師/領袖/消防人員必須檢查出席名單，以確認在場兒童人數。
   出席名單必須不斷更新，遲到的兒童/青少年亦必須在登記註明。

3. **Supervision**: Children under our care must not be left unsupervised. In particular, children under 8 years of age must never be left on their own and there must be at least one adult worker for every 8 children.

   Children below 8 years must not be allowed to leave the premises unsupervised.

   Adults, not approved paid or voluntary workers of the church, must be challenged on entering the vicinity where children's activities are being held and must not be left alone with children under 18 years of age.
   監管：被我們照料的兒童不得無人監管。特別是，不得獨留 8 歲以下兒童，而且每 8 名兒童必須有一位成年職員在場。

   8 歲以下兒童不得獨自離開現場。

   必須拒絕未經批准的教會受薪職員或義工人員進入任何正進行兒童活動的場地，並不得獨留該人士與 18 歲以下人士接觸。

4. **Reporting of incidents**: Please report any of the following to the Child Protection Coordinator or Deputy Coordinator: (1) Disclosure of allegation of child abuse (2) Inappropriate behaviours towards children by other children or adults (including grooming behaviour). If there are concerns regarding injuries and/or health and safety, then the matter must be reported to the Departmental head.
事故報告：請向兒童保護總協調員或副協調員人報告以下任何情況：（1）揭露虐待兒童的指控（2）其他兒童或成人對兒童的不當行為（包括誘姦行為）。如有關受傷及/或健康和安全問題，有關事宜必須向部門主管報告。

5. **Incident logs**: If there are concerns over child abuse, a written record is required by all concerned, which must be kept securely. For other incidents, (including accidents, injury and fights among the children that required physical restraint by responsible adults), an entry must be entered in the Incident Log book kept in the General Office of the Church.
事件日誌：如有任何虐待兒童的關注，所有有關方面必須以書面記錄，並加以安全保管。對於其他事件 (包括意外、受傷、需要成人出手制止的肢體碰撞)，資料必須記錄於保存在教會辦公室的事件日誌內。

   Children if found to possess any dangerous articles/ weapons, such articles will be confiscated by children/youth workers.
   如發現兒童藏有任何危險物品或攻擊性武器，該物品將會被工作人員沒收。

   If appropriate, the incident must also be reported to the relevant Authority, e.g. Merseyside Police. And the church Administrator or members in the Management Team must consider taking relevant actions to rectify the situation in the prevention of further occurrence of the same incident.
   如合適，該事件必須向有關機構匯報，例如默西賽德郡警局。並且，教會行政人員或管理組成員必須針對情況採取相對行動作出矯正，以防同類事件再次發生。

6. **Mentoring/ Counselling and Confidentiality**: Counselling will be provided if it is deemed appropriate. If a qualified counsellor is not available within the church, then referral to a professional counsellor will be made.
指導/輔導及保密: 根據情況需要會提供輔導。若教會未能安排註冊輔導員，教會將會安排轉介到其他專業輔導人員/機構。

   If a child or youth wishes to seek advice or mentoring from a paid/voluntary worker, the worker concerned must mention such private encounters to other workers in the team **and** enter details in the Mentoring Logbook even though contents of the sessions are not generally required to be disclosed. However, while worker assuring the child or young person that their confidences will not necessarily be divulged, they shall not offer absolute confidentiality. It may be necessary under the procedures of the Policy or this guideline to refer the matter to Pastor/Child Protection Co-ordinator or the Deputy Child Protection Co-ordinator or other relevant authority, e.g. Social Service.

   假若兒童或青少年希望尋求受薪/義工人員的意見或指導，有關工作人員必須知會團隊中其他工作成員該次私人接觸，及必須將資料記錄於指導日誌中，但詳細會面內容一般不用披露。然而，工作人員保證兒童或青少年的事情一般不會被洩露，但不得提供絕對保密。必要時，在政策或本指引的常規下，將此事轉介到牧師/兒童保護協調員或副協調員或其他有關機構，例如社會服務。

   Mentors should see mentees of the same sex.
   導師只能接觸同性的學員。

   If there is a proper counselling session (with a qualified counsellor), a record of counselling must be completed by the counsellor. Confidential information must be kept in a locked cabinet with limited authorised access.

