# 關愛之家

## 義工守則

前言

「關愛之家」於 1999 年由何桂萍修女及一眾熱心人士創辦，主要服務因家庭問題而無法與家人

同住之女童，為她們提供住宿地方、生活技能訓練和心理輔導服務。關愛之家主要服務 12-18 歲之

在學女童。

義工服務計劃能幫助參與者發揮個人潛能、服務社會，而本家舍服務亦可透過不同的人力資源得以發展，亦增加外界對本家舍的認識。

義工守則

（一） 個人義工

1. 申請人必須思想成熟、性格獨立，不為任何物質報酬而願意提供服務。
2. 每位義工申請人必須經過甄選，並簽署義工合約，方能正式成為本家舍義工。
3. 合約期間，義工應盡心提供服務及遵守合約要求，並與中心主任保持聯絡，共同商討有關服務之問題。
4. 義工應尊重本家舍的宗旨及工作方針，在服務期間所得悉有關個人及家舍的資料，要絕對保密；服務完結後，不得帶離家舍。
5. 義工如停止服務本家舍超過半年，如希望重新為舍員服務，需要重新接受甄選和簽署合約。
6. 為舍員提供義工服務的特別須知:
	1. 如無中心主任批准，義工不能私下邀約舍員外出或私下交換任何聯絡方法(例如：手提電話、電郵、社交賬戶等)。
	2. 在攝影/攝錄前，需先通知職員，讓職員諮詢舍員同意方可進行；所得之相片/錄像/錄音不能公開刊登及保存，例如︰通訊軟件傳閱、社交網站等。
	3. 義工是否可帶舍員外出則按舍員及義工情況作個別考慮；活動前需訂明日期、時間、地點及活動內容，及最少於三天前得到中心主任之批准。
	4. 義工不可與舍員有任何身體接觸。
	5. 義工不可與舍員有金錢往來及禮品饋贈。
	6. 義工有責任向社工報告與舍員接觸期間的特殊狀況，以及舍員的違規行為，讓社工作出跟進。
7. 本家舍保留終止與義工合作的權利。

（二） 團體義工

1. 申請服務團體必須為一註冊團體或附屬於某一註冊團體/公司，提供服務之所有成員必須為十六歲或以上人士。
2. 申請服務團體須為本家舍提供持續性之服務，平均最少半年內服務一次，服務內容及性質需與本家舍配合。
3. 參與服務人士應尊重本家舍的宗旨及工作方針，在服務期間所得悉有關個人及家舍的資料，要絕對保密；服務完結後，不得帶離家舍。
4. 為舍員提供義工服務的特別須知同上。
5. 本家舍保留終止與服務團體/公司合作的權利。

（三） 聯絡方法

關愛之家

地址：青衣長青邨青葵樓 207-214 室

電話：2337 7692

傳真：2336 6741

電郵：info@hcgirls.org

網址：[www.hcgirls.org](http://www.hcgirls.org/)

Foreword

# Home Care For Girls

## Code of Conduct for Volunteers

The Home Care for Girls (“HCG”) is a non-profit organization founded in 1999 by Sr. Ho Kwai Ping, Agnes FMM, and a group of devoted individuals with a shared vision of helping young girls in crises. It provides a safe and caring home-like environment where girls under extreme stress can experience compassion and live a stable life away from problematic family situations. It also provides girls with life skills training and counseling services. Our service targets are school girls between 12 and 18 years of age.

The volunteer service scheme aims to provide opportunities for participants to actualize their potential and to serve the community. Through networking with different human resources, it is hoped that our service can be further developed and better known to the public.

