

## **National Security: Specific Measures for Schools** **(Enhanced Version dated June 2023)**

“National Security: Specific Measures for Schools” are drawn up for schools’ (except international schools as well as other private primary schools, secondary schools and kindergartens solely offering non-local curricula)<sup>1</sup> reference and implementation. The measures are to facilitate schools’ full implementation of national security education. In devising relevant plans and measures, schools may, having regard to their school-based needs, make necessary enrichment to the recommended measures or adopt other appropriate strategies in order to properly arrange school management and administration work and promote collaboration among different stakeholders. The objective is to deepen students’ understanding of the country’s development and national security, enhance students’ sense of national identity, nurture students as good law-abiding citizens, and create a peaceful and orderly school environment and atmosphere.

### **Planning and Management**

- School Sponsoring Bodies (SSBs)<sup>2</sup> should lead the Incorporated Management Committees/ Management Committees/ School Management Committees of their sponsored schools (hereafter collectively referred to as “school governance authority”) in formulating and reviewing continuously specific measures related to safeguarding national security and national security education in areas such as school administration, management of school premises, resource deployment, staff management and training, communication with stakeholders, learning and teaching, student guidance and discipline, student associations and

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<sup>1</sup> The management systems, curricula, and arrangements for learning and teaching of international schools as well as other private primary schools, secondary schools and kindergartens solely offering non-local curricula differ considerably from schools offering local curricula. Specifically, their operation mode, management framework, curriculum scope and quality assurance mechanisms, arrangements for learning and teaching, etc. are largely different from those of local schools. Nonetheless, as a principle, international schools as well as other private primary schools, secondary schools and kindergartens solely offering non-local curricula also have the responsibility to help their students (regardless of their ethnicity and nationality) acquire a correct and objective understanding and apprehension of the concept of national security and the National Security Law, as well as the duty to cultivate a law-abiding spirit among their students. These schools should, in accordance with the fundamental principles set out in in EDBC No. 9/2023, and by making reference to the guidelines herein and the specific measures and templates attached, devise relevant strategies and measures in light of their school-based circumstances and needs, with a view to maintaining a safe and orderly learning environment and promoting students’ effective learning and healthy development.

<sup>2</sup> As regards kindergartens and kindergarten-cum-child care centres, such reference is applicable to the school operators if they do not have a sponsoring body.

activities, etc. Letters or circulars should be issued to their sponsored schools to elucidate the points to note in different areas. SSBs may refer to Appendix 1 for the areas of work and key points to be included when giving such directives.

- Starting from the 2022/23 school year, schools should fully implement the administrative and educational measures related to safeguarding national security and national security education; enhance curriculum coordination and planning at the school level, and launch national security education at all key stages of learning. Schools should review their work in all areas continuously, enhance various implemented measures and take appropriate follow-up actions. Schools should submit the work plans and annual reports to the school governance authority and fully implement the work plans approved by the school governance authority. The work plan and annual report of previous school year endorsed by the school governance authority should be submitted to the Education Bureau (EDB) by late November annually. Please refer to Appendix 2 for the templates of the work plan and annual report and the areas of work to be covered.

Supervision Framework [This section applies to primary and secondary schools (including special schools) and serves as reference for kindergartens]

- As announced in the 2022 Policy Address, all publicly-funded schools<sup>3</sup> should assign a dedicated co-ordinator<sup>4</sup> to lead the strategic planning of national education (including national security education) based on a whole-school approach.
- The dedicated co-ordinator should keep monitoring the implementation of relevant measures and report the progress to the school governance authority on a regular basis.
- Since the implementation of national security education covers various areas, schools should duly assign staff from different areas of work to engage in relevant tasks/ to set up the working group:

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<sup>3</sup> Publicly-funded schools include government, aided, caput and Direct Subsidy Scheme schools.

<sup>4</sup> As various areas of work are involved in safeguarding national security and national security education, schools are advised to assign a member of the school management who is familiar with the school situation and able to lead the school, such as principal or vice principal, as the dedicated co-ordinator.

School Level	Primary	Secondary
School management	School Supervisor/ Principal/ Vice Principal(s)	
Related functional teams and coordinators	Crisis Management Team, Teachers' Professional Development Team, Academic Affairs Team, Student Pastoral Care Team (e.g. Guidance Team, Discipline Team, Extra-curricular Activities Team, Life-planning Team and Student Support Team) and Primary School Curriculum Leader (applicable to primary schools)	
Relevant key learning areas/ subjects and curriculum areas	General Studies Life-wide Learning Moral, Civic and National Education  [Other subject panels/ teams deemed appropriate by the school]	Personal, Social and Humanities Education Science Education Technology Education Citizenship and Social Development (applicable to senior secondary level) Life-wide Learning Moral, Civic and National Education  [Other subject panels/ teams deemed appropriate by the school]

- The functions of the dedicated co-ordinator should include the following:
  - lead the strategic planning of national education (including national security education) based on a whole-school approach, including planning, implementation and monitoring of the curriculum, design/ production of teaching resources, staff training, etc., and coordinate and timely review the implementation situation of different subject panels and teams;
  - assist in organising professional development activities related to national security or make arrangements for teaching and non-teaching staff to participate in such activities so as to promote a better understanding of the legislative background, spirit, provisions and significance of the National Security Law among staff of all levels as

well as to facilitate effective implementation of related measures for national security education;