假若有恰當的輔導會談 (與合資格輔導員)，輔導員必須填寫輔導紀錄。保密資料必須保存於有存取權限的上鎖檔櫃裏。

7. **Discipline**: Children under our care may need to be disciplined. Corporal punishment is illegal in this country and therefore forbidden to be used as a means of discipline. Any worker using corporal punishment must be reported immediately to Child Protection Co-ordinator or the Deputy Co-ordinator. In such situation, the worker will be relieved of their duties and such incidents should be reported to the relevant authority.
紀律：被我們照顧的兒童需要遵守紀律。體罰於本國是違法的，因此被禁止用作訓練紀律的手段。任何使用體罰的職員必須立即向兒童保護協調員或副協調員報告。在這種情況下，該職員會被解除一切職務，並且該事故需報告給有關機構。

   Children may be excluded temporarily from the activities of the group or sent for admonishment to the relevant departmental head. Where the child is excluded, parents must be contacted immediately, and the child/youth must not be left unsupervised.
兒童可能會暫時被該組內的活動開除及接受相關部門主管訓誡。當兒童被開除，其父母必須被立即知會，及該兒童/青少年不得無人監管。

   If any disciplinary actions have been undertaken on a child, his or her parents must be informed with an explanation of the reason.
如已對兒童使用任何懲罰措施，其父母必須被知會事件及原因。

8. **Disputes and abuse between children**: Workers are expected to intervene in disputes between children. Physical violence or verbal abuse is not acceptable behaviours by children. Where disputes are violent and children are not responding to verbal commands, physical restraint may be used to separate the children and bring a halt to the violence.
兒童間的糾紛及傷害：職員將會調停任何兒童間之紛爭。對兒童使用暴力或語言傷害是不能接受的行為。凡糾紛出現暴力且兒童不回應口頭命令，肢體約束可能用來分隔兒童和制止暴力。

9. **Emergencies** (Fire / Medical condition): It is the duty and responsibility of every paid and voluntary worker to familiarise themselves with the fire and emergency procedures relating to their location. It is the duty of the departmental heads to ensure that all workers in their team are familiar with the fire evacuation procedures for their location. In the event of an emergency evacuation, the department heads are responsible for accounting for all children/young persons in their group/class. The register must be taken to provide proof that all children have been safely evacuated. Once evacuated, children must stay with the group until their parent/guardian comes to claim them or with other pre-arrangement for re-uniting them with their families.
緊急事故 (火警 / 醫療情況)：所有受薪或義工人員有義務和責任去瞭解所有關於其工作崗位附近的消防和緊急程序。部門主管有責任確保其部門內的員工熟悉其崗位的消防疏散程序。在緊急疏散的情況下，部門主管有責任向其組內所有兒童/青少年交代。出席名單必須帶離以提供證據證明所有兒童已安全撤離。當撤離後，所有兒童必須留於小組直至其家長/監護人到場接走或有其他預先安排。

10. **Outing:** Whenever an outing is organised, the Person-in-Charge must go through the following checklist and inform the co-ordinator/ deputy co-ordinator of the proposed event before announcement/promotion of such event.
外出活動：每當組織戶外活動時，主管人必須通過以下清單，以及在活動的公佈/宣傳前通知協調員/副協調員是次活動詳情。

Outing Checklist:

1. After deciding on a destination, a site inspection and/or a risk assessment of the site and the trip must be carried out by the Person-in-Charge (unless risk assessment has been carried out by the relevant organisation for the purpose of

providing facilities or activities and such assessment is conducted to the satisfaction of the Person-in-Charge).
2. For outing involving overnight stay, a letter requesting parental consent must be sent out to the parents of the child attending the proposed outing. If no written consent is obtained for a child under 16, who wishes to attend any proposed outing, he/she will not be allowed to take part.
3. For day outing, written information must be provided to parents detailing the destination and activities involved before the event.
4. Attendance of the outing must be taken on day of the outing/visits.
5. LCGC will not be responsible for any young person who does not turn up on time for the outing.

