

**Protocol on Conducting Family Conference for Juveniles  
Cautioned under the Police Superintendent's Discretion Scheme  
(Revised in August 2009)**

**Purpose**

Pursuant to the review of Family Conference (FC) completed in July 2005, the revised protocol on conducting FC for juveniles who are cautioned under the Police Superintendent's Discretion Scheme (PSDS) has been implemented since 1 January 2007. To reflect the new arrangement for secretarial support and recent revisions in the Referral Memo, Consent Form and Background Report of Juvenile Offender, the protocol has been further revised and put into effect on 15 August 2009.

**Background**

2. In its *Report on the Age of Criminal Responsibility in Hong Kong* released in May 2000, the Law Reform Commission recommended that -

- (a) the minimum age of criminal responsibility should be raised from seven to ten years of age; and
- (b) the rebuttable presumption of *doli incapax*, i.e., a child is incapable of committing a crime, should continue to apply to children of ten and below 14 years of age.

In this connection, the Legislative Council (LegCo) Bills Committee on Juvenile Offenders (Amendment) Bill 2001 was set up in July 2002 to examine issues of raising the minimum age of criminal responsibility (minimum age). After thorough examination and in-depth deliberation, the Bill was passed by the LegCo on 12 March 2003 raising the minimum age to ten years of age. The Juvenile Offenders (Amendment) Ordinance 2003 came into effect on 1 July 2003.

3. When considering the Administration's proposal of raising the minimum age, the Bills Committee has brought up concerns about the availability of appropriate support services for children both below and above the minimum age who have committed crimes and made a number of suggestions on enhancing service provision. In response, the Administration has pledged to –

- (a) strengthen existing measures for referring children / juveniles who have been brought to the attention of the Police due to their non-law abiding behaviour; and
- (b) introduce a formalized system in the form of Family Conference to decide on the appropriate actions to deal with young offenders.

4. Against the above background, the following measures to strengthen the existing referral mechanism were launched-

(A) Enhanced accessibility of professional support services

5. The Police will serve a Youth Services Information Leaflet to parents / guardian as well as the unruly children (including those released after police investigations) who offended the law. The leaflet serves to bring to the attention of parents / guardians the problems of their children and encourage them to seek professional assistance available by government departments and NGOs as listed on the leaflet. Apart from Chinese and English, the Police have also translated the leaflet into other languages to cater for the needs of ethnic minorities.

6. Moreover, if consent of the parents / guardian is obtained, the Police will refer the subjects to Social Welfare Department (SWD) or Education Bureau (EDB) for follow-up.

(B) Enhanced referral mechanism

7. Direct points of contact at working level have been established between the Police and the District Social Welfare Office (DSWO) of the SWD / the Non-attendance Cases Team of the EDB to strengthen police referrals of unruly children for follow-up services.

8. DSWO of SWD or Non-attendance Cases Team of EDB will assess the needs and service demands of individual children for onward referral to appropriate services unit for follow-up actions.

**Introduction of Family Conference for juveniles cautioned under PSDS**

9. The FC was launched on 1 October 2003 with an objective to bring together

family members of cautioned juveniles and professionals from relevant government departments / agencies to

- (a) **assess the needs** of the juveniles; and
- (b) **draw up follow-up plans** to assess the needs identified through the joint efforts of related professionals.

#### Criteria for calling Family Conference

10. FC is applicable when-

- (a) the Police Superintendent exercising the caution considers that the juvenile is **in need of the services of three or more parties**, e.g. the Police (Juvenile Protection Section), SWD, EDB, NGOs, Department of Health (D of H), Hospital Authority (HA), and so on; **or**
- (b) the juvenile is given a **second or further caution**.

11. As FC is operated on a voluntary basis, the **parents / guardian** of the juvenile cautioned under PSDS should have given **consent** for

- (a) the Police to transfer the personal data of the juvenile to all parties concerned; and
- (b) parties concerned to convene the FC.

12. The final decision as to whether a FC is required will rest with SWD with a SWD officer chairing the FC since the department is the principal agency responsible for support services for youth-at-risk and its officers have the professional knowledge in assessing the needs of and devising welfare plans for this group of juveniles.

#### Workflow for convening Family Conference

13. Pursuant to the review completed in July 2005, the workflow for FC has been revised and set out hereunder-

***Step 1: Police Superintendent to assess whether criteria for calling FC are met***

14. The Police Superintendent exercising the caution, if he / she considers the criteria set out in paragraph 10 are met, will instruct the Police OC Case to make referral to SWD for consideration to convene FC if consent from the parents / guardian is obtained.

***Step 2: Police OC Case to make referral to SWD for consideration whether FC is required***

15. On receiving the instruction from the Police Superintendent, the Police OC Case will-

- (a) inform the juvenile and his / her parents / guardian that a FC may be required;
- (b) obtain consent from the parents / guardian, by completing the **Consent Form (Revised 2009) at Annex 1**, for passing the juvenile's personal data / case information to SWD for consideration and further disclosure of the data and information to other relevant government department(s) / NGO(s) when a FC is considered necessary; and
- (c) refer under cover of the completed **Referral Memo (Revised 2009) at Annex 2**, the **Consent Form** together with the **Background Report of Juvenile Offender (Revised 2009) at Annex 3** and other relevant information of the case, with the third party's personal data taken out, to relevant DSWO of SWD according to the **residential address of the juvenile's parents / guardian by fax at least two weeks before the date of caution**. A list of SWD's DSWOs is at **Annex 4**.