- enhance communication, collaboration and mutual support among different stakeholders, including teachers, school social workers/ student guidance personnel/ educational psychologists and parents, etc. so as to strengthen students' virtue cultivation and the related work on guidance and discipline; enhance students' information literacy and help them develop abilities in searching, assessing and using information (including information on social media platforms and the Internet); help students understand the country's history and development, the importance of national security, the national flag, national emblem and national anthem, as well as the constitutional order established for the Hong Kong Special Administrative Region (HKSAR) under the Constitution and the Basic Law, their national identity, the spirit of the rule of law and other related issues, so as to motivate students to fulfill their obligations as a national and Hong Kong resident in a positive, law-abiding, public welfare-maintaining and responsible manner;
- establish/ strengthen the monitoring mechanism for regular review of learning and teaching resources (including the content and quality of printed and electronic library collections, printed and electronic textbooks of school-based design/ procured from outsider(s)/ ordered for students, teaching materials, online reading platforms, other electronic and online learning resources and test and examination papers, etc.) in various key learning areas/ subjects and inter-disciplinary teams; timely review and monitor the performance of teaching and non-teaching staff and external services procured/ invited, including service providers, activity instructors, various learning and teaching activities/ training materials, etc. to ensure the fulfilment of relevant requirements;
- formulate specific strategies and contingency measures to prevent and deal with political or illegal activities permeating the school and other unexpected situations in order to maintain a safe and orderly environment facilitating students' effective learning and healthy development; and

- continuously monitor the implementation and effectiveness of relevant measures, and report the work progress and submit an annual report to the school governance authority on a regular basis.

### Crisis Management

- Schools should, having regard to their own context and their crisis management mechanisms, formulate specific strategies and contingency measures to deal with acts and activities that involve elements endangering national security. This includes handling of emergencies in a timely manner and reporting the incidents to EDB as soon as possible. If necessary, schools are advised to seek advice from their own existing channels and/ or consider seeking assistance from the Police Community Relations Officer/ School Liaison Officer of the Police district concerned.

### **Staff Training and Conduct**

- School management and teaching staff should take the initiative to avail themselves of the documents issued by EDB, as well as browse the “Safeguarding National Security in Hong Kong” website maintained by the Information Services Department (<https://www.isd.gov.hk/nationalsecurity/eng/>) and other information released by relevant bureaux/ departments, in order to gain a better understanding of the National Security Law, enhance their awareness of law-abidingness and obtain the latest information about the said law.
- Schools should remind teachers to uphold professional conduct at all times and bear in mind that their words and deeds have a profound impact on students. Schools should also make reference to the “Guidelines on Teachers’ Professional Conduct” formulated by EDB to devise measures on staff management and professional development plans. To handle issues involving the behavior and conduct of their staff, schools may refer to the basic principles set out in Appendix 3.

## **Creating a Peaceful and Orderly School Environment and Atmosphere**

- Schools should ensure that the display of words or objects within the campus (including school buildings, classrooms and bulletin boards, etc.), such as books (including printed and electronic library collections), electronic and online learning resources, publications and leaflets, etc. does not involve contents that endanger national security. Schools should also prohibit anyone from bringing objects to schools in contravention of the rules.
- Schools are obligated to ensure the proper use of school premises. For the management and use of school premises (including the hiring out of school premises to outside organisations for holding activities), the ultimate responsibility rests with the school governance authority, which should forbid any person (including outsider(s) and school personnel) to conduct activities involving political propaganda at the school campus and the school governance authority shall be held liable for any improper use.
- Schools should watch out for political propaganda or disturbances caused to teachers and students in the vicinity, such as the chanting of slogans, distribution of leaflets and setting up of street counters, etc. Schools should dissuade their staff and students from joining those activities. If suspected illegal acts are involved, schools should consider seeking assistance from the Police Community Relations Officer/ School Liaison Officer of the Police district concerned. In case of a grave/ emergency situation, schools should report to the Police immediately.
- If an individual/ external organisation has formed a group in the name of the school or named the group in such a way that may misleadingly suggest a connection between the group and the school, and the group makes known its political views and stance or even solicits the support of teachers and students or encourages them to express/ support their political views by signature or other forms of activities (such as class boycotts, forming of human chains, etc.), the school should dissuade teachers and students from joining such activities and publicly and unequivocally state that the group and its political declaration and stance have nothing to do with the school and do not represent the views of the school or its teachers and students. This is to prevent parents, students or members of the public from wrongly interpreting that the assertions or actions of the group are endorsed or tacitly approved by the

school. A sample statement is provided for schools' reference at [Appendix 4](#).

## **Organising Learning Activities for Students**

- Schools should enrich students' understanding of the history and development of the country and enhance their sense of national identity according to their cognitive development and ability through the school curriculum and diversified life-wide learning activities, such as arranging visits to local amenities (e.g. the Hong Kong Palace Museum, the Hong Kong Museum of History, the Basic Law Library, etc.), participating in Mainland exchange programmes, actively arranging interflow activities of different levels with their sister schools in the Mainland, etc.
- All primary and secondary schools (including special schools) must display the national flag on each school day (except for inclement weather conditions such as tropical cyclones and/ or heavy persistent rain), as well as the New Year's Day (1 January), the HKSAR Establishment Day (1 July) and the National Day (1 October); and must conduct a national flag raising ceremony weekly (except for school holidays during which no such ceremony can be held). The national anthem should be played and sung in a national flag raising ceremony. Schools are also required to conduct a national flag raising ceremony on the New Year's Day, the HKSAR Establishment Day and the National Day, or on the preceding/ following school day of the above days. Schools are strongly advised to conduct a national flag raising ceremony on important days and special occasions (such as the first day of a school year, open day, graduation ceremony, swimming gala/ sports day, school anniversary events, National Constitution Day and Chinese Culture Day, etc.)<sup>5</sup>.
- As far as conditions permit, kindergartens should, having considered factors such as availability of space, facilities and environment, follow the requirements of primary and secondary schools on displaying the national flag and regional flag and conducting a national flag raising ceremony, so that students can learn about the national flag and national anthem of their own country from an early age. For kindergartens which are not able to display the national flag on each school day and conduct a national flag raising ceremony every week due

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<sup>5</sup> For details, please refer to EDBC No. 11/2021 on National Flag, National Emblem, National Anthem and Regional Flag.

to the constraints of space, facilities, environment, etc., if they have movable flagpoles, they should conduct a national flag raising ceremony when holding celebration activities for the New Year's Day, the HKSAR Establishment Day and the National Day. Besides, kindergartens are strongly advised to conduct a national flag raising ceremony on important days and special occasions (such as the first day of a school year, open day, graduation ceremony, school anniversary events, National Constitution Day and Chinese Culture Day, etc.)<sup>5</sup>.

