

**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
---------------	---------	---------------

Does the juvenile offender have any record of truancy?

Yes	No
-----	----

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
-----	----

(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
--------------------------	-----------	-----------

Company Name _____

Income \$ _____	Daily	Weekly	Monthly
-----------------	-------	--------	---------

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
--	-----	----

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
--	-----	----

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
-----	----

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
-----	----

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
-----	----

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
-----	----

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
-----	----

If yes, please answer all questions below: -

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

1	2
---	---

(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 :
-----	-----	-----	------	--------	----	----------

C. Did the parent/guardian of the juvenile offender consent to a FC.

Yes	No
-----	----

(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
-----	----

E. Did SWD convene a FC for the cautioned juvenile?

Yes	No
-----	----

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

DSWO(CW/S/I)	LAM Ding-fung 林定楓	28523115
Reg. 總務組	Ms YUEN Sau-ming 袁秀明女士	28523133

EASTERN AND WAN CHAI DISTRICT SOCIAL WELFARE OFFICE
東區及灣仔區福利辦事處

DSWO(E/W)	Miss YIP Hau-yu, Hannah 葉巧瑜女士	25624730
Reg. 總務組 -	Ms TSANG Shuk-yi, Ella 曾淑儀女士	25624153 25618365

KWUN TONG DISTRICT SOCIAL WELFARE OFFICE
觀塘區福利辦事處

DSWO(KT)	Ms IP Siu-ming 葉小明女士	23470047
Reg. 總務組 -	Miss LAM Sui-ying 林瑞瑛女士	27752950

WONG TAI SIN AND SAI KUNG DISTRICT SOCIAL WELFARE OFFICE
黃大仙及西貢區福利辦事處

DSWO(WTS/SK)	Ms LUI Siu-ying, Micy 呂少英女士	23069501
Reg. 總務組 -	Ms YU Chi-ying 俞子瑩女士	23069511 23069512

KOWLOON CITY AND YAU TSIM MONG DISTRICT SOCIAL WELFARE OFFICE

DSWO(KC/YTM)	Ms KWAN Shuk-ye, Nancy 關淑儀女士	23031843
Reg. 總務組	Ms CHAN Mee-po 陳美寶女士	23992385

SHAM SHUI PO DISTRICT SOCIAL WELFARE OFFICE

深水埗區福利辦事處

DSWO(SSP)	Ms CHAU Fung-mui, Wendy 鄒鳳梅女士	23605337
Reg. 總務組 -	Ms CHOW Wai-chun 周惠真女士	23605258

SHA TIN DISTRICT SOCIAL WELFARE OFFICE

沙田區福利辦事處

DSWO(ST)	Mrs LEE CHEUNG Yat-wai, Gloria 李張一慧女士	21586600
Reg. 總務組 -	Ms KAM Wing-ha, Amy 甘榮霞女士	21586655

TAI PO AND NORTH DISTRICT SOCIAL WELFARE OFFICE

大埔及北區福利辦事處

DSWO(TP/N)	YAM Mun-ho 任滿河	26537712
Reg. 總務組 -	CHAN Yiu-fai, Jacky 陳耀輝	31839360

YUEN LONG DISTRICT SOCIAL WELFARE OFFICE

元朗區福利辦事處

DSWO(YL)	Ms CHU Wing-yin, Diana 朱詠賢女士	24777672
Reg. 總務組	Ms Queenie NG 伍惠愛女士	24752663 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.

DSWO(TW/KwT)	Ms MA Sau-ching, Annisa 馬秀貞女士	24939944
Reg. 總務組 -	CHEUNG Miu, Samuel 張苗	24939434

TUEN MUN DISTRICT SOCIAL WELFARE OFFICE

屯門區福利辦事處

DSWO(TM)	YU Wai-yip, Ricky 余偉業	24643344
Reg. 總務組 -	Ms Connie LAM 林麗蓮女士	24641645 24645341

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**¹.

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

Details of the Family Conference are as follows:

Date:

Time:

Venue:

The following documents are attached for your reference:

- Background Report of Juvenile Offender (revised 2009);
- Consent Form of the parents / guardian of the juvenile concerned;
- Other relevant information of the case (please specify: _____); and
- Reply Slip

Please confirm your attendance at the Family Conference by returning the Reply Slip attached to us, within three working days.

If you need further information, please contact (name of SWD designated officer), (post), at (tel. no.).

Looking forward to seeing you in the Conference.

Yours sincerely,

()
Chairperson, Family Conference
Social Welfare Department

Distribution (may include the following as appropriate)

OC Case / Name of Police Station (Tel No. and Fax No.)

Officer commanding the JPS of the Region (Tel No. and Fax No.)

Name of worker, Community Support Service Scheme / Name of agency (Tel. No. and Fax. No.)

Name, School Social Worker / Name of agency (Tel. No. and Fax No.)

