



JOCKEY CLUB
SARAH ROE SCHOOL
賽馬會普樂學校



JCSRS Guidelines on domestic helpers providing support to students involved in school activities



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Background

ESF recommends that schools avoid having too many non-ESF employees inside the school premises during school hours due to:

- (1) complexity of insurance coverage if there is an accident involving the helpers
- (2) when there is an emergency evacuation from the school premises

Guidelines

1. With the approval from the SLT, teachers and therapists, can request that parents send in the domestic helper to support a student for the following:
 - class outings
 - out-of-school activities
 - training of a helper to adopt the same support approach being used at school
2. Upon entering the school building all domestic helpers must sign in/out at the front office and get a "Visitor" badge.
3. For those who attend school on a regular basis, eg on every Thursday at a specific time or every day during lunch hour, the teacher-in-charge fills in the attached Request Form (Appendix 1) and submits to the Principal/Vice Principal for approval.
4. Parents may request (via the PTA coordinator) that a domestic helper accompanies their son/daughter on the bus to and/or from school. Domestic helpers are to leave the school premises during the school hours.
5. Helpers who join school outings wait in the front foyer 10 mins before the bus departure time. For insurance purpose the teacher in charge ensures the helper's details are listed on the bus outing form.
6. Helpers who come to pick up students at the end of the day enter the school premises after 2:30 pm and wait in the front foyer.
7. All helpers stay in the designated waiting area and not to other rooms without prior approval from the front office (who will coordinate and check with respective teachers).

Request Form

To:	JCSRS Principal/Vice Principal
From:	(Teacher-in-charge)

Part 1:

I would like to arrange the domestic helper of _____ (student name) to provide support to the student.

Duration (Dates)	to
Special Role(s)	

Part 2:**Personal Details of the domestic helper:**

Family Name		First Name(s)	
Preferred Name / Known As		HKID Number	
Nationality			

Contact Details:

Mobile Telephone:	Home Telephone:
Home Address in Hong Kong:	

Emergency Contact Details in Hong Kong:

Name	Contact Details (Mobile Essential)
Relationship	Email

Emergency Medical Information (If any): In the event of an emergency, if I am incapacitated, the medical services should be made aware of the following:

Allergies	
Medical Conditions	

Self-declaration by the domestic helper on criminal record and working with children

	Signature
I declare that there is no reason why I should not be working with children	

	Signature
I declare that I do not hold any criminal record in Hong Kong or any other country, worldwide.	
OR	
I declare that I have had criminal conviction(s). I have attached relevant documentary proof and brief details are below:	

Insurance

	Signature
I am covered by the insurance arranged by my employer.	

I have provided true information. I have read the Code of Conduct for ESF/JCSRS (below), Confidentiality Clause and will act in a safe, professional manner to support an engaging, enjoyable and sustainable learning environment.

Signed:	
Name:	
Date:	

Part 3:

Approved by: _____ (JCSRS Principal/Vice Principal)

Date: _____

The information submitted on this form is being collected in accordance with the ESF Personal Data Handling Policy and its related personal Information Collection Statements ("PICS"). A copy of the PICS can be found on the ESF website (<http://www.esf.edu.hk/>) by clicking on the "About ESF" tab.

JCSRS Guiding Statement
Our Vision is for every student to be the best they can be.

ESF Code of Conduct

As members of ESF, we commit to:

- **being passionate about learning and teaching;**
- **having high expectations for every student;**
 - **empowering the people we work with;**
 - **discovering and building talent;**
- **respecting the needs and rights of others;**
 - **fostering cultural understanding;**
- **building trust through demonstrating integrity;**
- **being accountable for what we do and the resources we use;**
- **taking care of our environment to help ensure the future of our world;**
 - **continually improving our practice.**

Confidentiality clause

At all times, whether during or subsequent to the volunteer service/intern placement, I will treat all privileged information gathered from Jockey Club Sarah Roe School/English Schools Foundation (ESF)/ESF Educational Services Ltd. (ESL) and/or its clients on a strictly confidential basis. I will not either verbally, electronically or in writing:

- (a) divulge or communicate any confidential information relating to Jockey Club Sarah Roe School/ESF/ESL to any person, company, business entity or other organisation;
- (b) use any confidential information relating to Jockey Club Sarah Roe School/ESF/ESL for my own purposes or for any purposes other than those of Jockey Club Sarah Roe School/ESF/ESL; or
- (c) through any failure to exercise due care and diligence, cause any unauthorised disclosure of any confidential information relating to Jockey Club Sarah Roe School/ESF/ESL.

The term “confidential information”, regardless of the medium in which it is contained, shall mean business, financial information, results and forecasts (save to the extent that these are included in published audited accounts), any proposals relating to transactions of Jockey Club Sarah Roe School/ESF/ESL, any proposed expansion or contraction of activities, details of staff members, contractors, and officers and of the remuneration and other benefits paid to them, personal information about students or families and any information which the volunteer is told is confidential and any information which has been given to Jockey Club Sarah Roe School/ESF/ESL in confidence by students, parents, suppliers or customers or other persons.

All notes, memoranda, records, test and examination results, price or cost information, lists of students, suppliers or customers, and staff members, correspondence, documents, computer, peripheral device, and other discs and tapes, data listings, codes and other documents and material whatsoever (whether made or created by the volunteer or otherwise) relating to the business and affairs of Jockey Club Sarah Roe School/ESF/ESL (and any copies of the same):

- (a) shall be and remain the property of Jockey Club Sarah Roe School/ESF/ESL; and
- (b) shall be handed over to Jockey Club Sarah Roe School/ESF/ESL, or irrevocably deleted from any computer and/or word processing system in the Volunteer’s possession or under the Volunteer’s control, on demand and in any event on the termination of this volunteer service.

Jockey Club Sarah Roe School/ESF/ESL reserves all rights against the Volunteer/Intern (including but not limited to commencing any legal action against the Volunteer/Intern) if the Volunteer/Intern is found to be in breach of any obligations under this clause.