- Schools should ensure that all on-campus activities and activities organised in the name of the school (including student activities, extra-curricular activities, talks by external guest speakers, activities organised by alumni or parent-teacher associations for students, activities engaging outside instructors, etc.) do not lead to situations that endanger national security. Should there be a need to engage external individuals or organisations in conducting school activities, schools should make prudent choices to ensure that the invited parties can fulfill the schools' requirements, and the messages they convey are consistent with the learning aims and curriculum goals in school education.
- As announced in the 2022 Policy Address, all publicly-funded schools should organise quality whole-school national education activities and arrange students to participate in national education activities at the inter-school, territory-wide or national levels every year; all kindergartens joining the Kindergarten Education Scheme should organise at least one school-based activity relating to Chinese culture every year.

## **Learning and Teaching**

### Primary and Secondary Schools

- Schools should establish/ strengthen monitoring mechanisms for regularly reviewing the content and quality of learning and teaching (including classroom teaching and learning and teaching resources; learning and teaching resources include school-based teaching materials and assignments (such as worksheets, electronic and online learning resources); tests and examination papers; textbooks, reading materials and supplementary exercises and video teaching clips, etc. procured from outsider(s)/ ordered for students; and supplementary



learning materials compiled by outsourced service providers for the schools). This is to ensure that the content and quality of the learning and teaching resources selected or compiled align with the curriculum aims, goals and coverage prescribed for different key learning stages by the Curriculum Development Council. The information should be accurate, complete, objective and unbiased, and suit students' abilities and learning needs.

- Teachers should adopt appropriate sources (such as from authoritative and reliable institutions/ official and verified sources) when selecting materials and guiding students in their study. In addition to the selection of teaching materials, the assignments/ reference materials, tests and examination papers, etc. prepared by teachers should also follow this principle.
- National security is of great importance. Teachers should not treat it as if it is a controversial issue for discussion as usual. While teachers can help students understand events from different perspectives, just in the same way when handling issues that can be explained by a sharp distinction between right and wrong or well-defined legal principles, they should give objective facts and rationales, such as historical background, moral standards and legal principles, and clearly point out that safeguarding national security is the responsibility of all nationals and that as far as national security is concerned, there is no room for debate or compromise. They should also cultivate students' sense of responsibility to safeguard national security. To meet teaching needs, it is a general practice for teachers to archive work plans/ selected and self-compiled teaching materials/ student results, etc. Schools may continue with their internal monitoring mechanism, instructing that school-based learning and teaching materials related to the Constitution, the Basic Law and national security education be archived and imposing a requirement for retention which should be no less than two school years, so that such resource materials for the relevant key stages of learning can be made available to the school management or EDB for inspection on a need basis<sup>6</sup>.
- If there is a need to hold discussion sessions/ activities for sharing of experience/ thoughts among students, teachers should properly lay down rules that must be obeyed by students. For example, no abusive language should be used when expressing opinions; no activity should be exploited for political propaganda or making a political statement; and no hatred or

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<sup>6</sup> If the school-based curriculum is designed for a key stage, schools should archive the full set of curriculum materials for 3 years to facilitate scrutiny of the curriculum design and its progressive development holistically.

violence should be promoted or expressed. This is to encourage students to conduct discussions in an objective, rational and respectful manner. Teachers should not allow their own political stance to affect their teaching, or even mislead students and infuse in them negative or wrong values.

### Kindergartens

- As for kindergartens, they can help students learn about traditional festivals, music and arts, and develop an affection for the Chinese customs through story-telling, role-playing, drawing, singing, dancing and other activities, as well as reading of picture books or books about Chinese history, Chinese culture, and moral education. This will gradually build up students' identity as a Chinese and thus lay the foundation for national security education.

### **Student Guidance, Discipline and Support [This section applies to primary and secondary schools (including special schools) and serves as reference for kindergartens]**

- School personnel should remind students to accord priority to personal safety at all times and, with due regard to the well-being of themselves and the care of their family members, refrain from participating in risky or illegal activities. Likewise, they should not initiate or participate in unauthorised activities in school as this may hinder their own learning as well as other students' learning, or even disrupt the school's daily operation.
- For formulating and implementing measures for guidance and discipline services, schools should refer to Chapters 3.6 and 3.7 of the School Administration Guide and the basic principles set out in the Guidelines on Student Discipline.
- Desirable discipline work should recognise students' efforts, while any punishment given should be educational. Positive behaviour, attitude and values demonstrated by students should be acknowledged with commendation and recognition. Take raising the national flag as well as playing and singing the national anthem as an example: after the ceremony, appreciation with explicit reinforcement of students' positive behaviour may be shown for the flag raiser's dedicated performance or students' positive display of respect and good manners.

- In dealing with students' breach of rules, teachers should stop students' improper acts at once and point out the severity of the problem to help them grasp the correct concept of right and wrong. Communication with parents should be maintained to help students discern right from wrong and correct their mistakes through home-school cooperation. Schools should regularly review the breach of rules by students and devise appropriate guidance and discipline strategies that are specific to the root cause. For example, if individual students have breached the law under the undue influence of others, apart from appropriate treatment when there are illegal activities, teachers should teach students how to stand firm against such influence through the related curriculum and guidance activities or seek help and make effective use of related external resources.
  
- At the student level, schools may consider adopting the following methods to prudently and timely address serious breaches of rules:
  - Teachers should stop the improper behaviour of the student concerned immediately to contain the influence of the acts. The case should be reported to the Discipline and Guidance Masters/ Principal, provided that the safety of the teacher and student concerned has been assured.
  
