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18th November, 2024

Circular No. 24032

Dear Parents/Guardians,

Arrangements for Expansion of the Sexual Conviction Record Check Scheme

To protect children and mentally incapacitated persons (MIPs) from sexual abuse, the Hong Kong Police Force implemented the Sexual Conviction Record Check Scheme (SCRC Scheme) in December 2011. Employers of persons undertaking child-related or MIP-related work can check with the consent of the prospective employees whether they have been convicted of any sexual offences in a specified list.

The government announced the scope of this scheme will be expanded in mid-December 2024 to cover prospective self-employed persons who are likely to have frequent contact with children or MIPs. Under the new policy, parents who are going to hire self-employed persons, for example, private tutors or music teachers, may request them to undergo the checking. Several enhancement measures i.e. an online application platform and 24-hour fingerprint-taking services, will also be launched to cope with the increased number of applications. Please read the attached letter from the Security Bureau for the application procedures and conditions of the scheme. You may also refer to www.police.gov.hk/scrc for more information. Thank you for your attention.

Yours faithfully,

Lee Po Chu, Fiona
Principal



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通告編號：24032

擴大「性罪行定罪紀錄查核」機制的安排

為保障兒童及精神上無行為能力的人士免受性侵犯，香港警務處於 2011 年 12 月推出「性罪行定罪紀錄查核」機制。聘請從事與兒童或精神上無行為能力的人士有關工作的僱主可於準僱員的同意下查核其性罪行定罪紀錄。

政府宣布將於 2024 年 12 月把以上機制的涵蓋範圍擴展至工作上會與兒童或精神上無行為能力人士有經常接觸的準自僱人士。計劃實施後，有意聘用私人補習老師或音樂導師等自僱人士的家長可要求他們進行查核。警方亦會推出網上申請平台及 24 小時指紋採樣服務等數項優化安排以應付申請需求。有關申請程序及相關條款，請詳閱附件中保安局所撰之信件。閣下亦可到 www.police.gov.hk/scrc 瀏覽更多詳情。

此致
各家長



陳瑞祺（喇沙）書院校長
李寶珠 啟

二零二四年十一月十八日

香港特別行政區政府
保安局



The Government of the
Hong Kong Special Administrative Region
Security Bureau

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本函檔號 Our Ref.:

來函檔號 Your Ref.:

電話號碼 TEL. NO.: 2810 2068

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28th October 2024

Dear Parents,

Arrangements for Expansion of the Sexual Conviction Record Check Scheme

The Government will expand the scope of the Sexual Conviction Record Check (SCRC) Scheme and launch a series of enhancement measures in mid-December 2024. To join hands with parents in protecting children and mentally incapacitated persons (MIPs), we hereby write to introduce the scheme and encourage parents in need to make effective use of it.

Purpose of the SCRC Scheme

The Government has been actively implementing various measures to protect children and MIPs from sexual abuse. Among them, in order to minimise the risks of this category of persons being sexually abused, the Hong Kong Police Force (the Police) implemented the SCRC Scheme in December 2011 to enable employers of persons undertaking child-related or MIP-related work to check whether prospective employees eligible to use the SCRC Scheme have any criminal conviction records against sexual offences in the specified list¹, and take this into account as one of the factors for appointment. The SCRC Scheme is **voluntary in nature** and the checking can only be conducted with the consent of the prospective employees. During the validity period of checking, the check results of the applicants will be updated to the Auto-telephone Answering System (ATAS) on a daily basis. Their authorised employers can have unlimited times of access to the check results through the ATAS.

¹ The specified list can be found on SCRC's website www.police.gov.hk/scrc

Enhanced arrangements for the SCRC Scheme

1. Expansion of the SCRC Scheme

At present, the SCRC Scheme covers (i) prospective employees, (ii) contract renewal staff, and (iii) staff assigned by outsourced service providers to other organisations or enterprises² for child-related or MIP-related work.

In Phase 1 of the expansion, we will expand the scope of the SCRC Scheme to cover **“prospective” self-employed persons in mid-December 2024**. At present, employers of eligible SCRC users are limited to organisations or enterprises. After the expansion of the SCRC Scheme, **employers will also include individuals**, such as **parents** who hire self-employed tutors. Parents may request “prospective” self-employed persons, for example, private tutors, music teachers, sports coaches, persons providing door-to-door services, etc., to undergo the checking. The SCRC Scheme will remain **voluntary in nature**. The parents themselves may decide whether SCRC is necessary after assessing the risks of individual work.

2. Online application platform and other enhanced arrangements

To cope with the surge in number of applications after Phase 1 of the expansion of SCRC Scheme, the Police will implement the following enhanced arrangements:

- (i) **Launch an online application platform:** To process applications by electronic means, enabling members of the public to submit application forms and related documents, enquire about application status and pay application fees via the online platform;
- (ii) **Introduce 24-hour fingerprint-taking locations:** In addition to the existing SCRC Office at the Police Headquarters, the Police will introduce 24-hour fingerprint-taking service in six designated police stations across the territory (North Point, Yau Ma Tei, Ngau Tau Kok, Tuen Mun, Sha Tin and Tsuen Wan). Applicants can make appointments to have their fingerprints taken in one of the above seven locations at their convenience, even outside normal business hours; and

² For example, schools, residential care homes for disabled persons, elderly homes, private tutorial centres, private interest/activity institutions, etc

- (iii) **Extend validity period of checking:** The validity period will be extended from 18 months to 36 months, so as to reduce the number of re-applications and renewal applications arising from expiry of the validity period.

