

# 義工服務守則

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歡迎閣下參加本所的義工團隊，敬請細閱及遵守以下守則：

## 1. 心理準備

- 若義工是家長，請在活動前與子女溝通好到托兒所的目的，讓子女有心理準備，不能獨佔父母或影響家長義工執行工作。

## 2. 事前準備

- 進入托兒所範圍時，請自備已消毒的室內鞋以備更換，並需量度體溫。
- 托兒所在指定範圍內不可飲食，如有需要，可自備適量瓶裝清水。

## 3. 義工態度

- 執行服務時，要以正面、公平、公正及尊重的態度對待所有幼兒及參與者。
- 每位幼兒都是獨立的個體，具有不同的特質，請避免作主觀的比較。

## 4. 注意私隱

- 為保障幼兒，不應單憑個人觀察向第三者透露或評論個別幼兒的行為表現。
- 需注意個人操守及尊重私隱，未經許可，不應擅自翻閱及討論任何內部資料（包括幼兒導師或工作人員筆記）。

## 5. 以身作則

- 服務期間應注意言行舉止，要以有禮的態度為幼兒樹立良好榜樣，鼓勵幼兒的正面行為。

# Volunteer Service Code

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You are welcome to join our volunteer team. Please read and follow the following guidelines:

## 1. Psychological preparation

- If the volunteer is a parent, please communicate with the child before the event, so that the child is psychologically prepared, and he/she could not monopolize the parents or affect the parent to do the work.

## 2. Preparation beforehand

- When entering the nursery, please bring your own disinfected indoor shoes for replacement and take body temperature.
- Do not eat or drink in the designated area of the nursery. If necessary, you can bring your own bottle of water.

## 3. Volunteer attitude

- Treat all children and participants with positive, fair, just and respectful attitudes when performing services.
- Every child is an independent individual with different personalities. Please avoid subjective comparisons.

## 4. Pay attention to privacy

- To protect our young children, please do not comment or disclose any child performance or behavior to third party.
- Pay attention to personal conduct and respect for privacy. You should not read and discuss any internal information (including child tutors or staff notes) without permission.

## 5. Lead by example

- Pay attention to your words and deeds during the service period, and set a good example for the children in a courteous manner to encourage the positive behavior of the children.