



中華人民共和國香港特別行政區政府總部教育局
Education Bureau
Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

本局檔號 Our Ref. : (23) in EDB(SDCT)1/P-205 Pt. 15

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To: Supervisors and Principals of all Primary, Secondary and Special Schools with a boarding section under the purview of the Education Bureau

29 August 2023

Dear Supervisors and Principals,

Appointment of Wardens in charge of the Boarding Section of Schools

This letter serves to request all schools with boarding section to submit an application for the approval of the Permanent Secretary for Education (hereinafter referred to as "Permanent Secretary") for the appointment of a warden to be in charge of boarders pursuant to the relevant provisions in the Education Regulations (Cap. 279A) (ER).

2. The appointment of warden is governed by regulation 56 of the ER. According to regulation 56(6) & (7) of the ER, the management authority of every boarding school shall, if so required by the Permanent Secretary in writing, appoint a warden to be in charge of the boarders. The appointment of any person as a warden shall be subject to the approval of the Permanent Secretary.

Recruitment of Warden

3. In conducting the recruitment exercise, the School Management Committee (SMC) / Incorporated Management Committee (IMC) is required to follow the prevailing requirements to ensure that the selection process is open, fair and transparent, and the selected candidate is a fit and proper person for employment. To safeguard the well-being of students, the SMC / IMC must observe the procedures as detailed in the ensuing paragraphs to make an informed

decision on selecting the suitable candidate and to ensure that the selected candidate has fulfilled the required qualifications. Schools must keep proper employment records of each employee, including the newly appointed warden, in accordance with the relevant provisions in the Employment Ordinance (Cap. 57). Such records should be made available for submission or inspection upon request by the Education Bureau (EDB). Should schools have enquiries relating to the Personal Data (Privacy) Ordinance (Cap. 486), schools may consult the Office of the Privacy Commissioner for Personal Data.

Qualifications of Warden

4. The warden employed in the boarding section of various types of schools has to meet the following qualification requirements:

i. For aided special schools

- The warden employed should meet the qualification requirements as stipulated in the relevant Codes of Aid (CoA), i.e. CoA for Special Schools; and Compendium to CoA for Aided Schools.

ii. For ex-practical schools

- The warden employed should meet the qualification requirements as stipulated in the relevant Codes of Aid (CoA), i.e. CoA for Special Schools, Volume II (Practical Schools and Skills Opportunity Schools); and Compendium to CoA for Aided Schools.

iii. For ordinary schools

- The warden employed should possess a local bachelor's degree (or equivalent); and
- Preference should be given to persons who are professionals with experience of working with children/adolescents or working in residential homes, e.g. social workers, educational psychologists, teachers, etc..

Appointment Procedures

5. Schools should verify carefully the following documents certifying qualifications and work experience of the prospective employees to ensure that the candidates have met the appointment requirements for wardens:

- the academic qualifications and professional training documents of the candidate;
- the certificates of service issued by the candidate's previous employers;
- for candidates registered under the Social Workers Registration Ordinance (Cap. 505) (i.e. a registered social worker), proof for the validity of his/ her registration (i.e. the original copy of certificate of registration or a certificate of renewal of registration); and
- for candidates with teacher registration, the original copy of the Certificate of Registration as a Teacher.

6. To facilitate the SMC / IMC in making an informed decision on selecting the suitable candidate as a fit and proper person for employment, schools should ask the candidates to declare in the application forms and/or other related documents that:

- whether they have been convicted of any criminal offence in Hong Kong or elsewhere;
- whether they are involved in any ongoing criminal proceedings or investigations (including but not limited to arrest or apprehension by the police) to the best of their knowledge;
- for candidates with social worker registration, whether their registered social worker status has been cancelled / refused (if applicable) or whether they are being investigated by schools or the Government (e.g. EDB / Social Welfare Department) over professional misconduct allegations to the best of their knowledge; and

- for candidates with teacher registration, whether their registered teacher or permitted teacher status has been cancelled / refused or whether they are being investigated by schools or EDB over professional misconduct allegations to the best of their knowledge.

7. To safeguard the well-being of students, schools should make every reasonable effort to be well informed of the candidates' personal backgrounds and give due consideration, including but not limited to the following:

- with the candidates' consent, consult their previous employers about their performance including whether, to the best of their previous employers' knowledge, they are being investigated over professional misconduct allegations (for applicants with teacher registration);
- for candidates with teacher registration, explicitly seek the consent of the candidate on the application form to EDB for releasing information regarding his / her registration status¹. The latest version of the application form can be downloaded from the EDB website (EDB Homepage → Teachers Related → Qualifications, Training and Development → Qualification → Teacher Registration); and
- request candidates to undergo Sexual Conviction Record Check (SCRC) at the advanced stage of the employment process. This is to verify the sexual conviction records as declared by them. For implementation details of the Scheme, schools may browse the SCRC page of the Hong Kong Police Force website (<http://www.police.gov.hk/scrc>);

8. The appointment of warden has to be endorsed by the SMC / IMC.

¹ The form provides information on validity of the potential appointee's teacher registration status, whether the registration/application has been cancelled/refused, and whether reprimand/warning/advisory letter has been issued in connection with the teacher registration or circumstances that warrant EDB's examination of his/her registration status.