***Step 3: SWD to consider whether FC is required***

16. Upon receipt of the referral from the Police, the receiving DSWO of SWD will assign a **designated officer** at the Social Work Officer rank with working experience in casework setting to assess whether FC is required and to inform the referring Police OC Case accordingly.

The designated officer will-

- (a) based on the information provided by the Police in the referral, assess and decide whether a FC should be convened for the juvenile and notify the Police OC Case of the decision within **three working days** from the date of receipt of referral;
- (b) if FC is considered necessary, with the secretarial support from the social worker of the NGO running the Community Support Service Scheme (CSSS) in respective district as appropriate, invite parties concerned, including the Police OC Case, to attend the FC by issuing **Notification Letter at Annex 5**, together with the **Consent Form**, the **Background Report of Juvenile Offender** and other relevant information of the case received from the Police;
- (c) notify the parents / juvenile of the date, time and place of the FC to be convened when it is conducted not on the same date of the caution. Assistance from the Police OC Case may be sought when need arises;
- (d) if FC is considered not necessary; inform the Police OC Case by the **Reply Memo at Annex 6**.

***Step 4: SWD / Police to prepare prior to FC***

17. Upon confirmation by SWD's designated officer that FC will be convened for the juvenile referred by the Police, the Police OC Case will-

- (a) notify the Police Superintendent;
- (b) if Juvenile Protection Section (JPS) is a party to be invited for the FC, notify the regional JPS / OC Regional Intelligence Unit, Marine (OC RIU Marine) where the juvenile is residing, of the date, time and venue of the FC and provide the **Background Report of Juvenile Offender** as well as other relevant documents. The telephone and fax number of JPSs are at **Annex 7**;
- (c) notify the parents / guardian of the juvenile about the arrangement of the FC if it is to be conducted on the same day of the caution; and

(d) reply to SWD by completing the **Reply Slip** at *Annex 8* to confirm attendance at the FC.

18. The designated officer will-

(a) liaise with the Police OC Case to confirm the date and time of the caution, and the venue if it is to be convened in police premises;

(b) if subsequently the FC is decided not to be conducted on the same day of the caution, duly notify the parents / guardian of the juvenile and relevant parties about details of the new arrangement; and

(c) chair the FC according to the guidelines set out below.

19. A chart summarizing the revised workflow for determining whether FC is required and preparing for convening FC is at *Annex 9*.

#### Time and venue for convening FC

20. If a FC is assessed to be necessary, it should, as far as possible, be convened on the same date of the caution, and as far as practicable, be at the police station where the caution is administered so as to facilitate the attendance of the parents / guardian and the juvenile. If this is not possible, it should be held on a later date that is convenient to all parties concerned as determined by the Chairperson, normally **within ten working days** from the date of the juvenile's caution.

#### Participants of FC

##### ***Chairperson***

21. The Chairperson for FC should be a SWD officer designated by relevant DSWOs of SWD according to the residential address of the juvenile's parents / guardian and is currently-

(a) at the rank of Social Work Officer; and

(b) having working experience in casework setting.

## ***Members***

22. The departments / agencies which have specific responsibilities in formulating support and supervision plan can be invited to send their representatives to attend the FC according to the need of individual case. These representatives may include-

- (a) Officer commanding the JPS of the Region or equivalent in the Marine Region where the juvenile is residing, or a designated officer in his / her absence;
- (b) Police OC Case or his / her representative who is familiar with the Police case;
- (c) SWD officer(s) from relevant services units in the district where the juvenile's parents / guardian is residing or from services units of which the juvenile is a known case;
- (d) Inspector of the Non-attendance Cases Team or the Psychological Services Section of EDB; [for contact person, please refer to ***Annex 10***];
- (e) Medical officer and / or Clinical Psychologist of the D of H / HA; [for contact person, please refer to ***Annex 10***];
- (f) Social worker from NGOs running the CSSS in respective districts, who may also need to provide secretarial support if required by the Chairperson;
- (g) Social worker from NGO services units operating family services / young people services in respective districts or of which the juvenile is a known case as appropriate;
- (h) Personnel from school including school social worker where the juvenile is studying only if the case is known to school; and
- (i) Any other relevant party who is likely to contribute in working out an expedient welfare plan for the juvenile.

## ***Parents / Guardian***

23. The juvenile and his / her parents / guardian must be present. As a good practice, their full participation during the entire FC should be arranged unless in exceptional circumstances where full participation will hinder / jeopardize the formulation of a follow-up plan that best suits the juvenile. Under such circumstances, consensus regarding participation of the juvenile and his / her parents / guardian has to be reached among parties involved prior to the FC.

### Follow-up on decision of FC

24. Upon endorsement of the follow-up plan agreed and recommended by parties taking part in the FC, the Chairperson will appoint a **key worker** to make the necessary referral(s) for the juvenile and his / her family to relevant services units for follow-up services. The key worker can be a social worker from SWD or NGO [*the Chairperson may make reference to SWD's 'Guidelines on Assignment of Case Manager' (January 2003) and other relevant current practice / consensus in the welfare sector with regard to the assignment of key worker*]. Unless otherwise agreed in the FC, the key worker would be the main person performing post-conference liaison with the JPS and other parties concerned, if appropriate, with regard to follow-up services for the juvenile and his / her family.

