The Judo Association of Hong Kong, China

Child Safeguarding Policy

Effective: September 2026

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The Judo Association of Hong Kong, China

Child Safeguarding Policy

1. **Objective:**

   To promote child safeguarding and avoid child maltreatment/abuse in all aspects of daily operation, The Judo Association of Hong Kong, China (the Association) should be committed to the protection and welfare of children involved in all its activities. Guidelines and procedures should be devised and implemented to raise the awareness and acceptance of responsibilities to safeguard children from any form of harm.

   It applies to all Board Directors, Committee Members, and staff irrespective of their terms of employment, i.e., including short-term contract or part-time staff, members, athletes, coaches, umpires, and every person involved in the Association's business, activities, competitions, matches or events.

2. **Definition**

   2.1 Child maltreatment/abuse is defined as any act of commission or omission that endangers or impairs the physical/psychological health and development of an individual under the age of 18.

   2.2 Child maltreatment/abuse is committed by individuals, singly or collectively, who, by their characteristics (e.g., age, status, knowledge, organizational form), are in a position of differential power that renders a child vulnerable.

   2.3 Child maltreatment/abuse may take the following forms:

   2.3.1 **Physical harm/abuse:** refers to physical injury or suffering inflicted on a child by violent or other means (e.g., punching, kicking, striking with an object, poisoning, suffocation, burning, etc.), where there is a definite knowledge, or a reasonable suspicion that the injury has been inflicted non-accidentally.

   2.3.2 **Sexual abuse**[1]**:** refers to forcing or enticing a child to take part in any acts of sexual activity for sexual exploitation or abuse and the child does not consent to or fully understand or comprehend this sexual activity that occurs to him/her due to mental immaturity. The sexual activity includes behaviours that have or do not have physical contact with children (e.g., inappropriate touching or showing of pornography).

   2.3.3 **Neglect:** refers to a severe or repeated pattern of lack of attention to a child's basic needs that endangers or impairs the child's health or development (e.g., failure to provide necessary food/clothing/shelter, failure to prevent physical injury/suffering and lack of appropriate medical care/supervision, etc.

   2.3.4 **Psychological harm/abuse:** refers to a repeated pattern of behaviour and/or an interaction between carer and child, or an extreme incident that

[1] For the purpose of this policy, conduct of a sexual nature which constitutes sexual harassment will also be dealt with as a child abuse incident.

endangers or impairs the child's physical and psychological health (including emotional, cognitive, social and physical development).

2.4 Child maltreatment/abuse may take the form of a repeated pattern, multiple incidents or a single but serious incident. An individual incident may also involve more than one type of harm/abuse to the child.

2.5 A comprehensive list of possible indicators of child maltreatment/abuse is provided in Chapter 4 "Case Identification, Initial Handling and Reporting" of "Protecting Children from Maltreatment – Procedural Guide for Multi-disciplinary Co-operation (2020)", which is drawn up by the Social Welfare Department ("SWD"), is available in the following link: https://www.swd.gov.hk/storage/asset/section/652/en/Procedural_Guide_Core_Proced ures_(Revised_2020)_Eng_2Nov2021.pdf.

2.6 Examples of good practice and risky practice when interacting with children while carrying out work or duties for the Association are given in ***Appendix I***.

3. Principles of Handling Child Maltreatment/Abuse

The Association shall handle suspected incidents of child maltreatment/abuse based on the following principles:

3.1 **Fairness:** enquiries and complaints should be handled in a just and impartial manner to ensure that the person reporting the incident (the informant), the alleged perpetrator, the child concerned and his/her parent(s)/guardian(s) are fairly treated, and that all parties have the chance to present their evidence.

3.2 **Confidentiality:** assurance should be given to the informant and the child concerned that their identity and the information they provide will be kept confidential and will only be disclosed to relevant parties handling the incident (e.g., Police/SWD etc.), and the alleged perpetrator on a need-to-know basis.

3.3 **Promptness:** child abuse incidents should be handled promptly because all parties concerned are under pressure. The Association pledges to deal with incidents without any delay.

3.4 **Transparent procedures:** the procedures for handling child abuse incidents should be made known to all persons related to the Association.

