

香港特別行政區政府
保安局



The Government of the
Hong Kong Special Administrative Region
Security Bureau

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28th October 2024

Dear Parents,

Arrangements for Expansion of the Sexual Conviction Record Check Scheme

The Government will expand the scope of the Sexual Conviction Record Check (SCRC) Scheme and launch a series of enhancement measures in mid-December 2024. To join hands with parents in protecting children and mentally incapacitated persons (MIPs), we hereby write to introduce the scheme and encourage parents in need to make effective use of it.

Purpose of the SCRC Scheme

The Government has been actively implementing various measures to protect children and MIPs from sexual abuse. Among them, in order to minimise the risks of this category of persons being sexually abused, the Hong Kong Police Force (the Police) implemented the SCRC Scheme in December 2011 to enable employers of persons undertaking child-related or MIP-related work to check whether prospective employees eligible to use the SCRC Scheme have any criminal conviction records against sexual offences in the specified list¹, and take this into account as one of the factors for appointment. The SCRC Scheme is **voluntary in nature** and the checking can only be conducted with the consent of the prospective employees. During the validity period of checking, the check results of the applicants will be updated to the Auto-telephone Answering System (ATAS) on a daily basis. Their authorised employers can have unlimited times of access to the check results through the ATAS.

¹ The specified list can be found on SCRC's website www.police.gov.hk/scrc

Enhanced arrangements for the SCRC Scheme

1. Expansion of the SCRC Scheme

At present, the SCRC Scheme covers (i) prospective employees, (ii) contract renewal staff, and (iii) staff assigned by outsourced service providers to other organisations or enterprises² for child-related or MIP-related work.

In Phase 1 of the expansion, we will expand the scope of the SCRC Scheme to cover **“prospective” self-employed persons in mid-December 2024**. At present, employers of eligible SCRC users are limited to organisations or enterprises. After the expansion of the SCRC Scheme, **employers will also include individuals**, such as **parents** who hire self-employed tutors. Parents may request “prospective” self-employed persons, for example, private tutors, music teachers, sports coaches, persons providing door-to-door services, etc., to undergo the checking. The SCRC Scheme will remain **voluntary in nature**. The parents themselves may decide whether SCRC is necessary after assessing the risks of individual work.

2. Online application platform and other enhanced arrangements

To cope with the surge in number of applications after Phase 1 of the expansion of SCRC Scheme, the Police will implement the following enhanced arrangements:

- (i) **Launch an online application platform:** To process applications by electronic means, enabling members of the public to submit application forms and related documents, enquire about application status and pay application fees via the online platform;
- (ii) **Introduce 24-hour fingerprint-taking locations:** In addition to the existing SCRC Office at the Police Headquarters, the Police will introduce 24-hour fingerprint-taking service in six designated police stations across the territory (North Point, Yau Ma Tei, Ngau Tau Kok, Tuen Mun, Sha Tin and Tsuen Wan). Applicants can make appointments to have their fingerprints taken in one of the above seven locations at their convenience, even outside normal business hours; and

² For example, schools, residential care homes for disabled persons, elderly homes, private tutorial centres, private interest/activity institutions, etc

- (iii) **Extend validity period of checking:** The validity period will be extended from 18 months to 36 months, so as to reduce the number of re-applications and renewal applications arising from expiry of the validity period.

Application Procedures

Parents who wish to engage “prospective” self-employed persons in undertaking child-related or MIP-related work may request the persons to be appointed (i.e. the applicants) to undergo the SCRC. Parents should provide the eligible applicants with a documentary proof to acknowledge that the applicants are likely to undertake the related work, and that they have read the Notes to Employers and fully understood the terms and conditions of the service as well as their responsibilities contained therein. Applications for SCRC should then be submitted to the SCRC Office of the Police by the applicants on a voluntary basis.

In all events, parents shall not use the SCRC as a means of screening candidates. Parents should only request applicants to undergo the SCRC when they have confirmed their intention to employ the applicants, i.e. at the last stage of the employment process. Besides, parents shall neither pass the checking code, checking password or other personal data of the applicants to any unrelated person, nor use the personal data for any purpose other than the intended employment purpose.

Please visit the SCRC website at www.police.gov.hk/scrc for details. Parents may also download the template of the documentary proof of employment and the Notes to Employers from the website. The Government will upload promotional videos onto the website and social media platforms in due course to keep the public abreast of the latest arrangements of the SCRC Scheme.

Yours sincerely,

(Original Signed)

(Sandy CHEUNG)
for Secretary for Security