25. The Chairperson is required, with the secretarial support from the social worker of the NGO running the CSSS in respective district as necessary, to complete the **Record of Family Conference at Annex II** and forward a copy of the Record to all parties who have taken part in the FC as well as respective DSWOs of SWD for record purpose.

26. Sharing and communication among parties involved in the follow-up work is essential to enhance the effectiveness of intervention. In case of any significant changes such as closure of case or re-offending of the juvenile, department(s) / NGO(s) concerned should report the current situation to parties still actively handling the case.

27. Monitoring of case development is not among the roles and functions of FC. Instead, existing mechanism for case supervision and monitoring in casework settings of SWD / NGOs / EDB and so on will be followed to ensure the proper implementation of the agreed follow-up welfare plan.

28. The Chairperson and members of the FC may be required to provide feedback and relevant statistics in due course for evaluation purpose.

Roles and responsibilities of parties involved in FC

29. The roles and responsibilities of parties involved in FC for juvenile cautioned under the PSDS are at *Annex 12*.

**Overview of enhanced support services for children / juveniles below and above the minimum age**

30. For an overview of the enhanced support services for children / juveniles below and above the minimum age, please refer to the flow chart at *Annex 13*.

**The Youth and Corrections Branch, Social Welfare Department  
The Child Protection Policy Unit, Hong Kong Police Force**

**Revised in August 2009**

**Personal Data 個人資料****Consent Form for Referral**

Police Report No. : \_\_\_\_\_

This serves to confirm that I give my consent for the police to make a referral to

- Social Welfare Department/ Non-governmental Organisations (NGOs)\*;
- Education Bureau;
- Name of other Department/Agency: \_\_\_\_\_.

I hereby also authorise the Police to provide details of the case under reference and the below listed personal data to the above for further arrangement and application of the services / family conference\*.

Name	Relationship	Proof of ID No.	Date of Birth
	Self		
	* My son / daughter		

Signed by : \_\_\_\_\_  
(Name of Parents / Guardian)

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

Signed by : \_\_\_\_\_  
(Name of Witness)

\* Delete as appropriate



**個人資料 Personal Data**

JPS Ref. No. \_\_\_\_\_  
RN No. \_\_\_\_\_

**BACKGROUND REPORT OF JUVENILE OFFENDER**

*(The Case Officer should complete Parts I, II & Part III (A, B, C) prior to consideration of SP's Discretion and Part III (D, E) prior to submission to JPS for index.)*

**Part I      DETAILS OF JUVENILE OFFENDER**

A. Personal Particulars

Name: \_\_\_\_\_ (in English) \_\_\_\_\_ (in Chinese)  
 Occupation \_\_\_\_\_ Sex: \_\_\_\_\_ Native Place and Dialect: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
 Birth Certificate/HKID/Other proof of Identity No.: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 \_\_\_\_\_ Tel.: \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile)

B. Education Background

Name of school*	Period	Level(s) attended	Reason for Leaving

\* Listed in chronological order with the most recent one first.

Academic performance at school: 

Above average	Average	Below average
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Does the juvenile offender have any record of truancy? 

Yes	No
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Does truancy happen frequently? 

Yes	No
-----	----

Reason : \_\_\_\_\_

Does the juvenile offender take part in any extra curricular activities organized by the school? 

Yes	No
-----	----

Has the juvenile offender ever consulted a Student Guidance Officer or School Social Worker? 

Yes	No
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*(Note: Reference should be Made to FPM 34-08 para. 12(c) on police procedures in any contact with the juvenile offender's school)*

Reason : \_\_\_\_\_

Name of SGO/SSW: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Name of the school: \_\_\_\_\_

C. Work Background

Current Occupation _____	Full time	Part time
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Company Name \_\_\_\_\_

Income \$ _____	Daily	Weekly	Monthly
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Length of employment to date \_\_\_\_\_ months

Working address \_\_\_\_\_

\_\_\_\_\_ Tel.: \_\_\_\_\_

Previous Employment:

Occupation*	Period	Reason of Leaving

\* Listed in chronological order with the most recent one first.

D. Health Background

Does the juvenile offender have any physical and/or mental health problem and/or drug/medication ?	Yes	No
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If yes, please specify: \_\_\_\_\_

Name and contact information of the responsible officer or institution, if any: \_\_\_\_\_

E. Social Background

What are the juvenile offender's hobbies, leisure activities?

\_\_\_\_\_

Is the juvenile offender a member of any youth organization?	Yes	No
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If yes, please fill in the table below:

Name of Organization	District	Period

Places Frequented:

Name	Location

Does the juvenile offender receive regular pocket money?  
Amount HK\$ \_\_\_\_\_ 

Yes	No
-----	----

Does the juvenile offender have any curfew hour set by  
parents/guardian? 

Yes	No
-----	----

Is the juvenile offender free to leave/return home? 