3.5 **Protection**: informants, witnesses and the child concerned should be protected against victimization, including retaliation and discrimination. Victimization means being treated less favourably after reporting an incident or acting as witness.

3.6 **Avoiding conflict of interest:** if the staff who handles the enquiry/child abuse incident is closely related to the informant, the alleged perpetrator, the child concerned or his/her parent(s)/guardian(s) (e.g., relatives), or the alleged perpetrator is the person-in-charge of child abuse incidents, the incident should be handled by another person.

3.7 **Discretion:** empathy shall be shown to the feelings of the child concerned (e.g., avoid asking the child to repeat his/her ordeal to multiple parties, appoint investigators of the same sex to interview the child, etc.) to ensure that the child would not be unnecessarily distressed or humiliated. Child abuse incidents should

be handled discreetly such that related parties would not be unnecessarily distressed.

3.8 **Anonymity:** in the case of anonymous complaint, the Association should consider the evidence and seriousness of the allegation(s) to determine whether inquiry into the circumstances is required.

4. Responding to Child Maltreatment/Abuse

4.1 A person may become aware of a possible child maltreatment/abuse incident by:

- 4.1.1 Seeing it happen;
- 4.1.2 Hearing it from someone else;
- 4.1.3 Hearing it directly from the child concerned; or
- 4.1.4 Receiving an anonymous allegation.

4.2 The Association should appoint a Board Director or a staff as the Child Safeguarding Officer who is responsible for administering the guidelines on child safeguarding and act as the first point of contact for anyone who wishes to report maltreatment/abuse against a child. The Child Safeguarding Officer should be well briefed on his/her roles and responsibilities upon receiving a report of child maltreatment/abuse.

4.3 If a person suspects or becomes aware of a possible child maltreatment/abuse incident, he/she should in the first instance record all the facts using the form at ***Appendix II***. The completed form should be forwarded to the responsible staff of the Association in person or by fax (2834 8935), by email (secretary@hkjudo.org) or by post to:

The Judo Association of Hong Kong, China
Room 1024, Olympic House
No. 1 Stadium Path, So Kon Po
Hong Kong

4.4 The safety, needs and welfare of the child concerned shall be of top priority. A person hearing the incident directly from a child should take the following steps:

- 4.4.1 Stay calm so as not to frighten the child;
- 4.4.2 Reassure the child that he/she did the right thing in reporting;
- 4.4.3 Listen to the child to show that he/she is being taken seriously;
- 4.4.4 Keep questions to a minimum so that there is a clear and accurate understanding of what has been said. Only ask questions to clarify what has been said and avoid leading questions;
- 4.4.5 Inform the child that in order to help stopping the maltreatment/abuse, his/her ordeal has to be conveyed to other people; and
- 4.4.6 If the child needs urgent medical attention, take him/her to a medical professional or call the emergency services immediately.

4.5 While it is not the responsibility of a person to investigate or decide whether or not child maltreatment/abuse has taken place, all persons working for the Association or on the Association's behalf have the responsibility to report any suspicious incident.

5. Handling Child Maltreatment/Abuse

5.1 When a report of a possible child maltreatment/abuse incident is received, an acknowledgement of the report should be made within the specified period of the receipt of the report. The Child Safeguarding Officer will notify the Board of Directors in the first instance.

5.2 The Child Safeguarding Officer will inform the parents/guardians of the child concerned immediately. Sensitivity should be accorded in handling possible child maltreatment/abuse cases. The report of a possible child maltreatment/abuse incident should only be dealt with by an independent person who is not the respondent or involved in the complaint. The parents/guardians will be advised that the Association will fully cooperate with any investigation and respect their right to report to the Police/SWD.

5.3 For incident which is handled by the Police and/or Family and Child Protective Services Unit of SWD (hotline: 2343 2255), the Child Safeguarding Officer will facilitate the coordination of the investigation or services.