外出活動清單：

1. 在決定目的地後，場地考察和/或場地及旅程的風險評估必須由主管人完成。(除非風險評估已由提供設施或活動的相關組織實行，及該評估符合活動主管人的要求。)
2. 對於有過夜的出外活動，必須發出給參加出外活動的孩子的父母要求家長同意的信函。如果未獲得 16 歲以下兒童的書面同意，他們將不被允許參加該活動。
3. 對於一日遊，必須在活動前向家長提供書面信息，詳細說明目的地和有關的活動。
4. 出外活動的出席名單必須於當日記錄。
5. 利物浦華人福音教會不會負責任何遲到的青少年。

11. Training of workers: Training sessions regarding child protection will be arranged from time to time. All paid or unpaid workers must attend the training session unless they provide proof of training of similar nature. All workers are expected to read and understand the Safeguarding Policy and the Guidelines of the Church.
職員培訓：有關兒童保護的培訓課程會偶爾舉行。所有受薪或不受薪職員必須出席培訓課程，除非他們能提供類似性質的培訓證明。所有職員都應該閱讀和理解保護政策和教會的指引。

12. Photography: No one is allowed to take photographs or videos of children below 16 years old unless they have permission of the parents. Images of children may not be placed on Social Media or any published material unless parental permission has been obtained.
拍攝: 除非獲得父母同意, 任何人不得向 16 歲以下兒童拍照或錄像。除非獲得父母同意，否則不可將兒童圖像放在社交媒體或任何印刷品上。

13. **Internet Safety and Social Media 互聯網安全和社交媒體：:** All workers must be aware of issues surrounding social media communication and the potential dangers of sexual predators online and privacy issues. Internet safety and good practice around email, mobile phone and social networking is important. In this modern era, these are extremely effective tools in children's and youth work, however it also brings challenges and risks to children and youth around grooming, child pornography, child abuse and cyberbullying. The following code of conduct with regards to internet safety and social media must be followed by all children's and youth worker.所有職員必須意識到社交媒體傳播方面、網上色情狂的潛在危險以及私隱方面的問題。互聯網安全和有關電子郵件、手機和社交網絡的正確行為非常重要。在當今世代，這些資訊科技是兒童和青少年工作中極好的工具，但是這也帶來了對誘姦兒童及青少年、兒童色情製品、虐待和網絡欺凌等方面的挑戰和風險。所有兒童和青少年事工的職員都必須遵守以下有關互聯網安全和社交媒體的行為準則。
    1. One to one communication by email/ texting/ social media between a worker and a child/youth should normally be avoided. If it is necessary for a worker to communicate with a child/youth individually, the worker must make this known to his/ her supervisor or fellow worker for accountability. 職員應避免與兒童/青少年透過電子郵件/短信/社交媒體進行一對一的交流。如果職員有必要單獨與兒童/青少年溝通，則必須告知其主管或同事此事以問責。