Yes	No
-----	----

Is **he/she** receiving any support/counselling services?  
If yes, please specify: \_\_\_\_\_ 

Yes	No
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Name and contact information of the responsible social worker / officer / institution,  
if any: \_\_\_\_\_

**F. Offence Details and Missing Record**

Present offence(s):

Date of offence: \_\_\_\_\_ Time of offence: \_\_\_\_\_ hours

Location of offence: \_\_\_\_\_

Has the juvenile offender been arrested/charged and/or the subject of any  
Superintendent's Discretion (PSDS) before? If yes, please fill in the  
details below: 

Yes	No
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Date	Offence(s)	Case Result (Arrested/Charged/PSDS)	Period and Frequency of Visit by JPS officer

Has the juvenile offender been reported missing to police and/or the  
subject of Care or Protection Order before? If yes, please fill in the  
details below: 

Yes	No
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Date	RN No.	Reason for Missing (specify if Care or Protection Order applied)

**Part II FAMILY BACKGROUND**

**A. Natural Father / Step Father / Guardian (delete as appropriate)**

Name: \_\_\_\_\_ (in English) \_\_\_\_\_ (in Chinese)  
 I/D No. \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Place of Birth: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Income: \$ \_\_\_\_\_ Working Address: \_\_\_\_\_  
 \_\_\_\_\_ Tel.: \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile)  
 Situation of Natural Father (if appropriate): Died / Divorced Natural Mother /  
 Separated from Natural Mother

**B. Natural Mother / Step Mother/ Guardian (delete as appropriate)**

Name: \_\_\_\_\_ (in English) \_\_\_\_\_ (in Chinese)  
 I/D No. \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Place of Birth: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Income: \$ \_\_\_\_\_ Working Address: \_\_\_\_\_  
 \_\_\_\_\_ Tel.: \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile)  
 Situation of Natural Mother (if appropriate): Died / Divorced Natural Father /  
 Separated from Natural Father

**C. Other Family Members (including those living apart)**

Name	Relationship	Sex	Age	Occupation	Living with Offender (Y/N)

**D. Non-family Members Living in the Same Household (if any)**

Name	Relationship	Sex	Age	Occupation

**E. Social Services / Supervision Received**

Is the **family** receiving any services from the Social Welfare Department or any voluntary organization or under their supervision? 

Yes	No
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Type of Services / Supervision: \_\_\_\_\_  
 Name of Social Worker: \_\_\_\_\_ Tel. No. \_\_\_\_\_

The above information has been read by me / to me.

Signature of the interviewee \_\_\_\_\_  
 Signature of the parents/guardian \_\_\_\_\_  
 Signature of interviewing officer \_\_\_\_\_  
 Date \_\_\_\_\_

**Part III FAMILY CONFERENCE**

A. Did the case fall within the criteria for calling a FC? 

Yes	No
-----	----

B. Did the SP administering the caution consider a FC necessary? 

Yes	No
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**If yes, please answer all questions below: -**

(i) under which criteria?  
 (1) services from 3 or more agencies are needed; 

1	2
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 (2) for second or further caution.

(ii) services from which agencies were recommended to be in need?

JPS	SWD	EDB	CSSS	D of H	HA	Others : _____
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C. Did the parent/guardian of the juvenile offender consent to a FC. 

Yes	No
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*(The Case Officer should complete Part III (D, E) prior to submission to JPS for index.)*

D. Did the designated officer of SWD decide a FC to be convened? 

Yes	No
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E. Did SWD convene a FC for the cautioned juvenile? 

Yes	No
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**Remark: Please delete as appropriate for the questions with choices.**

Signature of the OC Case: ( \_\_\_\_\_ )

Name of the OC Case: \_\_\_\_\_

Tel. No. \_\_\_\_\_

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

**DISTRICT SOCIAL WELFARE OFFICES**  
**SOCIAL WELFARE DEPARTMENT**  
社會福利署 地區福利辦事處

**CENTRAL WESTERN, SOUTHERN AND ISLANDS DISTRICT SOCIAL WELFARE OFFICE**  
中西南及離島區福利辦事處

7/F, Harbour Building, 38 Pier Road, Central, Hong Kong

香港中環統一碼頭道38號海港政府大樓7樓

傳真 fax: 2581 4196 / 2517 3676

電郵 email: docwsienq@swd.gov.hk

DSWO(CW/S/I)

中西南及離島區福利專員

Reg. 總務組

KOK Che-leung

郭志良

28523115

Miss LUK Lai-hing

陸麗卿女士

28523133

**EASTERN AND WAN CHAI DISTRICT SOCIAL WELFARE OFFICE**

東區及灣仔區福利辦事處

Room 1101-1104, Stanhope House, 734 King's Road, North Point, Hong Kong

香港北角英皇道734號樂基中心1101-1104室

傳真 fax: 2564 4259

電郵 email: doewenq@swd.gov.hk

DSWO(E/W)

東區及灣仔區福利專員

Reg. 總務組

Mrs YUK KWOK Lai-sum

沃郭麗心女士

25624730

Miss LEUNG Siu-yung

梁笑容女士

25624153

25618365

**KWUN TONG DISTRICT SOCIAL WELFARE OFFICE**

觀塘區福利辦事處

7/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon

九龍觀塘鯉魚門道12號東九龍政府合署7字樓

傳真 fax: 2347 7378

電郵 email: doktenq@swd.gov.hk

DSWO(KT)

觀塘區福利專員

Reg. 總務組

LAM Ka-tai

林嘉泰

23470047

Mrs CHAN HONG Siu-lai

陳康笑麗女士

27752950

**WONG TAI SIN AND SAI KUNG DISTRICT SOCIAL WELFARE OFFICE**

黃大仙及西貢區福利辦事處

Unit 801, 8/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon

九龍黃大仙龍翔道138號龍翔辦公大樓8樓801室

傳真 fax: 2326 9550

電郵 email: dowskenq@swd.gov.hk

DSWO(WTS/SK)