5.4 Depending on the seriousness of the incident and the role of the alleged perpetrator, the Association may take the following steps regarding the alleged perpetrator:

If the alleged perpetrator is a staff of the Association	i. If the case is under investigation by relevant law enforcement agencies/SWD, the alleged perpetrator will be assigned other duties where he/she will not be in contact with children/the informant/other parties involved or will be suspended from duty without pay according to Sections 9 and 11 of the Employment Ordinance (Cap. 57). ii. If there is insufficient evidence to proceed with charges by relevant law enforcement agencies or the staff is acquitted from the criminal charges, but during investigation it was revealed that the staff was involved in inappropriate behaviours, the case will be recorded in the staff's personnel file for record. Disciplinary will be given subject to relevant Code of Conduct of the Association. If after review, it is found that the staff is suitable to return to work, he/she will be offered support and training, as appropriate. iii. If the alleged perpetrator is found or pleads guilty, he/she will be dismissed.
If the alleged perpetrator works for the Association on a voluntary basis (e.g., Board	i. If the case is under investigation by relevant law enforcement agencies/SWD, the alleged perpetrator will be assigned other duties where he/she would not be in contact with children/the informant/other parties involved or will be suspended from his/her role.

Directors /Committee Member /Representative/ Volunteer)	ii. If there is insufficient evidence to proceed with charges by relevant law enforcement agencies or the alleged perpetrator is acquitted from the criminal charges, but during investigation it was revealed that he/she was involved in inappropriate behaviours, disciplinary will be given subject to relevant Code of Conduct of the Association. Whether the alleged perpetrator could return to his/her role and complete the remaining tenure will be subject to the final decision of the Board of Directors. iii. If the alleged perpetrator is found or pleads guilty, his/her appointment will be terminated.
If the alleged perpetrator is a member of staff of a contractor of the Association	i. The Association will request the relevant company to change the staff concerned, pending the investigation outcome of the relevant law enforcement agencies/SWD. ii. The Association reserves the right to terminate the contract with the relevant company if no other staff is available.
If the alleged perpetrator is not directly related to the Association	The Association will report the incident to the relevant law enforcement agencies/SWD for handling and follow their subsequent advice on any follow-up steps.

5.5 A flow chart on handling possible child maltreatment/abuse incidents is appended in the ***Appendix III*** for reference.

6. Measures for Child Safeguarding

6.1 Awareness: the Association shall ensure that all persons working for the Association or on the Association's behalf are aware of the high standards of behaviour and conduct expected of them in child safeguarding through the following means:

6.1.1 Formulating guidelines and procedures on child safeguarding and to draw reference from International Olympic Committee's Toolkit on "Safeguarding athletes from harassment and abuse in sport";

6.1.2 Uploading the guidelines and procedures onto the Association's website for stakeholders' information;

6.1.3 Requiring all persons working for the Association or on the Association's behalf in any capacity to sign an undertaking to comply with the guidelines and procedures on child safeguarding;

6.1.4 Providing regular training to staff who have contact with children to enhance their awareness of child safeguarding; and

6.1.5 Collaborating with the SWD or other relevant organizations (e.g., Plan International) to provide seminars or workshops on child safeguarding to stakeholders on a need basis.

6.2 Prevention: the Association shall take the following precautionary measures when employing staff:

6.2.1 Making every effort during recruitment to understand applicants' attitude towards child safeguarding (e.g., asking screening questions during interviews, conducting background checks, etc.);

6.2.2 Requiring all potential employees, in particular, coaches who need to be in contact with children or mentally incapacitated persons at work to apply for the Sexual Conviction Record Check before offering an appointment; and

6.2.3 Requiring potential employees from outside Hong Kong to provide proof issued by their previous country/region of residence to the effect that they do not have any criminal conviction records against sexual offences.

6.3 Reporting: the Association shall ensure that all persons working for the Association or on the Association's behalf are clear on what steps to take where suspicions or concerns arise regarding child maltreatment/abuse. Furthermore, the Association shall cultivate a culture where all individuals feel that they can openly discuss issues related to child maltreatment/abuse without fear of retribution

7 Enquiries

For enquiries or complaints, please feel free to contact the Secretariat at 2504 8360 or email to secretary@hkjudo.org . Views or comments on the guidelines and procedures are welcomed by way of email or post.

*This document will be reviewed every five years.

