



THE KENDO ASSOCIATION OF HONG KONG, CHINA GUIDELINES AND PROCEDURES ON CHILD SAFEGUARDING

Objective: To safeguard the welfare of children, young persons and other vulnerable persons who participate in or come into contact with the activities of the Kendo Association of Hong Kong, China Limited ("HKKA"), and to protect them from abuse, neglect and harm, consistent with article 77 of Part B of the Articles of Association ("AOA").

This document applies to all Executive Committee Members, Senate Members, members of any committee or sub-committee of the Executive Committee, and to staff, coaches, referees, athletes and members of the HKKA, irrespective of the terms on which they are engaged (including short-term, part-time or voluntary capacities), and to every other person taking part in HKKA's business, activities, competitions, matches or events.

The HKKA believes that the safeguarding of children, young persons and other vulnerable persons (for example, adults with a mental incapacity) is the responsibility of all persons working for the HKKA or on its behalf, including Executive Committee Members, Committee Members, registered coaches, referees, officials, volunteer workers and staff. All athletes have an equal right to train in a safe and protected environment. Child abuse, including psychological abuse, physical abuse, neglect and sexual abuse, will not be tolerated. Consistent with article 77(1) of the AOA, the principles in this document apply equally, with necessary adaptation, to a concern involving a young person or other vulnerable person who is not a child.

1. Guiding Principles

- 1.1 The protection and welfare of young athletes is paramount, regardless of all other considerations.
- 1.2 All athletes have an equal right to train in a safe, motivating and positive environment.
- 1.3 The HKKA takes all reasonable steps to protect children from harm.
- 1.4 All suspicions and allegations of risky practice or abuse will be taken seriously and responded to appropriately.
- 1.5 All HKKA personnel who work with children are recruited with regard to their suitability for that responsibility, and are provided with guidance or training in good practice and child protection procedures.
- 1.6 The HKKA will assist all personnel to avoid any unnecessary risk of an abuse accusation.

2. Definitions

- 2.1 Child maltreatment or abuse is any act of commission or omission that endangers or impairs the physical or psychological health and development of an individual under the age of 18.
- 2.2 Child maltreatment or abuse is committed by individuals who, by their characteristics (e.g. age, status, knowledge, or organisational role), are in a position of differential power that renders a child vulnerable.

2.3 Child maltreatment or abuse may take the following forms:

- (a) Physical harm or abuse: physical injury or suffering inflicted on a child by violent or other means (e.g. punching, kicking, striking with an object, poisoning, suffocation or burning), where there is definite knowledge or a reasonable suspicion that the injury was inflicted non-accidentally.
- (b) Sexual abuse: forcing or enticing a child to take part in sexual activity, whether or not involving physical contact, for sexual exploitation or abuse, where the child does not consent to, or does not fully understand or comprehend, the activity due to mental immaturity. Examples include (without limitation) inappropriate touching of a child, and showing a child pornographic or other sexually explicit material. Conduct of a sexual nature that constitutes sexual harassment is also dealt with as a child maltreatment or abuse incident for the purpose of this document.
- (c) Neglect: 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 or shelter, or failure to prevent injury or provide appropriate medical care or supervision).
- (d) Psychological harm or abuse: a repeated pattern of behaviour or interaction, or an extreme incident, that endangers or impairs a child's physical or psychological health, including emotional, cognitive, social or physical development.

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

A comprehensive list of possible indicators of child maltreatment or abuse is provided in Chapter 4 ("Case Identification, Initial Handling and Reporting") of the Social Welfare Department's "Protecting Children from Maltreatment – Procedural Guide for Multi-disciplinary Co-operation (2020)", available at:

[https://www.swd.gov.hk/storage/asset/section/652/en/Procedural_Guide_Core_Procedures_\(Revised_2020\)_Eng_2Nov2021.pdf](https://www.swd.gov.hk/storage/asset/section/652/en/Procedural_Guide_Core_Procedures_(Revised_2020)_Eng_2Nov2021.pdf).

Examples of good practice and risky practice when interacting with children while carrying out work or duties for the HKKA are set out in Appendix I.

3. **Mandatory Reporting of Child Abuse Ordinance (Cap. 650)**

The Mandatory Reporting of Child Abuse Ordinance (Cap. 650) came into force on 20 January 2026. It imposes a legal duty on persons in 25 specified professions (concentrated in the medical, social welfare and education sectors) to report a suspected case of serious child abuse encountered in the course of their work, and provides protections for persons who report in accordance with it (including protection against obstruction of reporting and restrictions on disclosure of a reporter's identity).

Coaches, referees and volunteers of the HKKA are not, of themselves, within the specified professions under Cap. 650. However, the Executive Committee should confirm whether any person engaged by the HKKA (for example, a social worker, doctor or teacher engaged in another capacity) falls within a specified profession and is therefore separately subject to the statutory duty. Irrespective of Cap. 650's direct application, this document adopts reporting standards consistent with its underlying policy, and the HKKA shall keep this document under review as the law in this area develops.