Code of Conduct for Volunteers

1. Individual volunteer
	1. Applicant must be mature, independent, and willing to serve without any material reward.
	2. Every volunteer applicant must have passed screening and signed a volunteer contract before officially becoming a volunteer of HCG.
	3. During the contractual period, volunteer should serve with his/her full endeavor, comply with the requirements stipulated in the contract, and keep the Center in Charge well informed of issues arising from the service.
	4. Volunteers should respect the mission and directives of HCG, and upkeep the confidentiality and privacy of all personal and organization information acquired during the service. Upon conclusion of the service, no such information can be taken away from HCG.
	5. If a volunteer has a break of service for more than half a year and wants to serve HCG members again, he/she needs to pass the screening and sign the contract again.
	6. Special Instructions for Volunteer:
		1. Without the approval of the Center in Charge, volunteer is not allowed to invite girls to go out or exchange any contact details (such as mobile phones, emails, social accounts, etc.) privately.
		2. Before taking pictures/recordings, the staff must be notified first, so that the staff can consult the girl for consent; the resulting photos/videos/recordings cannot be published and saved in the public domain, such as communication software circulation, social networking sites, etc.
		3. Whether volunteer can take girls out will be considered case by case according to the situation of the girl and volunteer; the date, time, location, and activity nature must be specified prior to the event, and approval by the Center in Charge must be obtained at least three days in advance.
		4. Volunteer is not allowed to have any physical contact with the girl.
		5. Volunteer is not allowed to exchange money or give gifts to the girl.
		6. Volunteer has the duty and responsibility to report to the social worker any special circumstance encountered during the contact with the girl, as well as the rule breaking behaviors of the girl so that the social worker can follow up as appropriate.
	7. HCG reserves the right to terminate cooperation with volunteers.
2. Group Volunteers
	1. The organization applying for service must be a registered organization or affiliated with a registered organization/company, and all members providing services must be 16 years old or above.
	2. The organization applicants for service must be able to provide continuing services for HCG with at least once in six months in average, and the content and nature of the service must be compatible with HCG.
	3. Those who participate in the service should respect the mission and directives of HCG, and upkeep the confidentiality and privacy of all personal and organization information acquired during the service. Upon conclusion of the service, no such information can be taken away from HCG.
	4. Special Instructions for Volunteers (Same as point 6 above for individual).
	5. HCG reserves the right to terminate cooperation with service groups/companies.
3. Contact method

Home Care For Girls

Address: Unit No.207-214, 2/F., Ching Kwai House, Cheung Ching Estate, Tsing Yi, N.T., Hong Kong.

Telephone：2337 7692

Fax：2336 6741

E-mail：info@hcgirls.org Website：[www.hcgirls.org](http://www.hcgirls.org/)

**Home Care For Girls 關愛之家**

Tel 電話:2337-7692 Fax 傳真:2336-6741 Email 電郵:info@hcgirls.org Website 網頁[:www.hcgirls.org](http://www.hcgirls.org/) Address: 207-214, 2/F., Ching Kwai House, Cheung Ching Estate, Tsing Yi, N.T.

地址 : 新界青衣長青邨青葵樓 207-214 室

Application for Volunteer 申請成為關愛義工

I, the undersigned, hereby apply for volunteer of “Home Care for Girls” with effect from (date).

我，簽署於此，申請成為「關愛之家」會員/義工，並於＿＿＿＿＿＿＿年＿＿＿＿＿月＿＿＿＿＿＿日起生效。

Given below are my personal particulars for your record:

以下乃本人資料，作為存檔之用：

|  |
| --- |
| Name 姓名: (English 英文) (Chinese 中文)  |
| E-mail 電郵:  | Gender 性別:  |
| Contact Tel. 聯絡電話:  | I.D.No.身份證號碼: (頭 4 位數字) |
| Correspondence Address 聯絡地址: |
| I also wish to participate in the following activity(ies) of the Home:本人希望想參與家舍以下之活動(請選取適當方格，可多於一個選擇）* Fundraising 籌款
* Tutorial Class 功課輔導
* Computer Work/Training 電腦工作/培訓
* Music Class 音樂培訓
* Housework 家務工作
* Organizing Activities 統籌課餘活動
* House Parent 宿舍家長
* Others 其他
 |

Declaration 聲明:

* I have read the code of conduct for the volunteers of HCG. I agree with all the items and respect the

mission and directives of HCG.

本人已充份閱讀「關愛之家」的義工守則，同意遵守義工守則各項目。並樂意尊重本家舍的宗旨及工作方針。

Signature 簽署: Date 日期：＿＿＿＿＿＿＿＿＿

All information received will be kept in confidential and for internal use only.

個人/機構資料只供內部使用。