  - Depending on the severity of the incident, guidance and discipline teachers may have an interview with the student concerned immediately or after school. They should first stabilise the emotions of the student and then find out with patience the incident and factors associated (e.g. rebelliousness/ inclination to challenge authority, peer pressure/ instigation, low self-esteem/ attention seeking by imitating others, etc.). They should, in particular, find out whether the incident has involved other students or external organisations/ outsiders.
  
  - If external organisations/ outsiders are involved, the school should record all information collected during the interview, including the date, time, venue, persons and organisations involved. If suspected illegal acts are involved, the school may seek advice/ help from the Police Community Relations Officer/ School Liaison Officer of the Police district concerned. In case of a grave or emergency situation, the school should report to the

Police immediately.

- Guidance and discipline teachers may take an analytical look at the incident with the student concerned to draw the student's awareness towards the adverse effect and consequences that it may have on himself/ herself, other students and the school by means of reflection. A positive approach should be adopted to guide the student for improvement. If other students have been involved, teachers concerned should conduct interviews separately and learn more about the incident to handle the case properly.
- Guidance and discipline teachers may draw the attention of the student concerned to the relevant part of the school regulations and handle the incident in accordance with the school's reward and penalty system. While the student should be made responsible for the consequences he/ she has caused, counselling service should be made available as a follow-up service. During the period, the school should keep close contact with the parents, report the incident to them and provide them with updates about the actions being taken, so as to establish mutual trust and partnership.
- In the event that the student concerned refuses to correct his/ her behaviour after repeated advice, appropriate punishment should be imposed. A personalised follow-up plan specific to the causes of his/ her behavior should be drawn up to offer guidance and counselling in the long run. The objective is to rectify the student's improper behaviour as early as possible and help him/ her develop proper values, a sense of empathy and respect for others, as well as law-abidingness.
- For examples of incidents involving political propaganda in schools and the suggested ways of handling, please refer to Appendix 5.

### **Home-school Cooperation**

- Schools should organise more home-school cooperation and parent education activities (e.g. activities promoting moral, civic and national education) to enhance the cultivation of proper values and healthy lifestyles among students (including the correct use of social media and avoidance of exposure to improper online information).

- Schools may review the existing parent-child and parent education activities, and consider the inclusion of elements about Chinese culture. Schools may also conduct seminars for parents to assist them in helping children understand the spirit of the enactment of the National Security Law in a rational and positive manner and develop proper values.
- Schools may organise more workshops and small group activities for parents to learn the skills for helping children understand and analyse issues around them from multiple perspectives and discern right from wrong.
- Schools may also organise tea gatherings or learning circles for parents to share among one another their relevant experiences and insights, including ways to establish good parent-child communication, deal with parent-child conflicts, and release negative emotions of their children that stem from social disputes, etc.
- As announced in the 2022 Policy Address, all publicly-funded schools should organise at least one activity relating to national education for parents every year.

**Reference Notes for School Sponsoring Bodies<sup>7</sup>**  
**in Giving Directives to Sponsored Schools**  
**in respect of the Implementation of the National Security Law**

Following the implementation of the National Security Law, School Sponsoring Bodies (SSBs) are obligated to give directives to the Incorporated Management Committees/ Management Committees/ School Management Committees of their sponsored schools, requesting schools to formulate effective measures in accordance with the Education Ordinance, the Education Regulations, guidelines issued by the Education Bureau (EDB), the school vision and mission and specific school circumstances to safeguard national security, promote national security education and handle related matters in different aspects, including school administration, staff management and training, learning and teaching, student guidance, discipline and support, as well as home-school cooperation. SSBs should remind their sponsored schools of the following major principles and strategic points:

### **Major Principles**

- The Hong Kong Special Administrative Region (HKSAR) is an inalienable part of the People's Republic of China. Safeguarding national security is the constitutional duty of the HKSAR. This is also the common responsibility of all Hong Kong residents.
- Helping students understand the latest development of the country and enhance their sense of national identity is integral to the aims and goals of school curriculum, and is the inherent responsibility of schools.
- National security concerns every member of the public. Schools should explain to students the concepts related to national security, as well as the legislative background, provisions and significance, etc. of the National Security Law to ensure that students have accurate information, a clear understanding and correct interpretation of the National Security Law, recognise the importance of national security and have a correct understanding of the constitutional status of the HKSAR and the fundamental principles of the “One Country, Two Systems” policy.
- Schools are required to remind their staff and students to abide by the law. They should

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<sup>7</sup> As regards kindergartens and kindergarten-cum-child care centres, such reference is applicable to the school operators if they do not have a sponsoring body.

also step up efforts in preventing and stopping any teaching or other on-campus activities undertaken by any parties that are in breach of the Basic Law, the National Security Law and all laws applicable to Hong Kong so that the schools' normal operation and students' learning are not affected. They should strive to develop students into good law-abiding nationals and citizens who respect the spirit of the rule of law and shoulder the responsibility of safeguarding national security.

## Strategic Points

Area of work	Key points
School administration	<ul style="list-style-type: none"> <li>• Through different channels such as internal circulars/ guidelines, meetings, etc., enable school staff to understand and familiarise themselves with the legislative background, provisions, significance, etc. of the National Security Law, as well as relevant information disseminated by the Government.</li> <li>• By making reference to the guidelines issued/ updated by EDB from time to time, devise, in light of individual school circumstances, specific strategies and contingency measures, in order to create a peaceful and orderly school environment and atmosphere, foster students' proper values, and maintain a school campus free of political interference.</li> <li>• When conducting procurement, schools should incorporate specific clauses into the quotation/ tender documents to allow disqualification of a supplier and to terminate the contract in the interest of national security. For details, please refer to the updated "Guidelines on Procurement Procedures in Aided Schools" and/ or "Guidelines on Procurement Procedures in Kindergartens".</li> </ul>
Staff management and training	<ul style="list-style-type: none"> <li>• Handle appointment matters in accordance with the Employment Ordinance, the Education Ordinance, the Education Regulations, other relevant laws and employment contracts, as well as the Codes of Aid (applicable to aided schools) and relevant guidelines issued by EDB, including EDB Circular No. 7/2021 on Measures for Strengthening the Protection of Students: Appointment of Teaching</li> </ul>

