

Delia Memorial School (Hip Wo No.2 College)
Work Plan on Implementation of Measures for Safeguarding National Security and National Security Education

2025-26 School Year

Area	Measure(s)	Assessment Method	Implementation Timetable	Person in-charge	Resources Required
School Administration	Working Group of NSE - Enhance continuously the working group and related mechanism on safeguarding national security and national security education; - to review continuously related administration guidelines of school to facilitate the promotion of national security education; - to plan and coordinate continuously the implementation of activities and measures related to national security education; - to strengthen and promote communication and collaboration among different stakeholders to strengthen students' virtue cultivation and the related work on guidance and discipline; and - to review continuously the strategies and contingency measures to prevent political activities from permeating the school.	Meeting minutes / reports, e-channel records	2025-26 Whole school year	Principal & National Security Education Committee	Human Resources
	Management of Propaganda: - Detailed mechanism and guidelines on posting propaganda in school will be announced to all Teachers at the beginning of the school year. - Teachers (Class Teachers and Patrol Teachers) will be notified to keep an eye on the contents of the posters or display materials in the school campus to ensure the observance of national security law.	Meeting minutes / Regular report on the propaganda of the school	2025-26 Whole school year	National Security Committee, Discipline & Guidance Committee & School's General Office	Human Resources
	Hiring out of school facilities to external organizations: - Mechanism and procedures for hiring out of school facilities will be sent to external organizations to ensure the school premise will not be involved with acts or activities that endanger national security.	Observation/event evaluation/ letter or email record	2025-26 Whole school year	Principal, National Security Committee & School's General Office	Human Resources

	- Conducting activities involving political propaganda by any person (including outsider(s) and school personnel) at the school campus should be forbidden. - Statements declaring the school's support for national security will be included in all confirmation letters to external organizations.	Observation / event evaluation	2025-26 Whole school year	Principal, Administrators, National Security Education Committee, Academic Committee, STEM Committee, Discipline & Guidance Committee, Life Planning Committee, Extra Curricular Activities Committee, Parent-Teacher Association & Alumni Association	Human Resources
	Mechanism and Procedures for organising activities: - Review continuously the school's mechanism and procedures for organising activities to ensure that all on-campus activities and activities held under the name of school (including student activities, extra-curricular activities, talks by external guest speakers, activities organised by alumni or parent-teacher associations for students, activities engaging outside instructors, etc.) do not involve acts and activities that endanger national security. The invited parties should fulfill the schools' requirements and the messages conveyed should be consistent with the learning aims and curriculum goals set by EDB and the school. Procedures of procurement: - When conducting procurement, school will incorporate specific clauses into the quotation/ tender documents to allow disqualification of a supplier and to terminate the contract in the interest of national security.	Procurement documentation	2025-26 Whole school year	National Security Education Committee & School's General Office	Human Resources
	Staff Management Background Check of New Teaching Staff (including F/T or P/T) Employed: - Require all applicants to make declarations to ensure that only teachers who can uphold professional ethics and abide by the laws will be employed. - Background check with EDB teachers' registration unit will continue to be done. - Require all full-time regular teaching staff applicants to obtain a pass result in the Basic Law and National Security Law Test. - Require applicants who have already left the teaching profession for one year or more to declare criminal conviction record to EDB.	Background check with EDB Teachers' Registration Unit records; Records of applications & declarations made by the applicants	2025-26 Whole school year	Principal, Administrators and School's General Office	Human Resources

	Regulations of teachers' conduct: - The sections of teachers' handbook regarding teachers' conduct and behaviour (including their actual or online behavior) will be explained in General Staff Meeting at the beginning of the school year. - For teaching and non-teaching staff, their job performance and conduct will be regularly reviewed. Staff's performance and conduct will be included in our staff appraisal system to ensure that teachers & staff comply with relevant requirements including those for prevention of and stopping activities that are in breach of the Basic Law, the National Security Law and other laws. - Require all staff to study the "Guidelines on Teachers' Professional Conduct" promulgated by EDB to make themselves aware of the requirements and expectations of EDB.	Appraisals	2025-26 Whole school year	Principal & Administrators	Human Resources
Staff Training	Professional Development on implementing National Security Education - Over 80% of teachers at least join one talk, seminar, online course or professional development workshop about National Security Education. Professional Development on newly-joined teachers - Encourage and remind the newly-joined teachers to participate in professional development workshops or programmes about National Security Education and also the Mainland study tours according to EDB's requirements and guidelines.	Attendance of Teachers joining workshops	2025-26 Whole school year	Principal, Administrators, National Security Education Committee and School's General Office	Human Resources
		Attendance of Teachers joining the courses & tours in Training Calendar System	2025-26 Whole school year	Principal, Administrators, National Security Education Committee and School's General Office	Human Resources
Crisis Management	Crisis Management for National Security Education - Crisis Management Team headed by Principal has been established to handle all the crisis management cases, especially those related to national security education. Information would be verified at once and School Supervisor and Regional Education Officer of EDB would be notified immediately. Meetings and follow-up work would be carried out immediately by the crisis management team. Support would be given to students, parents and staff in necessary.	Findings and reports of the Crisis Management Records	2025-26 Whole school year	Principal, Administrators, National Security Committee, Social Workers, EP & CP	Human Resources

