

27 August 2024

Education Bureau Circular No. 22/2024
Measures related to Student Safety and Health

[Note: This circular should be read by –

- (a) Heads of government schools, aided schools (including special schools), caput schools and schools under the Direct Subsidy Scheme – for action; and
- (b) Heads of Sections – for information.]

Summary

This circular aims to inform schools of the “Checklist of Student Safety and Health Measures” compiled by the Education Bureau (EDB) and request schools to review and assign dedicated personnel to coordinate and implement the relevant measures. Heads of schools should arrange relevant school staff to circulate and read this circular in conjunction with the relevant chapters of the School Administration Guide (SAG) in order to take appropriate follow-up actions.

Details

2. EDB has all along been working closely with schools to provide students with a safe environment, facilitating their effective learning and healthy development. The school governance authority and school management, as the primary responsible parties for the school, are required to continuously refine the school management system, enhance the standard and effectiveness of school governance, as well as properly assign work so that school staff could responsibly perform their respective duties. Hence, EDB, with reference to the chapters and topics that are related to student safety and health in the SAG, compiled the “Checklist of Student Safety and Health Measures” to facilitate schools in discharging their duties for promoting students’ safety and health management. The template of the “Checklist of Student Safety and Health Measures” has been attached to the Appendix in Chapter 3 of the SAG ([EDB homepage > School Administration and Management >](#)

[Regulations > School Administration Guide](#)) and uploaded to the EDB's webpage of "School Safety & Insurance" ([EDB homepage > School Administration and Management > Administration > About School > School Safety & Insurance](#)) for use by schools.

3. Schools are required to assign dedicated personnel on the basis of the items set out on the aforesaid "Checklist of Student Safety and Health Measures" to coordinate and implement various measures and to ensure their clear understanding of their responsibilities. School staff shall perform their respective duties and cooperate with one another to comprehensively review and implement various measures so as to abate potential safety hazards, raise safety and health awareness and refine the school-based guidelines and mechanism.

4. The "Checklist of Student Safety and Health Measures" only set out the key topics in relation to student safety and health in the SAG and is by no means exhaustive. Schools are required to strictly comply with and implement the Education Ordinance, Education Regulations, Code of Aid (if applicable), circulars, guidelines and handbooks issued and updated by the EDB from time to time as well as the provisions of the relevant laws in Hong Kong. In compliance with the relevant legislation and rules, schools could, with due regard to their school-based circumstances and needs, suitably enrich the content of the "Checklist of Student Safety and Health Measures" and fulfill other responsibilities.

5. Starting from the 2024/25 school year, upon completion of the aforesaid review and follow-up actions, schools are required to submit the completed "Checklist of Student Safety and Health Measures", endorsed by the Incorporated Management Committee/ School Management Committee, to the respective School Development Section on or before 30 November every year for record and retention.

Enquiries

6. For enquiries, please contact your respective Senior School Development Officer.

Ms Rio CHEUNG
for Secretary for Education