黃大仙及西貢區福利專員

Reg. 總務組

Miss Cecilla LI

李婉華女士

23069501

Mrs Shirley LEUNG

梁陳鳳蘭女士

23069511

23069512

### **KOWLOON CITY AND YAU TSIM MONG DISTRICT SOCIAL WELFARE OFFICE**

#### **九龍城及油尖旺區福利辦事處**

Room 503, 5/F, Mongkok Government Offices, 30 Luen Wan Street, Kowloon

九龍旺角聯運街 30 號旺角政府合署 5 樓 503 室

傳真 fax: 2764 1242

電郵 email: dokcytmenq@swd.gov.hk

DSWO(KC/YTM)

九龍城及油尖旺區福利專員

Reg. 總務組

Mrs LAI FUNG Po-kun, Barbara 23031843

黎馮寶勤女士

Miss Judy CHAN 23992385

陳麗娟女士

### **SHAM SHUI PO DISTRICT SOCIAL WELFARE OFFICE**

#### **深水埗區福利辦事處**

3/F, High Block, Nam Cheong Community Centre, Nam Cheong Estate, Kowloon

九龍深水埗南昌邨南昌社區中心 高座 3 樓

傳真 fax: 2729 8244

電郵 email: dosspenq@swd.gov.hk

DSWO(SSP)

深水埗區福利專員

Reg. 總務組

Mrs YUE LIU Mai-ye, Elaine 23605337

余廖美儀女士

Ms CHAU Yuen-ping 23605258

周炫冰女士

### **SHA TIN DISTRICT SOCIAL WELFARE OFFICE**

#### **沙田區福利辦事處**

Room 708, 7/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, N.T.

新界沙田上禾輦路一號沙田政府合署 7 樓 708 室

傳真 fax: 2691 0852 / 2604 7371

電郵 email: dostenq@swd.gov.hk

DSWO(ST)

沙田區福利專員

Reg. 總務組

Ms WONG Ka-wing, Caran 21586600

王嘉穎女士

Miss CHUCK So-sum, Alfer 21586655

卓素心女士

### **TAI PO AND NORTH DISTRICT SOCIAL WELFARE OFFICE**

#### **大埔及北區福利辦事處**

4/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po Market, N.T.

新界大埔墟鄉事會街 8 號大埔綜合大樓 4 樓

傳真 fax: 2650 3090

電郵 email: dotpnenq@swd.gov.hk

DSWO(TP/N)

大埔及北區福利專員

Reg. 總務組

Mrs Alice LEUNG 26537712

梁王秀薇女士

SHE Chung-tim 31839360

舒從添

### **YUEN LONG DISTRICT SOCIAL WELFARE OFFICE**

#### **元朗區福利辦事處**

6/F, Yuen Long Government Offices & Tai Kiu Market, 2 Kiu Lok Square, Yuen Long, N.T.

新界元朗橋樂坊 2 號元朗政府合署暨大橋街市 6 樓

傳真 fax: 2474 5982

電郵 email: doylenq@swd.gov.hk

DSWO(YL)	FU Tsun-hung	24777672
元朗區福利專員	符俊雄	
Reg. 總務組	TANG Kwai-fat	24752663
	鄧貴發	24778742
		24752125

### **TSUEN WAN/KWAI TSING DISTRICT SOCIAL WELFARE OFFICE**

#### **荃灣及葵青區福利辦事處**

3/F, Princess Alexandra Community Centre, 60 Tai Ho Road, Tsuen Wan, N.T.

新界荃灣大河道 60 號雅麗珊社區中心 3 樓

傳真 fax: 2413 6374

電郵 email: dotwktenq@swd.gov.hk

DSWO(TW/KwT)	NG Ka-him	24939944
荃灣及葵青區福利專員	吳家謙	
Reg. 總務組	Ms WONG Shuk-yee	24939434
	王淑儀女士	

### **TUEN MUN DISTRICT SOCIAL WELFARE OFFICE**

#### **屯門區福利辦事處**

Room 204, 2/F, Tai Hing Government Offices, 16 Tsun Wen Road, Tuen Mun, N.T.

新界屯門震寰路 16 號大興政府合署 2 樓 204 室

傳真 fax: 2459 3993

電郵 email: dotmenq@swd.gov.hk

DSWO(TM)	Ms LEUNG Kwai-ling	24643344
屯門區福利專員	梁桂玲女士	
Reg. 總務組	Ms Queenie NG	24641645
	伍惠愛女士	24645341

二零零九年八月修訂  
(Revised in August 2009)

個人資料 Personal Data

## Sample of Notification Letter



Our Ref. :  
Your Ref. :  
Tel. No. :  
Fax No. :  
E-mail :

(Date)

To: See Distribution

Dear Sir/Madam,

### Family Conference for Juveniles Cautioned under the Police Superintendent's Discretion Scheme

*Name of juvenile* : \_\_\_\_\_  
HKID / BC / other proof  
of identity no. : \_\_\_\_\_  
Sex /age : \_\_\_\_\_  
Address & tel. no. : \_\_\_\_\_  
Address of parents /  
guardian (if different) : \_\_\_\_\_

The above-named juvenile was involved in / arrested in connection with\* a case of \_\_\_\_\_ (Police Ref. No. \_\_\_\_\_) and will be cautioned under the Police Superintendent's Discretion Scheme. The case was referred to the Social Welfare Department for assessment as to whether a Family Conference is required with the consent of the parents / guardian of the juvenile.