Area of work	Key points
	<p>and Non-teaching Staff in Schools.</p> <ul style="list-style-type: none"> <li>• All public sector schools, Direct Subsidy Scheme schools and kindergartens joining the Kindergarten Education Scheme should ensure all newly-appointed teachers (including newly-joined teachers and teachers changing schools) have obtained a pass result in the Basic Law and National Security Law Test.</li>   <li>• Enhance staff management. Require all staff to study the “Guidelines on Teachers’ Professional Conduct” (the Guidelines) promulgated by EDB to make themselves aware of the requirements and expectations of EDB, schools and the community on teachers’ professionalism and conduct, and to perform their teaching and educating responsibilities in accordance with the Guidelines. Schools should remind teachers of the second code of the Guidelines, “Honour the rule of law”: be law-abiding, observe rules and regulations. Respect the lawful authority of the Government and the school. Enable all staff to acquire a correct understanding of the Constitution of the People’s Republic of China (the Constitution), the Basic Law of the Hong Kong Special Administrative Region of the People’s Republic of China (the Basic Law), and the Law of the People’s Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region (the Hong Kong National Security Law); consciously safeguard national security, social order and public interest; fulfill social responsibility and civic obligations; support and promote national education actively; cultivate in students a sense of belonging towards the country.</li>   <li>• Enrich the school-based guidelines on staff conduct by integrating the vision, mission and requirements on staff of the SSBs with the Guidelines for the reference and compliance of teachers and remind them of the importance of upholding professional conduct at all times and the dire consequences of violating professional conduct. School personnel are required to be law-abiding and shoulder the co-</li> </ul>



Area of work	Key points
	<p>responsibility of creating a peaceful and orderly environment and atmosphere in school.</p> <ul style="list-style-type: none"> <li>• Timely and duly follow up on matters relating to the job performance and conduct of school staff in accordance with the school-based staff management and appraisal system. Handle teachers’ professional misconduct in a serious manner. Where cases are substantiated after investigation, appropriate disciplinary actions should be taken with reference to the codes set out in the Guidelines and in accordance with the Employment Ordinance, Codes of Aid (applicable to aided schools) and the terms set out in the employment contract signed with the teachers concerned.</li> <li>• Publicly-funded schools should ensure newly-joined teachers and public sector schools should ensure promoted teachers to participate in the Mainland study tours according to EDB’s requirements and guidelines as the tours offer them more Mainland study opportunities to understand the development of our country and strengthen their capabilities of nurturing a sense of national identity in students.</li> <li>• Ensure their staff receive appropriate training on national security education, such as training programmes related to the Constitution, the Basic Law and the National Security Law organised by EDB and deepen their understanding of the rule of law in Hong Kong, “One Country, Two Systems” and national security.</li> <li>• For non-teaching staff (including school social workers, educational psychologists, speech therapists, coaches, instructors of interest classes, etc.) whose services are hired with school resources including government grants and other funding sources, schools are also required to ensure that their job performance and conduct comply with relevant requirements, including those for prevention of and stopping activities that are in breach of the Basic Law, the National Security Law and other laws.</li> </ul>

Area of work	Key points
Learning and teaching	<ul style="list-style-type: none"> <li data-bbox="450 219 1394 842">• Upon implementation of the National Security Law, primary and secondary schools are required to review and enrich the curriculum contents of relevant key learning areas (KLAs)/ subjects, Moral, Civic and National Education, the Constitution and the Basic Law, etc., with a view to promoting among students a clear understanding of the importance of national security, as well as the legislative background, provisions, significance, etc. of the National Security Law. This helps consolidate students' understanding of the country's development, Chinese culture, the Constitution and the Basic Law, thereby enhancing their sense of national identity and law-abidingness, and their awareness of the need and responsibility to safeguard national security.</li> <li data-bbox="450 913 1394 1267">• Make it clear to teachers that they should not promote personal political views or twisted values to students, make seditious remarks, incorporate into teaching/ learning materials content or information that is biased/ unsubstantiated/ inconsistent with the aims and goals of the curriculum, or even directly or indirectly instigate or tacitly support students to participate in political activities outside schools, etc. All these are unacceptable acts in breach of professional ethics.</li> <li data-bbox="450 1339 1394 2009">• Establish/ strengthen the school-based monitoring mechanism for regular review of the content and quality of learning and teaching resources in various KLAs/ subjects and across different subjects, so as to ensure that the design of school-based curriculum and the content and quality of learning and teaching resources (including printed and electronic library collections, printed and electronic textbooks of school-based design/ procured from outsider(s)/ ordered for students, teaching materials, online reading platforms, other electronic and online learning resources and test and examination papers) selected or developed are in line with the aims, goals and contents prescribed by the Curriculum Development Council for different key stages and appropriate to students' abilities and learning needs in terms of content and quality. The information should be</li> </ul>

Area of work	Key points
	<p>accurate, complete, objective and unbiased. To meet the teaching needs, it is a general practice for teachers to archive their work plans, selected or self-compiled teaching materials, student results, etc. Primary and secondary schools may continue with their internal monitoring mechanism, instructing that the school-based learning and teaching materials related to the Constitution, the Basic Law and national security education be archived and imposing a requirement for retention which should be no less than two school years so that such materials for relevant key stages of learning can be made available to SSBs, school management or EDB for inspection on a need basis<sup>8</sup>.</p>
<p>Student guidance, discipline and support</p>	<ul style="list-style-type: none"> <li>• In accordance with the school-based guidance and discipline policy, schools should explain clearly to students their requirements for students' behaviour so as to help students develop a sense of responsibility, commitment and law-abidingness.</li> <li>• In case individual students are found to have breached the rules, schools should adopt an appropriate guidance and discipline approach to help them improve. If the case is serious and the student concerned refuses to heed advice after repeated persuasion, the school should impose appropriate punishment and make referral to professionals for follow-up actions when necessary.</li> </ul>
<p>Home-school cooperation</p>	<ul style="list-style-type: none"> <li>• Maintain close communication with parents and enhance home-school cooperation by soliciting parents' support, understanding and collaboration, and join hands with parents to promote students' effective learning and healthy development, so as to help them become good nationals and citizens who observe rules and laws.</li> </ul>

<sup>8</sup> If the school-based curriculum is designed for a key stage, schools should archive the full set of curriculum materials for 3 years to facilitate scrutiny of the curriculum design and its progressive development holistically.