4. Principles of Handling a Concern

- 4.1 The HKKA shall handle a suspected incident of child maltreatment or abuse based on the following principles:
- (a) Fairness: enquiries should be handled justly and impartially, so that the informant, the alleged perpetrator, the child concerned, and the child's parent(s) or guardian(s) are fairly treated and have the opportunity to present relevant information.
 - (b) Confidentiality: the informant and the child concerned should be assured that their identity and the information provided will be kept confidential and disclosed only to relevant parties handling the matter (e.g. the Police or the Social Welfare Department ("SWD")) and to the alleged perpetrator on a need-to-know basis.
 - (c) Promptness: a suspected incident should be handled without delay, given the pressure on all parties concerned.
 - (d) Transparent procedures: the procedures for handling a suspected incident should be made known to all persons connected with the HKKA.
 - (e) Protection: an informant, witness or the child concerned should be protected against victimisation, including retaliation and discrimination.
 - (f) Avoiding conflict of interest: where the person who would otherwise handle the matter is closely connected to the informant, the alleged perpetrator, or the child concerned (or is the alleged perpetrator), the matter should be handled by another person.
 - (g) Discretion: empathy should be shown to the child (e.g. avoiding requiring the child to repeat their account to multiple parties, and appointing an investigator of the same sex where practicable) so that the child is not unnecessarily distressed or humiliated.
 - (h) Anonymity: in the case of an anonymous report, the HKKA should consider the evidence and seriousness of the allegation to determine whether an enquiry is nonetheless required.

5. Responding to a Suspected Incident

- 5.1 A person may become aware of a possible incident by seeing it happen, hearing of it from someone else, hearing of it directly from the child concerned, or receiving an anonymous allegation.
- 5.2 The HKKA shall appoint a Child Safeguarding Officer (an Executive Committee Member or a member of staff) who is responsible for administering this document and who acts as the first point of contact for a report of suspected child maltreatment or abuse. The Child Safeguarding Officer's name, post and contact details (including telephone number and email address) shall be published to all persons within the scope of this document.
- 5.3 A person who suspects or becomes aware of a possible incident should, in the first instance, record the relevant facts using the form at Appendix II, and forward the completed form to the Child Safeguarding Officer.
- 5.4 The safety, needs and welfare of the child concerned are the first priority. A person hearing of an incident directly from a child should: stay calm, so as not to frighten the child; reassure the child that reporting was the right thing to do; listen to the child to show that they are being taken seriously; keep questions to a minimum, avoiding leading questions; explain that, in order to help stop the maltreatment or abuse, the account will

need to be conveyed to other people; and, if the child needs urgent medical attention, take the child to a medical professional or call the emergency services immediately.

- 5.5 It is not the responsibility of a person receiving a report to investigate or determine whether maltreatment or abuse has occurred; however, every person working for the HKKA or on its behalf has a responsibility to report a suspicious incident.

6. Handling a Suspected Incident

- 6.1 On receiving a report, the Child Safeguarding Officer shall acknowledge it as soon as reasonably practicable and shall notify the Executive Committee.
- 6.2 The Child Safeguarding Officer shall inform the parent(s) or guardian(s) of the child concerned as soon as reasonably practicable, unless doing so would itself endanger the child, and shall handle the matter with appropriate sensitivity. The report shall be dealt with by an independent person who is not the complainee or otherwise involved in the matter. The parent(s) or guardian(s) shall be advised that the HKKA will fully cooperate with any investigation and will respect their right to report the matter to the Police or the SWD.
- 6.3 Where a matter is being handled by the Police or the Family and Child Protective Services Unit of the SWD (hotline: 2343 2255), the Child Safeguarding Officer shall facilitate coordination with that investigation or service.
- 6.4 Pending the outcome of any investigation, and having regard to the seriousness of the allegation, the Executive Committee may take interim precautionary measures in respect of the alleged perpetrator, such as reassigning duties so that the alleged perpetrator has no unsupervised contact with the child concerned, other children, or the informant, or suspending the alleged perpetrator from their role. Such measures are precautionary only and are not, of themselves, a finding of fact or a disciplinary sanction.
- 6.5 Any determination as to whether this document has been breached, and any disciplinary or other action against the alleged perpetrator, shall be made under the HKKA Guidelines and Procedures on Handling of Complaints (including, where applicable, the three-quarters majority vote required for a sufficiently serious breach), and any appeal shall be handled under the HKKA Guidelines and Procedures on Appeals. Where the alleged perpetrator is a member of staff of a contractor of the HKKA, the HKKA may additionally request that the contractor reassign the individual pending the outcome, and may reserve the right to terminate the contract if no suitable alternative staff member is available. Where the alleged perpetrator is not otherwise connected to the HKKA, the HKKA will report the incident to the Police or the SWD for handling and will follow their advice on any further steps.