Learning and Teaching	Schemes of Work All schemes of work will be thoroughly revised to incorporate national security themes. Recent updates from the Education Bureau (EDB) have prompted adjustments in certain subjects. Teaching and learning material A comprehensive review of the textbook list, term tests, examination papers, and other teaching materials will be conducted to ensure compliance with the National Security Law. The content will be scrutinized for relevance and appropriateness, ensuring that all materials reflect the principles of national security and promote a deeper understanding among students. Class Teacher Period morning reading materials This academic year, class teacher periods will cover a broader range of topics related to national security. Key subjects include: • Homeland Security • Cultural Security • Outer Space Security • Famous Chinese people • Biosecurity • Polar Security These topics aim to enhance students' awareness and understanding of the various facets of national security in contemporary society. Reviewing old and purchasing new books The existing materials in the library will be reviewed by all the subject panels and National Security Education Committee to ensure alignment with the most up to date information from the EDB. Additionally, the National Security Education Committee will purchase new reading materials and books. These texts provide up-to-date information and diverse perspectives on national security issues, enhancing students' learning experience and knowledge base.	All schemes of work will be checked by the end of October All Textbook List, Term Test and Examination papers & teaching and learning printing materials will be checked by Panel Heads and School Administrators. The Academic Team is in charge of finding relevant and updated reading passages to support these topics. Records of new purchased books will be collected each month (when applicable)	August to October 2025 2025-26 whole school year	Subject Teachers Subject Panel Chairpersons Academic Team National Security Education Committee School Librarian	/ /
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	Addition of National Security Education Corner The National Security Education Committee will build a NSE Corner in the library, featuring recommended books to read and the newly purchased books directly related to NSE.	Observation / Event evaluation			
	Various diversified life-wide learning activities Three sessions of OLE focused on national security will be organized for all senior form students. These experiential learning opportunities are designed to engage students actively and encourage them to think critically about national security issues in a global context.	Participation record of school activities Questionnaires filled-in by students	2025-26 whole school year	Life Planning Team Academic Team	Sufficient time and resources from the School
	Shared folders Create a shared Google drive to archive all the learning and teaching resources related to Constitution, Basic Law and National Security Education for no less than two school years.	Materials on the drive will be checked regularly by Subject Panel Chairpersons. Random-check will be carried out by the National Security Education Committee	2025-26 whole school year	Subject Teachers Subject Panel Chairpersons Academic Team National Security Education Committee	Enough space on Google drive
	Guidelines to teachers To support teachers in effectively conveying national security themes, guidelines have been provided. These guidelines emphasize the importance of helping students understand events from multiple perspectives by presenting objective facts and rationales. Additionally, discussions on teaching practices and pedagogies will be a regular agenda item during panel meetings to foster a collaborative approach to this important topic.	Meeting minutes Observations	2025-26 whole school year	Subject Teachers Subject Panel Chairpersons Academic Team National Security Education Committee	/
	Rule setting for students during discussion To enhance students' sense of law-abidingness, rules for discussions have been established. These rules encourage respectful dialogue and critical thinking while reinforcing the importance of understanding and adhering to national laws. This initiative aims to cultivate a responsible and informed student body.	Meeting minutes Observations	2025-26 whole school year	Subject Teachers Subject Panel Chairpersons Academic Team	/

Student guidance, discipline and support	School Discipline and Guidance Policy To retain the school-based discipline and guidance policy for nurturing students' sense of law-abiding helping students develop a habit of self-reflections and rectifying their own misbehaviours. Co-operation with External Organizations To co-operate with external organizations (such as Police Force, Department of Justice) for organizing activities to remind students to abide by regulations and the law. Learning Activities To encourage students to participate in various learning activities organized by school and external organizations. School will participate at least one regional and whole Hong Kong National Education Activity. Also, in each term, at least one learning activity will be organized by school with the following aims: a. To boost students' positive behavior, attitude and values b. To enrich students' understanding on the importance of national security c. To consolidate students' understanding of the country's development, Chinese culture, the Constitution and the Basic Law d. To create an environment that values engagement and provides support will foster a culture of active participation among students. e. To collect feedback from students after activities to understand their experiences and improve future events. National Day event and Citizenship and Cultural Tour will be organized by the school. Flag raising ceremony will be held according to the EDB guideline.	Students' Punishment and Award Records Students' Reflection Records Data from APASO	2025-26 whole school year	Discipline and Guidance Team Class Teachers Social Workers	Student guidance, discipline and support
		Participation record of school activities Questionnaires filled-in by students	2025-26 whole school year	Student Support Team Class Teachers Social Workers	Sufficient time and resources from the School

Home-school co-operation	Home-School Co-operation To retain the daily routine monitoring of students' attendance and behaviours. To organize the Parent-Teacher Association Annual General Meeting, Parents' trips and PTI day with an introduction to national security topics for boosting the communication between parents and teachers. Home-School Activities To organize various home-school cooperation activities for the following aims: a. To foster a collaborative environment that emphasizes the importance of national security and its relevance to Hong Kong. b. To promote Chinese culture in an engaging and meaningful way, fostering appreciation and understanding within the school c. To enhance the cultivation of positive values and healthy lifestyles among students. To enhance understanding and awareness of national security among students, parents, and teachers through collaborative activities and educational initiatives.	Participation record of Home-school co-operation activities Questionnaires filled in by parents	2025-26 whole school year	Admission and Promotion Team National Security Education Committee Class Teachers Social Workers	Sufficient time and resources from the School and the PTA
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Signature of Supervisor:

Name of Supervisor:

Ms Chor Siu Har

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06/11/2025