Name, Clinical Psychologist / Name of hospital (Tel. No. and Fax No.)

Oi/c, Name of Integrated Family Service Centre / Name of agency (Tel. No. and Fax No.)

Name, Team Leader, District Youth Outreaching Social Work Team / Name of agency (Tel. No. and Fax No.)

*** delete as appropriate**

個人資料 **Personal Data**

REPLY MEMO

<p><i>From</i> Director of Social Welfare</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> Commissioner of Police</p> <p>Police Superintendent responsible for _____)</p> <p><i>(Attn.:</i> exercising the discretion</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>
---	--

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 _____ 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)**

Unit	Tel. No.	Fax No.	E-mail
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.

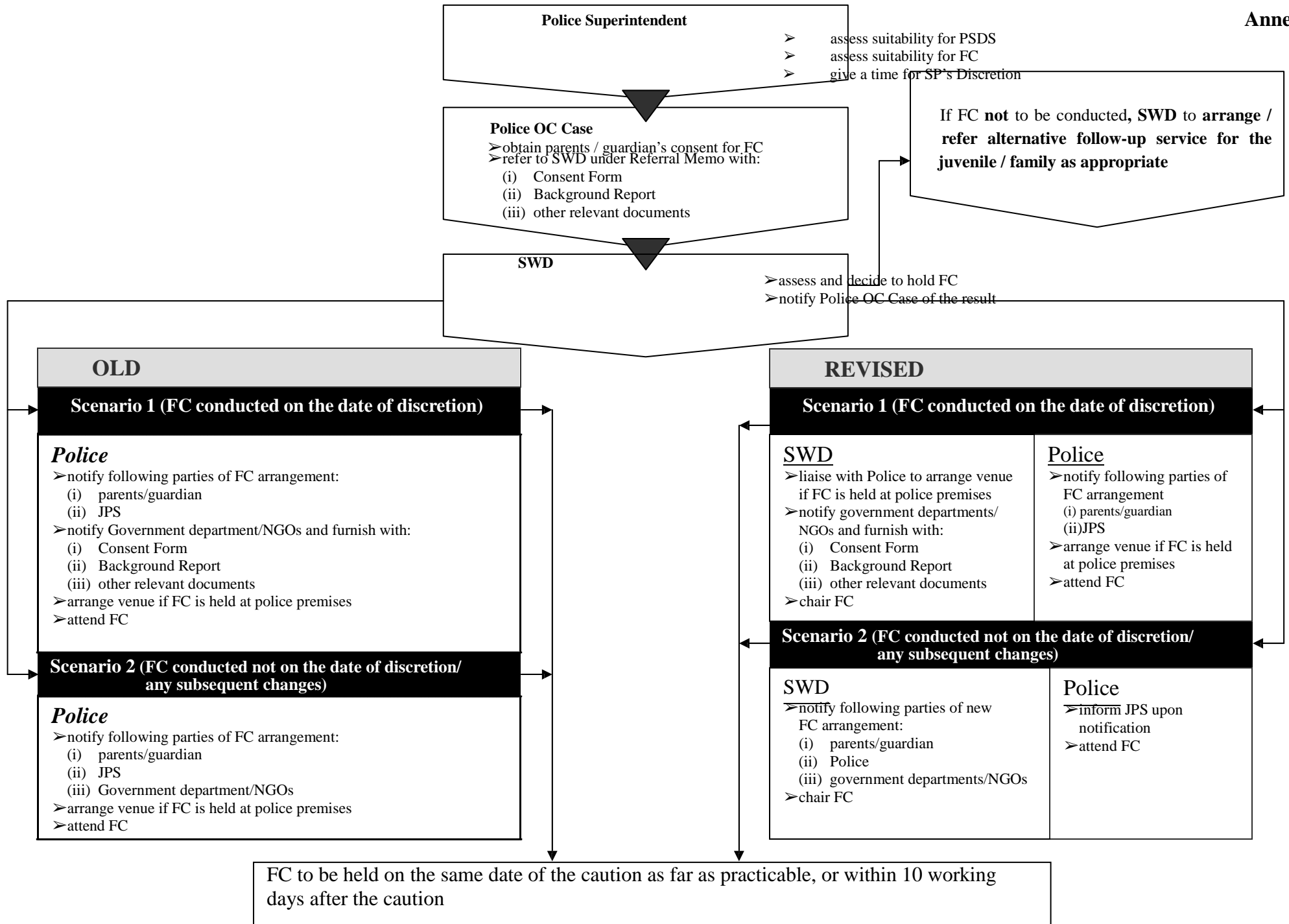
[] I shall not be able to attend the Family Conference
and _____ shall attend the Conference on my behalf.

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)⁴

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)¹¹

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)^{1C}

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

(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:

<input type="checkbox"/>	Yes, reason: _____
<input type="checkbox"/>	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