A flowchart summarising this process is at Appendix III.

7. Measures for Child Safeguarding

- 7.1 Awareness: the HKKA shall ensure that all persons working for it, or on its behalf, are aware of the standard of behaviour expected of them, by: formulating this document with reference to the International Olympic Committee's Toolkit on "Safeguarding athletes from harassment and abuse in sport"; uploading this document to the HKKA's website; requiring all such persons to sign an undertaking to comply with it; providing regular training to staff who have contact with children; and collaborating with the SWD or other relevant organisations to provide seminars or workshops as needed.

- 7.2 Prevention: when engaging personnel who will be in contact with children, the HKKA shall make every effort to understand an applicant's attitude towards child safeguarding (e.g. through screening questions or background checks), shall require a coach or other potential employee who will be in contact with children or mentally incapacitated persons to apply for a Sexual Conviction Record Check before appointment, and shall require a potential employee from outside Hong Kong SAR to provide equivalent proof from their previous country or region of residence.
- 7.3 Reporting: the HKKA shall ensure that all persons working for it, or on its behalf, are clear on what steps to take where a concern arises, and shall cultivate a culture in which individuals feel able to raise a concern openly and without fear of retribution.

8. Personal Data

Any personal data collected, used or retained in connection with this document shall be handled in accordance with the HKKA Guidelines and Procedures on Personal Data Privacy Protection. Where personal data is collected directly from an individual using a form referred to in this document, the individual shall be provided with a Personal Information Collection Statement consistent with Appendix II to the HKKA Guidelines and Procedures on Personal Data Privacy Protection.

9. Enquiries

The Kendo Association of Hong Kong, China

Address: Room 1029, Olympic House, 1 Stadium Path, So Kon Po, Hong Kong

Tel: +852 2504 8445

E-mail: hkka@hongkongkendo.com

APPENDIX I: GOOD PRACTICE AND RISKY PRACTICE WHEN INTERACTING WITH CHILDREN

Good practice	Risky practice to be avoided
Interact with children in a professional way directly related to your work or duties.	Interact with children in an overfamiliar way not directly related to your work or duties (e.g. oversharing personal information).
Communicate with children (including by electronic means) in a transparent and accountable manner.	Communicate with a child in a private or excessive manner.
Use supportive language and tone; treat all children equally, with respect and dignity.	Humiliate or intimidate a child (e.g. shouting or swearing); discriminate against a child on the ground of gender, race, sexual orientation or ability.
Be responsive to a child's needs; arrange activities suitable to the child's age and capability; ensure a suitable staffing ratio.	Neglect a child's needs (e.g. assigning inappropriate activities or training loads, or requiring participation when injured or unwell).
Keep activities open to observation; ensure equipment and the training environment are safe.	Unnecessarily spend excessive time alone with a child away from others (e.g. transporting a child alone, or being alone with a child in a changing room or toilet).
Ensure touch is age-appropriate and limited to what is necessary for coaching, training, safety or medical needs.	Touch a child unnecessarily or inappropriately (e.g. on the face, chest or bottom, or kissing or tickling); engage in flirting, joking or rough play of a personal nature; show, send or expose a child to pornographic or other sexually explicit material.
Gain written parental consent for away trips; ensure mixed-gender trips are accompanied by staff of both genders.	Take photographs with personal devices, or in changing rooms or toilets; give or receive inappropriate gifts.
Respect a child's trust and maintain appropriate boundaries; teach and enforce safety rules.	Allow a child to use inappropriate language or bully others unchallenged; fail to record and act upon an allegation of abuse.
Create an open culture and inform children what to do if they encounter a problem; respect their privacy and confidentiality.	Expose a child to inappropriate materials, extreme conditions without adequate protection, or the use of drugs or harmful substances to enhance performance.
No online contact with children outside virtual activities without appropriate safeguards; keep platform security settings private and invite-only for virtual activities.	Hit, assault or physically discipline a child in a manner that is abusive; be under the influence of alcohol or drugs while responsible for children; leave a child unsupervised.

APPENDIX II: REPORT OF SUSPECTED CHILD ABUSE

< Confidential >

Name and role of informant:	
Contact details of informant:	
Report date and time:	
Name of child concerned and date of birth / age:	
Contact details of child and name of parent(s)/guardian(s):	
Date/time (or frequency) and location of incident(s):	
Name and role of alleged perpetrator:	
Description of the incident(s):	
External parties already contacted (SWD / Police / medical professional / other) and advice given:	

Personal data notice: The personal data provided on this form will be used only for the purpose of handling this report and will be handled in accordance with the HKKA Guidelines and Procedures on Personal Data Privacy Protection.

Signature of informant: _____

Signature of Child Safeguarding Officer: _____

Date: _____

APPENDIX III: FLOWCHART ON HANDLING A SUSPECTED CHILD ABUSE INCIDENT