Taking into consideration the case background, a Family Conference is considered necessary in order to draw up a follow-up plan for the juvenile through joint efforts of related professionals. In this connection, I would like to invite you to attend the Family Conference to be held within ten working days from the date of Police's caution in accordance with *the Revised Protocol on Conducting Family Conference for Juveniles cautioned under PSDS*\*<sup>1</sup>.

\*<sup>1</sup> The Protocol can be downloaded from the Homepage of the Social Welfare Department at <http://www.swd.gov.hk>



**個人資料 Personal Data**

**REPLY MEMO**

<p><i>From</i> <u>Director of Social Welfare</u></p> <p><i>Ref.</i> _____ <i>in</i> _____</p> <p><i>Tel. No.</i> _____</p> <p><i>Fax. No.</i> _____</p> <p><i>Date</i> _____</p>	<p><i>To</i> <u>Commissioner of Police</u></p> <p style="text-align: right;">Police Superintendent responsible for _____ )</p> <p><i>(Attn.:</i> <u>exercising the discretion</u></p> <p><i>Your Ref.</i> _____ <i>in</i> _____</p> <p><i>dated</i> _____ <i>Fax. No.</i> _____</p> <p><i>Total Pages</i> _____</p>
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**Family Conference for Juveniles Cautioned under PSDS**

**Name of juvenile** :  
 HKID / BC / other proof  
 of identity no. :  
 Sex / Age :  
 Police Ref. No. :

I refer to your memo of \_\_\_\_\_ (date) referring the above-named juvenile for consideration of convening a Family Conference.

2. After considering the **Background Report of Juvenile Offender** and relevant information from your investigation, a Family Conference is assessed to be **not necessary** due to the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. The case is being handled by \_\_\_\_\_ (name of worker) of \_\_\_\_\_ (name of agency), who can be contacted at \_\_\_\_\_ (tel. no.).

( \_\_\_\_\_ )  
 for Director of Social Welfare

c.c. Police OC Case (Tel. No. and Fax No.)

**Telephone and Fax No. of  
Police Juvenile Protection Sections (JPS)**

<b>Unit</b>	<b>Tel. No.</b>	<b>Fax No.</b>	<b>E-mail</b>
JPS HKI	2860 7892	2200 4413	ip-sip-rcpo-hki@police.gov.hk
JPS KE	2767 1529	2716 9131	ip-sip-rcpo-ke@police.gov.hk
JPS KW	2761 2341	2714 0869	ip-sip-rcpo-kw@police.gov.hk
JPS NTN	2666 4332	2667 8094	ip-sip-rcpo-ntn@police.gov.hk
JPS NTS	3661 1293	2200 4671	ip-sip-rcpo-nts@police.gov.hk
RCPO MAR	2803 6179	2886 4719	ip-sip-riu-mar@police.gov.hk

**個人資料 Personal Data**

To: Chairperson, Family Conference / Social Welfare Department  
(Attn.: \_\_\_\_\_ )  
Fax No.: \_\_\_\_\_

**Family Conference for Juveniles Cautioned under  
the Police Superintendent's Discretion Scheme**

**Reply Slip**

*Name of juvenile* : \_\_\_\_\_  
**HKID / BC / other proof of  
identity no.** : \_\_\_\_\_  
**Sex /age** : \_\_\_\_\_  
**Police ref. no.** : \_\_\_\_\_  
**Date and time of Family  
Conference** : \_\_\_\_\_

I shall attend the Family Conference for the above-named juvenile.