Application Procedures

Parents who wish to engage “prospective” self-employed persons in undertaking child-related or MIP-related work may request the persons to be appointed (i.e. the applicants) to undergo the SCRC. Parents should provide the eligible applicants with a documentary proof to acknowledge that the applicants are likely to undertake the related work, and that they have read the Notes to Employers and fully understood the terms and conditions of the service as well as their responsibilities contained therein. Applications for SCRC should then be submitted to the SCRC Office of the Police by the applicants on a voluntary basis.

In all events, parents shall not use the SCRC as a means of screening candidates. Parents should only request applicants to undergo the SCRC when they have confirmed their intention to employ the applicants, i.e. at the last stage of the employment process. Besides, parents shall neither pass the checking code, checking password or other personal data of the applicants to any unrelated person, nor use the personal data for any purpose other than the intended employment purpose.

Please visit the SCRC website at www.police.gov.hk/scrc for details. Parents may also download the template of the documentary proof of employment and the Notes to Employers from the website. The Government will upload promotional videos onto the website and social media platforms in due course to keep the public abreast of the latest arrangements of the SCRC Scheme.

Yours sincerely,

(Original Signed)

(Sandy CHEUNG)
for Secretary for Security



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來函檔號 Your Ref.:

電話號碼 TEL. NO.: 2810 2068

傳真號碼 FAX. NO.: 2810 7702

各位家長：

擴大「性罪行定罪紀錄查核」機制的安排

政府將於 2024 年 12 月中擴大「性罪行定罪紀錄查核」機制(以下簡稱「查核機制」)涵蓋範圍及推出一系列優化措施。為協助家長瞭解機制，本局特此來函，鼓勵有需要的家長積極使用機制，共同保護兒童及精神上無行為能力人士。

「查核機制」的目的

政府一直積極採取不同措施保障兒童及精神上無行為能力的人士免受性侵犯。當中，為減低這類別人士受性侵犯的風險，警務處於 2011 年 12 月推行「查核機制」，讓招募從事與兒童或精神上無行為能力人士有關工作的僱主，得以查核合資格使用「查核機制」的準僱員有否任何指明列表¹中的性罪行刑事定罪紀錄，作為其中一項考慮聘任因素。「查核機制」屬自願性質，須在準僱員同意的情況下方能進行。在申請的有效期內，申請人的查核結果會每天更新至自動電話查詢系統，經申請人授權的僱主可無限次透過電話系統收聽查核結果。

「查核機制」的優化安排

一. 涵蓋範圍的擴展計劃

目前，「查核機制」涵蓋向機構或企業²應徵與兒童或精神上無行為能力人士有關工作的(i)準僱員、(ii)合約續期僱員，以及(iii)由外判機構派往其他機構或企業提供有關工作的僱員。

¹指明列表見「查核機制」的網頁 www.police.gov.hk/scrc。

²例如學校、殘疾人士院舍、老人院舍、私營補習中心及私營興趣活動機構等。

擴展計劃的第一階段，我們將於 2024 年 12 月中把「查核機制」的涵蓋範圍擴展至「準」自僱人士。現時，合資格使用「查核機制」的僱員的僱主限於機構或企業，「查核機制」擴大後，僱主便會同時涵蓋個人僱主，例如聘用自僱導師的家長。家長可以要求「準」自僱人士，例如私人補習導師、音樂老師、運動教練、提供上門服務的人士等進行查核。機制仍會屬自願性質，由家長自行評估個別工作的風險後決定是否有需要進行查核。

二. 網上申請平台及其他優化安排

為應付擴大查核範圍後大幅增加的申請，警方將於第一階段擴大查核機制的同時實施以下優化安排：

- (i) **推出網上申請平台**：以電子方式處理查核申請，讓公眾透過網上平遞交申請表格和相關文件、查詢申請處理進度、繳交申請費用；
- (ii) **增設 24 小時指紋採樣地點**：除現時的性罪行定罪紀錄查核辦事處外，警方將會在全港六區(包括北角、油麻地、牛頭角、屯門、沙田及荃灣)的六間指定警署增設 24 小時套取指紋服務，申請人可不受辦公時間限制，按其需要預約到以上任何七個地點進行指紋採樣；以及
- (iii) **延長查核申請的有效期限**：由現時 18 個月延長至 36 個月，減少申請人因查核申請有效期已過而需重新申請或續延申請的次數。

申請程序

家長如有意聘請從事與兒童或精神上無行為能力人士有關工作的「準」自僱人士，可以要求擬獲聘人士（即申請人）進行性罪行定罪紀錄查核。家長應向合資格申請人提供僱主證明書，證明申請人可能會受聘從事相關工作，並於僱主證明書內確認已閱讀《僱主須知》的內容，包括完全明白這項服務的條款、條件，以及僱主要履行的責任，然後由申請人自願向警務處性罪行定罪紀錄查核辦事處提出申請。

在任何情況下，家長不得利用此機制作篩選應徵者之用。家長只應在確定有意聘用申請人，即聘用程序最後階段才要求該申請人進行查核。此外，家長不得將申請人的查核編號、查詢密碼或其他個人資料，透露予任何不相關的人士，亦不得使用有關個人資料作聘任以外的任何其他用途。

有關詳情，可瀏覽「查核機制」的網頁 www.police.gov.hk/scrc。家長亦可於此網頁下載僱主證明書範本以及《僱主須知》。政府稍後會上載宣傳短片至網頁及社交平台，讓公眾了解「查核機制」的最新安排。

保安局局長

(張佩珊



代行)

二零二四年十月二十八日