Good Practice and Risky Practice When Interacting with Children

Examples of good practice and risky practice when interacting with children while carrying out work or duties for the Association are given below:

Good practice	**Risky practice**
- Interact with children in a professional way directly related to one's work or duties. - Communicate with children (including through electronic means) in a transparent and accountable manner. - Use supportive language and tone. - Be responsive to a child's needs and arrange activities that are suitable to children's age and capability. - Treat all children equally and with respect and dignity. - Keep activities open to observation. - Touch should be age-appropriate and only with the necessary amount for coaching, training, safety or medical needs. - Gain written parental consent for any away trips or activities. - Ensure that if mixed-gender children are taken on away trips, they are always accompanied by staff of both genders. - Respect the trust of children and maintain appropriate boundaries and relationship with them. - Teach children the safety rules and ensure that they understand the given instruction. - Ensure a suitable staffing ratio of adult to children in activities. - Ensure the activities' equipment is fit for purpose, safe to use and placed appropriately. - Ensure surrounding environment is appropriate and safe for children's activities. - Correct the inappropriate behaviours of children and take necessary actions immediately if there is possible safety risk. - Be attentive to children's physical needs and offer rest time, water break and toilet break. - Create and maintain an open culture and inform children of what they can do if they encounter problems or difficulties.	- Interact with children in an overfamiliar way not directly related to one's work or duties (e.g., oversharing personal information). - Communicate with a child in a private and excessive manner. - Humiliate or intimidate a child (e.g., shouting or swearing). - Neglect a child's needs (e.g., assigning inappropriate activities or training loads and requiring children to participate when injured or unwell). - Discriminate against children's gender, race, sexual orientation and ability. - Unnecessarily spend excessive amounts of time alone with a child away from others (e.g., transporting a child alone in a car, entering a child's room/place of residence alone, inviting a child to one's home/place of residence alone, etc.). - Touch a child unnecessarily (e.g., touching on the face, chest or bottom, kissing and tickling). - Engage in questionable behaviours, such as flirting, joking and rough playing. - Allow children to use inappropriate language or bully others unchallenged. - Give and receive inappropriate gifts. - Take pictures with personal devices or in changing rooms and toilets. - Fail to record and act upon allegations of abuse made by a child. - Expose children to extreme weather conditions without ensuring adequate clothing or hydration. - Encourage the use of drugs or harmful substances to enhance performance. - Hit, assault or physically discipline children in ways that are abusive.

- No contact online between adult and children outside the virtual activities to avoid grooming of children. - Ensure security setting are set to private and invite-only on the chosen platform for virtual activities. - Respect children's right to privacy and confidentiality.	- Expose children to inappropriate materials such as pornography and violent pictures and videos. - Be under the influence of alcohol and drugs. - Be alone with a child in a changing room or toilet. - Leave venue with a child or children unsupervised.

Appendix II

The Judo Association of Hong Kong, China

Allegation of Child Abuse Report

Person reporting the incident (informant)	
Name of informant:	Role of informant:
Contact details of informant:	Report time & date:
Child concerned (victim)	
Name of victim:	Date of birth/age of victim:
Contact details of victim:	Name of parent/guardian (specify relationship):
Details of the incident(s)	
Date/time (or frequency):	Location:
Name of alleged perpetrator:	Role of alleged perpetrator:
Description of the incident(s):	
External parties contacted (if applicable): ☐ Social Welfare Department ☐ Police ☐ Medical professional/emergency services ☐ Others: _____	Advice provided by the external parties contacted (if applicable):

Signatures:		
Informant	Child Safeguarding Officer	Hon. Secretary General / Hon. Deputy Secretaries General
Name: Date:	Name: Date:	Name: Date:

Follow-up actions (to be completed by respective Child Safeguarding Officer)
Actions taken: ☐ Prosecution: _____ ☐ Case Result: _____ ☐ Disciplinary Review/Result: _____ ☐ Action: _____

Appendix III

The Judo Association of Hong Kong, China

Flowchart on Handling Complaints on Possible Child Abuse Incident

The Association should play a monitoring role on the case and report to the Board regularly.