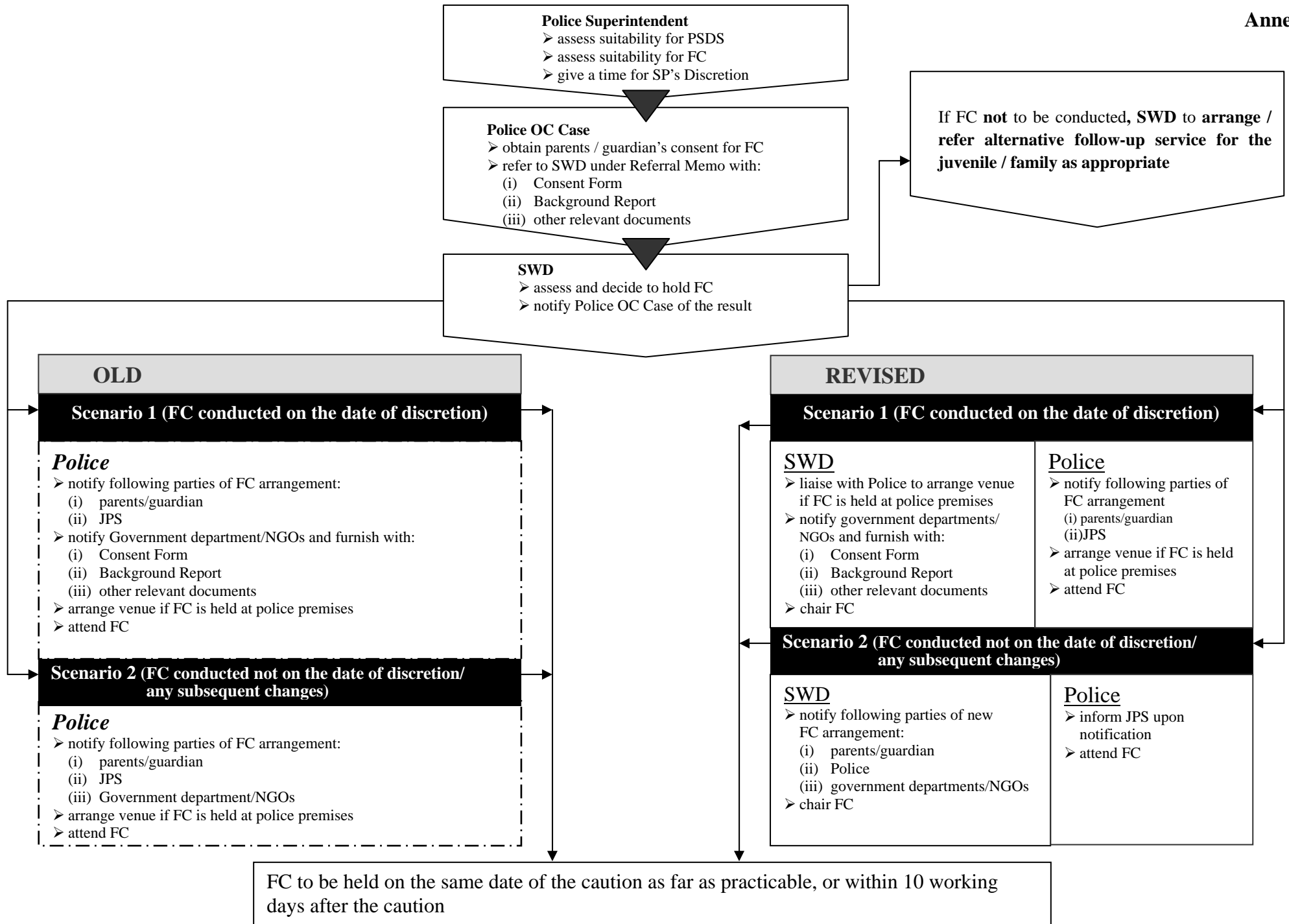
I shall not be able to attend the Family Conference  
and \_\_\_\_\_ shall attend the Conference on my behalf.

I / The Officer concerned\* can be contacted at tel. no.: \_\_\_\_\_

Name : \_\_\_\_\_  
Post : \_\_\_\_\_  
Agency : \_\_\_\_\_  
Date : \_\_\_\_\_

\* *delete as appropriate*

# Comparison of Old and Revised Workflow for Conducting Family Conference



**Contact persons on matters relating to Family Conference**

The Education Bureau

Mr Henry Yip  
Inspector (Placement and Support)<sup>4</sup>  
Education Bureau  
Tel. No. 3698 4388  
(responsible for co-ordination of placement provision for dropout students aged between six and 15)

Ms Cheung Miu-yee  
School Development Officer (Educational Psychology Service / Hong Kong and Kowloon)<sup>11</sup>  
Education Bureau  
Tel. No. 2863 4637  
(responsible for school support service for students with school adjustment difficulties)

The Labour and Welfare Bureau

Miss Vicky Cheung  
Assistant Secretary for Labour & Welfare (Welfare)<sup>1C</sup>  
Labour and Welfare Bureau  
Tel. No. 2810 3432  
(for co-ordination concerning participation of the Department of Health)

The Hospital Authority

Dr Winnie Tse  
Consultant (Paediatrics)  
Queen Elizabeth Hospital  
Tel. No. 2958 6741  
Fax No. 2384 5204  
E-mail: [tsewy@ha.org.hk](mailto:tsewy@ha.org.hk)  
(for co-ordination concerning participation of the Hospital Authority)

個人資料 Personal Data

*Record of Family Conference*

Name of juvenile : \_\_\_\_\_  
HKID / BC / other  
proof of identity no. : \_\_\_\_\_  
Sex / age : \_\_\_\_\_  
Address / Tel. No. : \_\_\_\_\_  
Police Ref. No. : \_\_\_\_\_

*Details of Conference*

Date / Time of  
Conference : \_\_\_\_\_  
Venue : \_\_\_\_\_

Participants

Name	Post / Relationship with the Juvenile	Organization / Agency
1. Juvenile-in-question		
2.		
3.		
4.		
5.		
6.		
7.		

*Decisions reached*

1. Key worker  
Name : \_\_\_\_\_  
Post / Agency : \_\_\_\_\_  
Contact tel. no. : \_\_\_\_\_

2. Needs of the juvenile and his/her family as identified in the Conference:

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_
- (e) \_\_\_\_\_
- (f) \_\_\_\_\_

3. Follow-up services to be arranged and by whom:

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_
- (e) \_\_\_\_\_
- (f) \_\_\_\_\_
- (g) \_\_\_\_\_

4. Need for subsequent Conference:

- Yes, reason: \_\_\_\_\_
- No

Any other remarks

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature :

Name of Secretary : \_\_\_\_\_  
(If applicable) \_\_\_\_\_  
Post / Agency : \_\_\_\_\_

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

Signature :

Name of Chairperson : \_\_\_\_\_  
Post / Agency : \_\_\_\_\_

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

## **Roles and Responsibilities of Parties involved in Family Conference**

### Police Superintendent (SP) exercising the caution

The SP exercising the caution will -

- (a) consider whether the criteria for FC are met and instruct the OC Case to make referral to SWD for consideration to convene FC subject to consent from the parent / guardian of the juvenile to convene the FC is obtained;
- (b) if the criteria for FC are considered not applicable, include the **Post-PSDS visiting instruction** on the case file immediately after administering the discretion; and
- (c) consider referring the juvenile offender to respective agencies such as SWD, EDB and the Community Support Service Scheme (CSSS) for services if the criteria for FC are considered not applicable.

