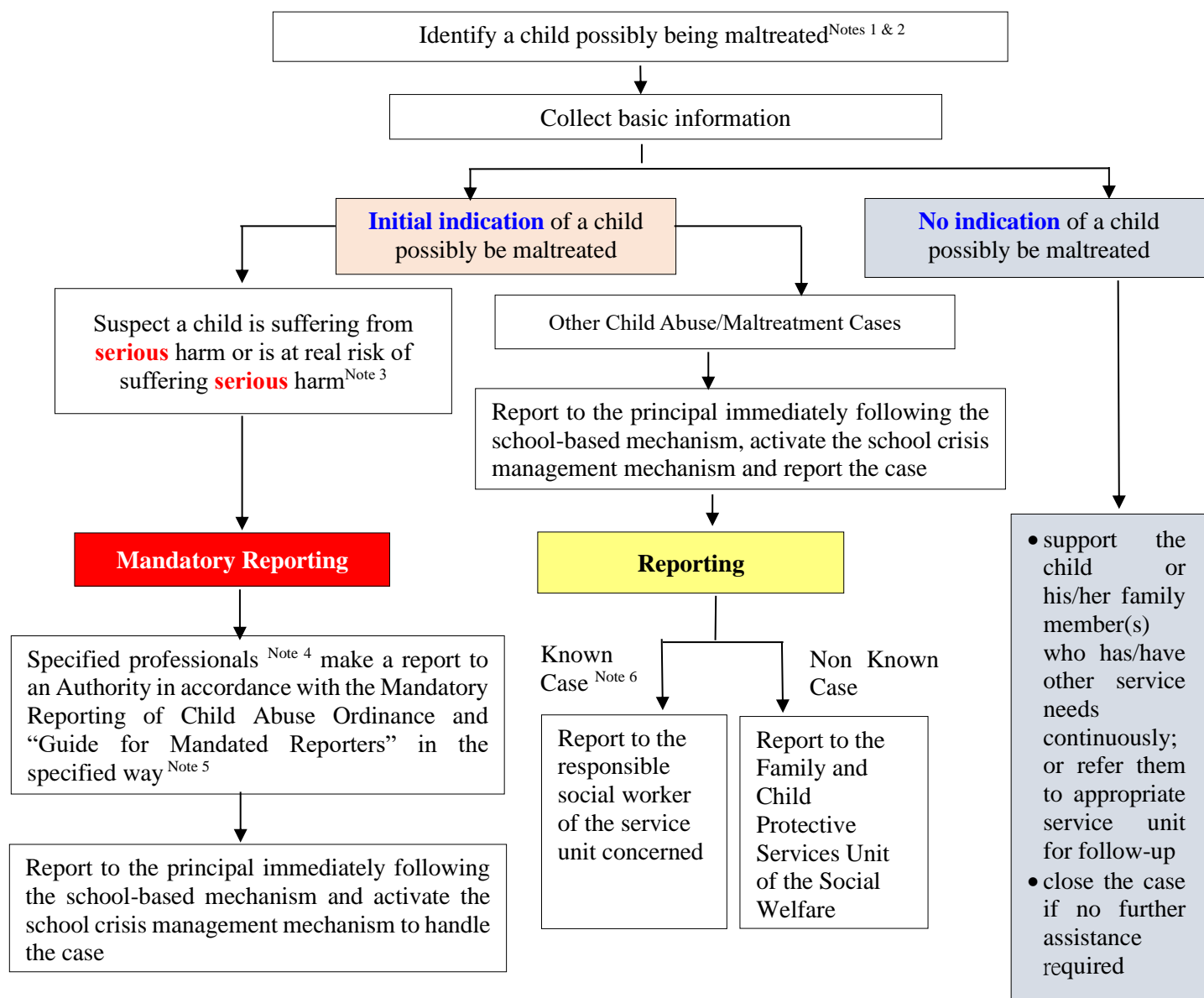


Identification and Reporting of a Suspected Child Abuse/Maltreatment Case



Notes:

1. The [Mandatory Reporting of Child Abuse Ordinance](#) (the Ordinance) defines a "child" as a person under the age of 18.
2. For details of the identification, preliminary handling, and reporting of suspected child abuse/maltreatment cases, schools should refer to Chapter 4 of "[Protecting Children from Maltreatment — Procedural Guide for Multi-disciplinary Co-operation](#)" (the "Child Protection Guide") and Section 3.8.9 of Chapter 3 of the "[School Administration Guide](#)".
3. The elements constituting "serious harm" are listed in Schedule 2 of the Ordinance.
4. The "specified professionals" are listed in Schedule 1 of the Ordinance. A specified professional is not required to obtain consent of the other people before making a mandatory report.
5. For emergency situations such as the student is in need of rescue, medical treatment, and/or law enforcement, the specified professionals of the school should call 999 Emergency Call Centre of the Police to make an emergency report or seek immediate assistance as soon as possible; for non-emergency situations requiring to report, contact a police station or the Family and Child Protective Services Unit (FCPSU) of the Social Welfare Department (SWD) by phone or in person, and complete the report as soon as practicable in accordance with the specified way, such as through the "Reporting Platform – Mandatory Reporting of Child Abuse". To facilitate more than one specified professional to make a report in respect of the same case, the specified professionals may, following the school-based mechanism, agree to have one of them making the team reporting in accordance with the procedures set out in Chapter 3 of the "[Guide for Mandated Reporters](#)". The specified professional may choose to report separately.
6. "Known cases" refer to the categories of cases that are being handled by different service units, including SWD and units under NGOs that provide casework services. Some of the known cases could also be reported to the FCPSU of SWD for initial assessment, child protection investigation and convening/chairing the "Multi-disciplinary Case Conference on Protection of Child with Suspected Maltreatment". For details, please refer to the annex "Definition of Known Cases to Welfare Organisations" to the "Child Protection Guide" of SWD.