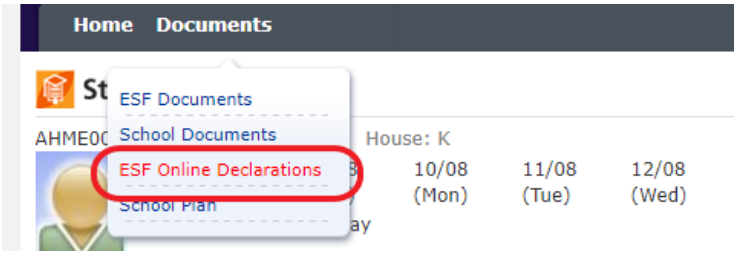
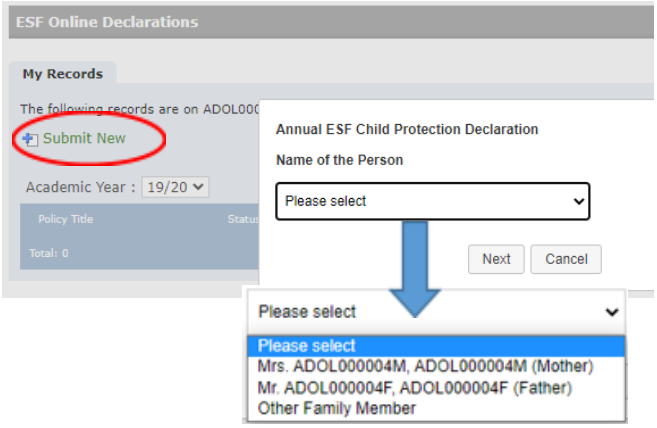
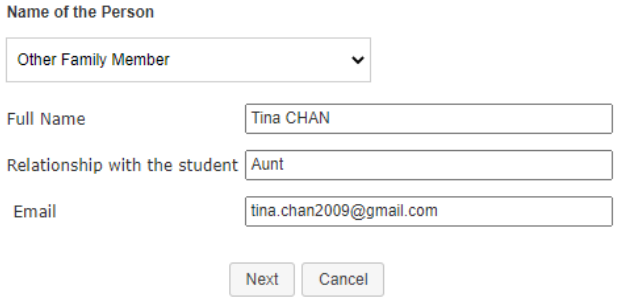
Parents and family members Working with Children Declaration

Parents may login Gateway (with PARENT account) to submit Working with Children Declaration on Gateway.

	Parents login Gateway https://gateway.esf.edu.hk/ Select **Documents >ESF Online Declarations** to open the function
	Click on the Submit New link, a box will pop up for selecting the family member to submit declaration. • If select the parent/guardian from the dropdown e.g. Mother, Father, it will open the Working with Children declaration form for submission. • If both parents wish to be in school to be volunteers, please submit two declarations respectively.
	If select “Other Family Member”, e.g. for grandma, aunt etc, it requires to fill in the details, i.e. full name, relationship and a valid personal Email address. Click on the “Next” button, it will send an Email to the designated Email address with a magic link for submitting declaration without logging into Gateway.
	You may see all declaration history for each academic year.