## [Template for school's reference and deployment]

To: Chief School Development Officer ( )/ Joint Office for Kindergartens and Child Care Centres

**Work Plan on Implementation of Measures to Safeguard National Security and Promote National Security Education**School Year

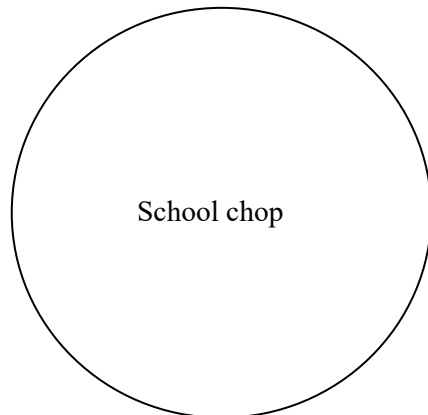
School Name: \_\_\_\_\_

Area	Measure(s)	Assessment Method	Implementation Timetable	Person-in-charge	Resources Required
School administration	<p><u>Example (primary and secondary schools):</u></p> <p>(1) Enhance continuously the working group and related mechanism on safeguarding national security and national security education:</p> <ul style="list-style-type: none"> <li>– to review continuously related administration guidelines of school to facilitate the promotion of national security education;</li> <li>– to plan and coordinate continuously the implementation of activities and measures related to national security education;</li> <li>– to strengthen and promote</li> </ul>	Teacher questionnaire/ observation	20XX/XX whole school year	.....	.....

Area	Measure(s)	Assessment Method	Implementation Timetable	Person-in-charge	Resources Required
	<p>communication and collaboration among different stakeholders to strengthen students' virtue cultivation and the related work on guidance and discipline; and</p> <ul style="list-style-type: none"> <li>– to review continuously the strategies and contingency measures to prevent political activities from permeating the school.</li> </ul>				
	<p>(2) Review continuously the books, publications and leaflets, etc. to avoid involving contents that endanger national security:</p> <ul style="list-style-type: none"> <li>– apart from regular review of the printed and electronic library collections, check the library books inside classrooms and electronic books uploaded on other online resources or online learning platforms to ensure the school activities will not involve acts or activities that endanger national security.</li> <li>– to enhance continuously the mechanism and guidelines of reviewing printed and electronic library collections, working group carries out sample checking on whether the related administration</li> </ul>	Observation/ sample checking	September to October 20XX	.....	.....

Area	Measure(s)	Assessment Method	Implementation Timetable	Person-in-charge	Resources Required
	work is implemented according to the guidelines.				
	(3) Review continuously the school's mechanism and procedures for organising activities to ensure that activities held under the name of the school (including student activities, extra-curricular activities, talks by external guest speakers, activities organised by alumni or parent-teacher associations for students, activities engaging outside instructors, etc.) do not involve acts and activities that endanger national security.	Observation/ event evaluation	September to October 20XX	.....	.....
	<p><u>Example (kindergartens):</u></p> <p>Since there is a small number of teachers (X persons) in our school, it is difficult for us to form a working group on safeguarding national security and national security education. Nevertheless, our staff will make concerted effort to take part in the work concerned.</p>	Teacher questionnaire/ observation	20XX/XX whole school year	.....	.....
Staff management					

Area	Measure(s)	Assessment Method	Implementation Timetable	Person-in-charge	Resources Required
Staff training					
Learning and teaching					
Student guidance, discipline and support					
Home-school cooperation					
Others					



Signature of supervisor: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

**[Template for school's reference and deployment]**

To: Chief School Development Officer ( )/ Joint Office for Kindergartens and Child Care Centres

**Annual Report on Measures related to Safeguarding National Security and National Security Education**

School Year

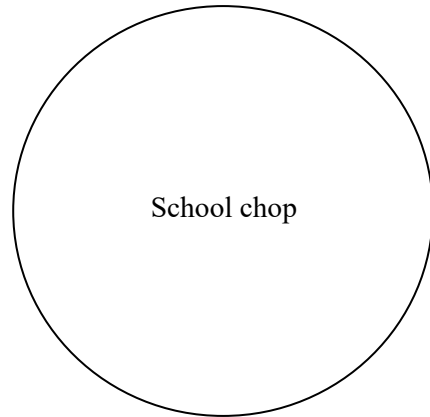
School Name: \_\_\_\_\_

Area	Measure(s)	Implementation Situation	Effectiveness and Reflection
School administration	<p><u>Example (primary and secondary schools):</u></p> <p>Refine the mechanism on school premises management (regular checking on hired out school facilities and printed and electronic library collections).</p>	<p>After the first inspection in [month] 20XX, the working group has conducted another inspection on all the floors and facilities at school before the end of school term in [month] 20XX.</p> <p>The Library Team has formulated the mechanism of reviewing the library collections. The working group has directed the School Curriculum Leader and the Library Team to conduct full review of the printed and electronic library collections before the beginning of 20XX/XX school year to avoid keeping books that endanger national security.</p> <p>Vice principal and General Affairs Team</p>	<p>After the inspection on all floors, no words, graffiti or objects endangering national security were found within the campus.</p> <p>Apart from the inspection by the working group, the school has to formulate effective mechanism to allow staff and students to report the display of contents that endanger national security within the campus.</p> <p>All printed and electronic library collections have been reviewed. Newly procured printed and electronic library collections have been checked by school administrative staff</p>