Before the endorsement by the SMC / IMC, all relevant documents and procedures as stipulated in paragraphs 5 to 7 should be checked and fulfilled.

Provision of Details for Applications for Approval on the Appointment

9. Schools are required to submit an application in writing to seek EDB's approval on the appointment of a warden to be in charge of the boarders pursuant to regulation 56(6) & (7) of the ER. Applications from international schools should be submitted to the responsible officers of the Infrastructure and International School Section of EDB. Applications from special schools, ex-practical schools, Direct Subsidy Scheme schools and private schools should be submitted to the respective District School Development Section.

Newly-Appointed Wardens

10. The SMC / IMC shall recommend the person selected to the Permanent Secretary as the warden of the boarding section of the school. Approval from the Permanent Secretary shall be obtained prior to the appointment by schools. Schools in general are required to provide the following documents of the prospective wardens, including those wardens changing from another school, in their applications for EDB's consideration:

- (a) proof of academic qualifications and professional trainings, if any;
- (b) the completed SCRC checking form signed by the principal (for the appointment of new wardens). The form could be found in the EDB website (Home→School Administration and Management →Administration →About School Staff →Appointment matters);
- (c) certificate(s) of service issued by the candidate's previous employers for the appointment of the new warden for special schools and ex-practical schools;
- (d) proof of teacher registration / social worker registration (if applicable);
- (e) the completed application form for enquiring teacher registration

information (including the part to be completed by EDB officer) (if applicable);

- (f) visa / entry permit to work (for non-local residents) ; and
- (g) record of endorsement from the SMC / IMC of the school, if the candidate has been involved in professional misconduct or illegal acts, the SMC / IMC should deliberate whether the candidate should be employed, and the discussion should be recorded.

Serving Wardens

11. For wardens already serving in schools at the time of issuance of this letter, their schools are required to submit an application in writing to EDB for approval by January 2024. The following information of a serving warden should be submitted for EDB's consideration:

- (a) proof of academic qualifications and professional trainings, if any;
- (b) the completed declaration form for the involvement of ongoing proceedings or investigations and / or conviction of criminal offence, including sexual offences, professional registration been refused / cancelled, in Hong Kong or elsewhere, attached to this letter in Annex;
- (c) proof of teacher registration / social worker registration (if applicable); and
- (d) record of endorsement from the SMC / IMC of the school; if the serving warden has been involved in professional misconduct or illegal acts, the SMC / IMC should deliberate whether the serving warden should continue to be employed, and the discussion should be recorded.

12. EDB may ask schools to provide additional information depending on the actual circumstances and application of individual schools.

Enquiries

13. For enquiries, please contact the respective Senior School Development Officer or the Education Officer of the Infrastructure and International School Section.

Yours sincerely,



(Dr Verena LAU)

for Permanent Secretary for Education

**Appointment of Wardens
Declaration of Convictions for Offences**

School Name _____

Part 1 (To be completed by the Warden)

I. Information of Warden

English Name

Chinese Name

HKID Card Number

II. Self-Declaration

(Insert a “√” in the appropriate box.)

1. Have you ever been convicted of any criminal offence in Hong Kong or elsewhere?

Yes

No

If yes, please give details

2. Are you involved in any ongoing criminal proceedings or investigations (including but not limited to arrest or apprehension by the police) to the best of your knowledge?

Yes

No

If yes, please give details

3. Have you previously been refused registration as a social worker, or ever had the registration cancelled in Hong Kong or elsewhere?

Yes

No

Not Applicable

If yes, please give details

4. Have you previously been refused registration as a teacher, or ever been refused permission to teach, or having been so registered or given permission and yet had the registration or permission cancelled in Hong Kong or elsewhere?

Yes

No

Not Applicable

If yes, please give details

5. I confirm that I have read and understood the contents of the Collection of Personal Data section attached to this declaration form.

6. The contents of this declaration form are true and complete to the best of my knowledge and belief. I acknowledge that if I provide false information or withhold material information on this declaration form, I may be subject to the dire consequences of criminal prosecution, and dismissed by the school.

Warden's Name and Signature

(Signature)

(Name)

Date (dd/mm/yyyy) :

Part 2 (To be completed by the School)

(Insert a “✓” in the appropriate box.)

I acknowledge the above declaration by the warden. The warden has not been convicted of any criminal offence in Hong Kong or elsewhere. He/she is not involved in any ongoing criminal proceedings or investigations. He /she has not been refused registration as a social worker or a teacher (if applicable).

I acknowledge the above declaration by the warden. Given that he/she has been involved in professional misconduct or illegal acts, the School Management Committee (SMC) / Incorporated Management Committee (IMC) has deliberated on his/her case. Details are as follows:

School Principal’s Name and Signature

_____ (Signature)

_____ (Name)

Date (dd/mm/yyyy) :

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of the appointment for wardens;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux/departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying/updating records of the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:
 - (a) other Government bureau and departments, including Hong Kong Police Force, for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Controlling Officer (Data Protection) at 15/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong or edbinfo@edb.gov.hk