### Police OC Case

The OC Case will –

- (a) recommend to the SP whether the criteria for FC are met;
- (b) on receiving the instruction from the SP to make referral to SWD for consideration to convene FC, inform the juvenile and his / her parents / guardian regarding the possibility of calling a FC and obtain consent from the parents / guardian for the Police to refer the juvenile and pass his / her personal data / case information to SWD;
- (c) refer to the District Social Welfare Officer of SWD of the district where the parents / guardian of the juvenile resides using the **Referral Memo**, together with the parents' / guardian's **Consent Form, Background Report of Juvenile Offender** and other relevant information of the case (with third party's personal data taken out) at least two weeks before the date of caution;
- (d) if SWD decides that a FC will be convened, notify the SP, and liaise with the designated officer of SWD to arrange the venue if it is to be convened in police premises;
- (e) notify the parents / guardian of the juvenile about the arrangement of the FC if it is to be convened on the same day of the caution;

- (f) inform regional JPS / OC Regional Intelligence Unit, Marine (OC RIU MAR) of the date, time and venue of the FC and provide them with the **Background Report of Juvenile Offender**, parents' / guardian's **Consent Form**, other relevant information relating to the case (with third party's personal data taken out);
- (g) attend the FC in person or appoint a representative who is familiar with the Police case to attend on his/her behalf; and
- (h) complete Part III of the Background Report of Juvenile Offender after the Family Conference.

Officer Commanding JPS / OC Regional Intelligence Unit, Marine (OC RIU MAR)

The JPS or the OC RIU MAR or his / her designated officer of the Region where the juvenile is residing will -

- (a) attend the FC upon invitation and take follow-up actions as recommended in the Conference, if any;
- (b) perform post-conference liaison with other agencies concerned and arrange joint visit / assessment if situation warrants;
- (c) attend subsequent conference(s) to be held on need basis; and
- (d) compile necessary statistical returns in respect of FC held and declined, etc.

Designated Social Work Officer (SWO) / Social Welfare Department (SWD)

The designated SWO assigned by District Social Welfare Officers of SWD will -

- (a) assess and decide whether a FC should be convened based on the information provided by the Police;
- (b) notify the OC Case of the decision whether a FC will be convened within three working days from the date of receipt of the referral;
- (c) if it is decided that a FC will be convened, liaise with the referring OC Case to confirm the date, time and venue of the FC, if it is to be convened in police premises. The FC should, as far as possible, be convened on the same date of the caution, and as far as practicable, be at the police station where the caution is administered;

- (d) with the secretarial support from the social worker of the NGO running the CSSS in respective district as necessary, issue **Notification Letter** to invite parties concerned including the Police OC Case to attend the FC and forward to them the Background Report of Juvenile Offender, parent's / guardian's Consent Form, and other relevant information relating to the case as well as the **Reply Slip**;
- (e) notify the parents / juvenile of the date, time and place of the FC to be convened when it is not conducted on the same date of the caution. Assistance from the Police OC Case may be sought when need arises;
- (f) if subsequently the FC is decided not to be conducted on the same day of the caution, duly notify the parents / guardian of the juvenile and relevant parties about details of the new arrangement;
- (g) chair the FC, and during the process -
- facilitate discussions and exchange of information among participants for the purpose of identifying the needs of the juvenile and to formulate a follow-up welfare / supervision plan to address those needs;
  - introduce appropriate welfare services / resources to the juvenile and his / her parent / guardian;
  - encourage the juvenile and his / her parents / guardian to express their views;
  - endorse the follow-up plan recommended in the Conference and appoint a key worker to make the necessary referral(s) for the juvenile and his / her family for follow-up service. The key worker can be a social worker from SWD or NGO;
  - based on the discussions and decisions reached in the Conference, decide whether subsequent conference is required. Subsequent conference may be warranted in situations where significant information (e.g., the mental status of the juvenile) is missing which may hinder decision on an appropriate referral / follow-up plan; and
- (h) with the secretarial support from the social worker of the NGO running the CSSS in respective district as necessary, complete the **Record of Family Conference** and forward a copy of the Record to all who have taken part in the FC (except the juvenile and his /

her parents / guardian) as well as respective DSWO of SWD for record purpose.

Other Parties including NGOs, school personnel, EDB, Department of Health, Hospital Authority, etc.

Representatives from NGOs, schools, EDB, Department of Health and Hospital Authority being invited to participate in the FC shall –

- (a) attend the FC upon invitation to contribute their professional knowledge and expertise as appropriate for the formulation of a follow-up plan best suits the welfare of the child / juvenile concerned;
- (b) render follow-up service to the juvenile and his / her family according to the division of responsibility as agreed in the Family Conference; and

Social worker from NGOs running the CSSS in respective districts, may also need to provide secretarial support if required by the Chairperson.

### Enhanced Support for Juveniles who have infringed the Law