Area	Measure(s)	Implementation Situation	Effectiveness and Reflection
		<p>have updated the guideline on hiring out of school premises and facilities and incorporated the clauses to inform the hiring organisations not to conduct activities involving political propaganda or endanger national security and inform all staff in the staff meeting in [month] 20XX.</p>	<p>according to the newly formulated mechanism on review of library collections.</p> <p>School has hired out the school hall for [X] times in the 20XX/XX school year and strictly adhered to the guideline on hiring out of school premises and facilities.</p>
	<p><u>Example (kindergartens):</u></p> <p>Staff will make concerted effort to take part in the work related to safeguarding national security and national security education.</p>	<p>A meeting was held on [dd.mm.20XX] to discuss the work plan for implementing measures related to safeguarding national security and national security education.</p>	<p>On [dd.mm.20XX], [event] in which [X] participants took part was held. The participants included..... and they responded that.....</p>
Staff management			
Staff training			
Learning and teaching			
Student guidance, discipline and support			

Area	Measure(s)	Implementation Situation	Effectiveness and Reflection
Home-school cooperation			
Others			



Signature of supervisor: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

## **Handling the Behaviour and Conduct of School Staff in response to the Implementation of the National Security Law**

A school is a place for students' learning and development. School personnel of all levels (including school management and all teaching and non-teaching staff) must make all efforts to maintain a peaceful and orderly school environment and atmosphere, to help students develop proper values and a sense of national identity and to facilitate their learning and healthy development. As an important role model for students, teachers play a vital role in passing on knowledge and nurturing students' character. Similarly, non-teaching staff (including specialist staff) who have much contact with students in their daily work also play a vital role in facilitating the learning and development of students. To safeguard students' well-being, schools must therefore handle the conduct and job performance of teaching and non-teaching staff in a prudent manner.

### **Professional Ethics of School Staff**

2. Teachers have the mission of imparting knowledge and skills, enlightening students, nurturing their character, passing on cultural traditions and grooming talents for the country and society. Teachers are role models for students, and their words and deeds, conduct and values have a profound impact on students. Therefore, teachers must uphold professional conduct, show good morals, proper values and attitudes; respect the law and observe the code of conduct acceptable to society; and strive to uphold the honour, dignity and ethics of the education profession so as to live up to the expectations of society on teachers' moral standard and values. EDB promulgated the "Guidelines on Teachers' Professional Conduct" ("the Guidelines") in mid-December 2022 with the aim of clearly stipulating the professional conduct and norms of behaviour required of teachers so that they could have self-awareness and self-discipline in upholding professionalism, and remind each other to abide by the Guidelines together, so as to protect students' well-being, ensure the quality of education, safeguard the education profession, national security and social order. The Guidelines compiled eight codes of professional conduct required of teachers and set out the examples of the "dos" and "don'ts" of behaviour respectively for teachers' observance and compliance. SSBs may make reference to the Guidelines and give directives to the school governance authorities (including Incorporated Management Committees/ Management Committees/ School Management Committees) under their sponsorship. School governance authorities may make reference to the Guidelines when devising measures on staff management and professional development plans.

3. The Guidelines are applicable to all registered teachers in Hong Kong (including principals, vice-principals and teachers of different ranks). As for the specialist staff employed by schools (or providers of support services hired through external organisations) including school social workers/ guidance personnel, educational psychologists, speech therapists, occupational therapists, physiotherapists and nurses, etc. their words and deeds should also conform to standards generally acceptable to society. School governance authorities may stipulate requirements of staff conduct with reference to the Guidelines. Generally speaking, teaching and non-teaching professional staff (including specialist staff) in schools must adhere to the code of practice and conduct of their profession, and whether in schools or in private life, observe the law as well as ethics and code of conduct acceptable to society, so that their behaviour and professional performance live up to the expectations of society and schools.

### **Abiding by the National Security Law**

4. School personnel of all levels must abide by the National Security Law and all laws applicable to Hong Kong. As a good national, one should shoulder the basic responsibility of safeguarding national security.

5. A school is a place for students to learn. School personnel of all levels are obligated to prevent any illegal activities from taking place in schools and eliminate any attempt to turn schools into venues for expressing political aspirations. They should make all efforts to maintain a campus free of political interference so that the school's normal operation and students' learning and healthy development are not affected.

6. As the employer, a school should convey to all staff its requirements for job performance and professional ethics. If an employee is found to have committed any act of disrespecting the country, the school should give appropriate advice or warning, and pay attention to this employee's future performance accordingly.

7. As an important role model for students, teachers should abide by the law and should never directly or indirectly assist or induce, or tacitly allow students to engage in illegal activities. Once noticed, any such engagement must be stopped immediately and follow-up actions should be taken seriously.

8. Any staff member who commits an act against the National Security Law or other

laws applicable to Hong Kong shall bear the corresponding responsibilities and serious consequences, and schools should not evade such issues. In case of doubt, schools should seek advice from their own existing channels. If suspected illegal acts are involved, schools may approach the Police Community Relations Officer/ School Liaison Officer of the Police district concerned for assistance. In case of a grave/ emergency situation, schools should report to the Police immediately.