2. The communication must be logged in the Communications book (which is kept confidential but can be reviewed by the church leadership when necessary). 此交流必須記錄在交流簿中（該簿是保密的，但必要時教會領袖可進行檢查）。
3. Ensure that all communication is as clear and unambiguous as possible, so as to avoid misinterpretation. 確保所有溝通盡可能清晰明確，以免造成誤解。
4. All such communication must not be deleted so that it can be reviewed by a supervisor or Child Protection Coordinator if necessary. 不得刪除所有對話內容，以便必要時主管或兒童保護協調員可以進行審查。
5. Texts or electronic communication that raise concerns should be saved and passed on to a supervisor or Child Protection Coordinator as soon as possible. 令人有憂慮的文本或電子通訊應保存並儘快轉交主管或兒童保護協調員。
6. It is not appropriate to use a personal Facebook account (or equivalent social media platform) and profile for work with children/ young people, a worker should create a professional account to manage his/her communications with young people. The church name should be entered onto the profile that is created. Only share information in his/her profile that is appropriate to the children/ young person he/she is working with. Workers should only accept friend requests for this profile for children/ young people known to them that they have met offline. 使用個人 Facebook 帳戶（或類似的社交媒體平台）和資料與兒童/年輕人溝通是不合適的，同工應建立一個專業帳戶來管理他/她與年輕人的通信。教會名稱應記載於該帳戶的簡介頁。該帳戶的網頁只能分享適合兒童/青少年的訊息。同工只應接納他們於非線上認識的兒童/年輕人於社交媒體的朋友邀請。
7. Communication by social media should normally be in the public domain wherever possible by using group mailings. Where groups are set up they should be closed and not open to the general public.使用社交媒體溝通時應於公眾範圍並盡可能使用群組郵件。設立群組時，應設定成私人群組，且不要對外開放。
8. Workers with personal social networking accounts should customise their privacy settings in order to maintain the boundaries between their personal and professional lives. 擁有個人社交網絡帳戶的同工應自行設定其私隱設置，以維護個人生活與工作之間的界限。
9. All online group forums/ chats/ sessions should have at least 2 children or youth and 2 workers present. 所有網上小組論壇/聊天室/網上教室至少要有 2 名兒童或青少年及 2 名事工的職員在場。
10. In any formal group sessions online, workers should take attendance as if doing face to face sessions, stating date/ time and name of the workers/ helpers present. This record is to be kept for 50 years in line with all other child protection records. 在任何網上正式小組會議中，應跟參與面對面會議一樣，要登記並註明日期/時間，和出席的兒童和青年事工的同工/ 協助者的姓名。該記錄應與其他兒童保護記錄一樣保持 50 年。

SAFEGUARDING VULNERABLE ADULTS
保障弱勢成人

Definition of Adult: A person who, by virtue of attaining the age of eighteen, is regarded in law as being able to manage his or her own affairs.
成人的定義：任何達 18 歲，在法律上被視為能夠管理自己事務的人。

The defining principles for safeguarding adults are that:

- Everyone has the right to live their life free from violence, fear, abuse and neglect
- All adults have the right to be protected from harm and exploitation
- All adults have the right to Independence and choice, which involves a degree of risk

保障成人的界定原則：

- 每個人有權利過免受暴力、恐懼、虐待和忽視的自由生活。
- 所有成年人有權利受到保護，免受傷害和剝削。
- 所有成年人有權利於某程度的風險內有其獨立性和選擇權。

Definition of Vulnerable Adult: For the purpose of this guidance is defined as: "A person who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation".
保護弱勢成人：為符合本指引的目的，其定義為：「一個因心理或殘疾、年紀或疾病而需要社會照顧服務的人士；及無法自理或無法保護自己免受傷害或剝削的人士。」

Responsibilities: The local authority is the lead agency in working with those who are vulnerable to abuse. The Church has a responsibility to support the local authority to safeguard vulnerable adults.
職責：本地政府是服務容易受虐待的人的領導機構。教會有責任支持本地政府去維護弱勢的成人。

All workers must

- Understand the term "vulnerable adult"
- Be alert to potential indicators of abuse and neglect
- Understand their responsibility to inform their line manager if they have concerns
- Understand the importance of and be able to make referrals to alert the appropriate agency/ authority

所有職員必須

- 了解「弱勢成人」定義
- 警惕虐待和疏忽照顧的潛在指數
- 了解他們通知直屬上司關於任何顧慮的責任
- 了解轉介的重要性及能夠通知適當機構/有關部門

Definition of Abuse: any behaviour towards a person that deliberately or unknowingly causes him or her harm, endangers their life or violates their rights.
虐待的定義：對一個人故意或無意的導致他或她受傷害、危及其性命或侵犯其權利的行為。

- Abuse may be physical, sexual, psychological, financial or through neglect.
- An individual**,** a group or an organisation may perpetrate abuse.
- Abuse concerns the misuse of power; control and/or authority and can manifest itself as:
    - Domestic Violence (Abuse), sexual assault or sexual harassment
    - Institutional abuse
- 虐待可能是身體、性、心理、財政或透過疏忽照顧。
- 個人、團體或組織也可能犯下虐待罪。

- 虐待涉及濫用權力、控制及/或授權，以及表現為：
    - 家庭暴力(虐待)、性侵犯或性騷擾
    - 機構虐待

Definition of Harm: ill treatment (both physical and emotional) and also not taking appropriate action to avoid deterioration in physical or mental health.
傷害的定義：虐待(包括身體和情感上)，且並沒有採取適當行動以避免身體或精神健康狀況惡化。