### **Checklist for Handling Misconduct of Staff**

9. A school should go through the following checklist when handling misconduct cases of its employees:
- (a) How serious is the misconduct case?
  - (b) Who should be assigned to handle the case?
  - (c) Does the crisis management team need to be activated?
  - (d) Is any line-to-take or press release required for replying to media enquiries? (For further details, please refer to Section 4.4.2 – Dealing with the media and public bodies of the School Administration Guide.)
  - (e) Has the case been made known to parents? If yes, how would the school respond to parent enquiries?
  - (f) Are interview records, written statements and information collected properly kept?
  - (g) Do the written statements and interview records contain a detailed account of what has happened? Is information including the date/ time/ place of the misconduct case and specific acts of the accused staff member properly recorded? Have the statements made individually been properly signed and dated?
  - (h) Should the school staff with suspected misconduct be suspended from duties?
  - (i) Should the Police Community Relations Officer/ School Liaison Officer of the Police district concerned be consulted?
  - (j) Is the misconduct case of criminal nature?
  - (k) Has the misconduct case of criminal nature been reported to the Police/ Hong Kong Independent Commission Against Corruption (ICAC), whichever is appropriate?
  - (l) Has an Incorporated Management Committee/ Management Committee meeting been summoned to consider the findings of investigation, any disciplinary actions deemed necessary and/ or the actions required after criminal proceedings or investigation, including but not limited to arrest or apprehension by the Police/ ICAC?
  - (m) Has the misconduct case together with any relevant materials, including the investigation reports, details of the court verdict (if available), etc., been filed with

the District School Development Section/ Joint Office for Kindergartens and Child Care Centres concerned?

**Sample**

(For schools' reference)

**School Statement**

It has come to our knowledge that an organisation known as “[*name of the organisation established in the name of the school*]” has recently emerged to call on our teachers and students to express their support for a particular stance on the political issue of [*e.g. political declaration and/ or activities*] by means of [*form of action/ activity*]. We hereby declare that the remarks, stance and acts of this organisation are not related to our school and do not represent the stance of our school or our teachers/ students. We are very much concerned that the activities that our students are asked by this organisation to join may be illegal. We therefore strongly advise our students to refrain from participating in these activities. Our teachers will also pay extra attention to students and offer proper guidance as necessary. We hope parents can also pay close attention to their children and give them proper advice. It is deeply regrettable that without our consent, the above organisation has disseminated messages, initiated and organised activities in the name of our school, and by so doing aroused the concerns and doubts of our students, their parents and stakeholders of our school.

A school is a place for students to learn. No one should use it for expressing political aspirations, not to mention inciting students to indicate their stance on political issues or even take part in political activities. The entire staff of our school will remain committed and strive to prevent political interference in school. Together, we will safeguard the well-being of our students and help them discern right from wrong by rational thinking.

[Incorporated Management Committee/  
Management Committee/  
School Management Committee]

### Examples of Incidents Involving Political Propaganda in Schools and Suggested Ways of Handling

Scenario/ Example	Suggested Ways of Handling
Wearing garments/ ornaments/ badges/ items that carry political message(s) on campus	<ul style="list-style-type: none"> <li>• School personnel should immediately advise students to stop doing so and explain to them that such actions may cause disputes among students because of differences in political beliefs and worsen peer relationship. Teachers should also emphasise that the campus is not a place for expressing political aspirations.</li> <li>• Depending on the specific contents conveyed and the circumstances, school personnel should remind the students the likelihood that the acts concerned would contravene the National Security Law or other laws applicable to Hong Kong. If suspected illegal acts are involved, the school may consult the Police Community Relations Officer/ School Liaison Officer of the Police district concerned. In case of a grave/ emergency situation, the school should report to the Police immediately (Note).</li> <li>• The school should inform the parents concerned as soon as possible and handle the issue together through home-school cooperation.</li> </ul>
Chanting slogans, forming human chains, posting slogans/ publicity materials or singing songs which carry political message(s) within the campus	
Damaging school facilities (e.g. graffiti) for political propaganda or expressing certain political views or demands	<ul style="list-style-type: none"> <li>• School personnel should immediately advise students to stop doing so and remind them the likelihood of contravening the National Security Law or other laws applicable to Hong Kong. If suspected illegal acts are involved, the school may consult the Police Community Relations Officer/ School Liaison Officer of</li> </ul>
Possessing or displaying items that are allegedly advocating “Hong Kong independence”, promoting/ expressing hatred or violence	



Scenario/ Example	Suggested Ways of Handling
	<p>the Police district concerned. In case of a grave/ emergency situation, the school should report to the Police immediately (Note).</p> <ul style="list-style-type: none"> <li>• The school should inform the parents concerned as soon as possible and handle the issue together through home-school cooperation.</li> </ul>
<p>Requesting peers/ others to express their political stance or coercing peers into supporting their own political stance by means of bullying</p>	<ul style="list-style-type: none"> <li>• School personnel should immediately advise students to stop doing so and make clear to them the school’s stance of “zero tolerance” towards bullying.</li> <li>• The school should clearly elucidate that the school is not a place for expressing political aspirations.</li> <li>• The school should inform the parents concerned as soon as possible and handle the issue together through home-school cooperation.</li> </ul>
<p>Initiating, organising or participating in class boycotts</p>	<ul style="list-style-type: none"> <li>• School personnel should immediately advise students to stop doing so and make them realise that the school is strongly against all forms of class boycotts as such activities are greatly detrimental to their learning.</li> <li>• The school should clearly elucidate that the school is not a place for expressing political aspirations.</li> <li>• The school should inform the parents concerned as soon as possible and handle the issue together through home-school cooperation.</li> </ul>

Initiating or participating in activities	<ul style="list-style-type: none"> <li>• School personnel should immediately advise</li> </ul>
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Scenario/ Example	Suggested Ways of Handling
<p>in contravention of the rules outside the campus, including assemblies and processions not brought to the attention of or not approved by the Police</p>	<p>students to stop doing so and remind students that participation in assemblies and processions which have not been notified to or have been objected by the Police may constitute an offence of unlawful assembly or contravene other laws. In case of a grave/emergency situation, the school should report to the Police immediately (Note).</p> <ul style="list-style-type: none"> <li>• School personnel should remind students that the school uniform represents the school as well as all its teachers and students. Misbehaving while wearing the school uniform would tarnish the school's reputation. Students should not wear school uniforms when participating in activities which are not organised or approved by the school (including any form of political activity).</li> <li>• The school should inform the parents concerned as soon as possible and handle the issue together through home-school cooperation.</li> </ul>

Note: Please make a record of the suspected illegal acts, the people involved and details of the situation. When needed, the school should report and provide the relevant information to the Police for follow-up.