Settings
People can be abused in any setting. People may experience abuse where they live, that is, in their own home, residential or nursing homes and in places where they spend their days, that is, in day centres, places of work, hospitals or colleges.
設定
人們可以在任何環境受到虐待。人們可能會於其家中、住宅或護養院及平日生活的地方，如日間中心、工作地點、醫院或學校，遭遇到虐待。

Perpetrators
- It must be acknowledged that perpetrators of abuse can be any of the following:
    - Informal carers, including neighbours, friends and relatives partners, ex-partners and other family members,
    - People in a position of trust, people paid to provide care or services
    - Other users of services
    - Strangers
    - Organisations by the way they conduct their day to day practice can, and do, abuse
    - and cause harm.
    - Those who deliberately target others, whom, they perceive as vulnerable, in order to exploit them.

施虐者
- 必須承認施虐者可以是任何以下人士：
    - 非正式護理者，包括鄰居、朋友、配偶、前伴侶及其他家屬成員。
    - 身居要職的人，受薪提供護理或服務的人
    - 其他服務人員
    - 陌生人
    - 透過日常工作能夠虐待他人及對其造成傷害的組織
    - 任何故意攻擊弱勢人士以及不正當的利用他們的人

Types of abuse
- Physical abuse
- Neglect
- Sexual abuse
- Financial or material abuse
- Emotional / Psychological abuse
- Discriminatory abuse

虐待的類別
- 身體虐待
- 疏忽照顧
- 性虐待
- 財政或物質虐待
- 情感/心理上虐待
- 歧視虐待

Physical abuse includes
- Hitting, slapping, kicking, pushing or burning
- Use of physical restraint without appropriate assessment and monitoring
- Overuse or inappropriate use of medication
- Inappropriate moving and handling

身體虐待包括
- 擊打、掌摑、腳踢、推撞或火燒
- 使用沒適當評估和監察的肢體約束
- 過度使用或不當使用藥物
- 不適當的移動和操控

Neglect includes
- Failure to maintain dignity
- Neglect of personal hygiene
- Failure to provide appropriate food and drink
- Ignoring medical or physical needs
- Withdrawing the person from services or preventing the person from accessing appropriate services.
- Failure to facilitate access to services
- Withholding of the necessities of life such as medication

疏忽照顧包括
- 未能保持尊嚴
- 忽略個人衞生
- 未有提供適當飲食
- 忽視醫療或生理需要
- 撤回他人的服務或阻止他人使用適當服務
- 未能促進服務的使用
- 拒絕提供生活必需品，如藥物

Sexual abuse includes
- Any sexual activity to which the person is unable to give informed consent.
- Grooming of a vulnerable person.
- Observing sexual acts or pornography which they do not want, or cannot
- comprehend.
- Observing or photographing a vulnerable adult for the purposes of sexual gratification.

性虐待包括
- 對未能表達其意願的人的任何性行為
- 誘姦弱勢人士
- 迫使他人觀看性行為或色情物品
- 觀看或拍攝弱勢人士以達性滿足

Financial or Material Abuse includes
- Theft, fraud or exploitation including the taking of valuables or property.
- Pressure in connection with wills, property, inheritance or financial transactions.
- Using grooming or duress to borrow sums of money or property.

財政或物質上的虐待
- 盜竊、欺詐或剝削，包括奪取貴重物品或物業。
- 於遺囑、物業、繼承或金融交易上作出壓迫。
- 透過誘使或脅迫借用金錢或物業。

Emotional / Psychological Abuse results from acts of omission or commission on the part of others and produces mental anguish in the victim. This can include:
- Denial of basic rights.
- Deprivation of normal social contacts.
- Bullying.
- Threats of harm or abandonment.
- Humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse.
- Isolation or withdrawing the person from services or supporting networks.

情感/心理上的虐待是因疏忽或委託他人的行為，使受害者產生精神痛苦而導致的。這可以包括：
- 剝削基本權利
- 剝奪正常社交
- 欺凌
- 傷害或遺棄的威脅
- 羞辱、指責、控制、恐嚇、威逼、騷擾、謾罵
- 孤立或撤回他人的服務或援助網絡

If any of the above are perpetrated by someone who is or has been an intimate partner or family member of the vulnerable person the abuse can also be seen as Domestic Abuse. Family members are defined as - mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family.

假若犯下以上任何一項的人，是或曾經是受害者的親密伴侶或家庭成員，該虐待將被看作為家庭暴力。家庭成員定義為—母親、父親、兒子、女兒、兄弟、姐妹及祖父母，不論是直系、姻親或繼親。

Discriminatory Abuse or Hate Crimes are also forms of abuse. This abuse is motivated by discriminatory and oppressive **attitudes** towards:
- Race
- Gender
- Cultural background
- Disability

歧視虐待或仇恨罪行也是虐待的一種。這種虐待是出於歧視和壓迫的心態因著：

- 民族
- 性別
- 文化背景
- 殘疾

Hate crime targets people because of their identity. It is a form of discrimination that infringes human rights and keeps people from enjoying the full benefits of our society
仇恨罪行的目標是因著他們的身份。這是一種侵犯人權和阻止人們享受我們社會的福利的歧視形式。

Institutional Abuse Includes

- Repeated incidents of poor care
- Neglect or ill treatment of people using services from that agency
- Unsatisfactory professional practices or gross misconduct. This can encompass all types of abuse – neglect, emotional abuse, sexual abuse, physical abuse, financial abuse, discrimination and religious abuse (which includes incitement of religious extremism of any kind).

機構虐待包括

- 屢次的缺乏護理事件
- 忽視或虐待使用該機構服務的人
- 未令人滿意的專業工作或嚴重瀆職。這可以包括所有虐待的類別 —疏忽照顧、情感虐待、性虐待、身體虐待、財政虐待、歧視及宗教虐待 (這包括教唆任何形式的宗教極端主義)。

Reporting of concerns 關注報告： Concerns must be reported as soon as possible to the safeguarding team (see Page 3 of this document) 如有疑慮，必須盡快向安全保障團隊報告（請參閱本文件第 3 頁）。

APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF CHILDREN'S WORKERS/ WORKERS OF VULNERABLE ADULTS
兒童工作者/弱勢成人工作者的任命、支援、監督和培訓

The Trustee Board will ensure all workers will be appointed, trained, supported and supervised in accordance with the principles set out in government guidelines "Safe from Harm" (HMSO 1993), ThirtyOne:Eight (CCPAS) guidance and Church practice guidelines attached. The same principles will be applied to those appointed to work with vulnerable adults.
信託委員會將根據載於政府指引《從傷害中拯救》(1993)、ThirtyOne:Eight (CCPAS 教會保護兒童諮詢服務部)指引及教會實踐指引，去確保所有員工會被任命、培訓、支援及監督。相同的原則將適用於那些被任命為弱勢成人服務的員工。

RECRUITMENT OF WORKERS
員工聘用

Recruitment of paid workers will go through the procedures set down by the Trustee Board. Recruitment of unpaid workers will be by nomination of leaders of the church or by the relevant department head. Newly recruited volunteer workers will be required to go through DBS check (previously known as CRB check) unless they are in possession of a valid DBS (CRB) certificate of less than 3 years old. The Church reserves the right to demand a new DBS (CRB) check when deem to be necessary.

受薪員工的聘用將通過由信託委員會制定的程序。非受薪員工的聘用將透過教會領袖或相關部門主管的提名。新聘用的義工須通過 DBS 檢查 (前稱 CRB 檢查)，除非他們持有三年內發出並有效的 DBS(CRB) 證書。教會保留在必需時要求新的 DBS 檢查的權利。

SUPPORT TO THOSE AFFECTED BY ABUSE
給被虐者的援助
The Trustee Board is committed to offering pastoral care, working with statutory agencies as appropriate, and support to those attending the church who have been affected by abuse.
信託委員會致力，並於適當時與法定機構合作，向教會內受到虐待影響的人士提供諮詢指導和援助。

The church will comply with any new government regulations around safeguarding of children and vulnerable adults.
教會將遵守政府任何保護兒童和弱勢成人的新法規。