

## 明愛青少年及社區服務 服務質素標準 10

### 10.3 進出服務的程序【小組服務】\*（青少年外展社會工作隊不適用）

#### (1) 加入小組的程序

- 1.1 填寫有關的申請表格及由服務單位傳送至小組負責職員；
- 1.2 與小組及負責職員面談，說明彼此的期望及認同有關小組的目標，獲小組接納（若小組為新成立小組，則由社工負責面談），並經小組及中心記錄其個人資料便成為小組組員。若果申請未獲接受，負責職員將會向申請人說明理由；
- 1.3 由外界團體轉介的小組，則由服務單位考慮及評估有關小組對單位服務的配合性而決定是否提供服務。
- 1.4 我們鼓勵有興趣加入本服務單位任何小組的人士申請成為會員，並於作為小組組員期間維持有效的會籍。

#### (2) 小組組員的權利

- 2.1 組員可獲負責的中心職員輔導及協助發展組務；
- 2.2 組員可向單位申請借用房間及設備進行組務。

#### (3) 小組組員的義務

- 3.1 組員必須出席小組會議和小組策劃的各項活動、服務；
- 3.2 擔任經小組選舉、會議決策等所委任的職務。

#### (4) 組員退出小組的程序

- 4.1 組員計劃退出小組須於不少於一個月前正式通知負責小組代表及中心職員；
- 4.2 除個別小組有特別規定外，若組員必須休假三個月以上，須向小組申請並獲接納，否則當作退組論。該組員欲再加入小組時須當作新組員處理；
- 4.3 若組員違反小組規例，經小組會議及負責職員決定，可取消其組員資格。

## (5) 小組發展期限

- 5.1 每個小組經中心職員協助下可決定其小組發展期限，當小組到預定之最高發展期限，可申請註冊為獨立的社團。

## (6) 小組終結（在以下其中的一種情況下，小組將會終結）

- 6.1 小組已經完成既定目標；
- 6.2 小組主動要求終結；
- 6.3 小組已達到最高發展期限；
- 6.4 倘小組未履行小組目標和計劃或義務，經服務單位職員輔導後而無顯著改變，則服務單位可主動終止合約。

## (7) 小組終結之程序

- 7.1 經小組的週年檢討或特別會議，3/4 或以上的全體組員決定解散，並經服務單位同意，小組才可終結；
- 7.2 小組正式終結前須清楚交代財政的處理及完成未解決之會務。

\* 這份小組服務進出程序並不適用於兒童小組、外展社會工作服務和社區工作服務的小組。

檢討                               :   本程序最少三年檢討一次  
檢討日期                       :   2018 年 1 月 25 日

**Caritas Youth and Community Service**  
**Service Quality Standard 10**  
**10.3 Procedure for Entering and Exiting Service**  
**【Group Service】 \***

**[not applicable to District Youth Outreaching Social Work Team]**

**(1) Procedure for Entering a Group**

- 1.1 Complete the relevant application form, to be sent to responsible staff of the group through the service unit;
- 1.2 Have an interview with the group and the responsible staff, stating each other's expectations and the applicant agrees with the related group's objectives. (If the group is a newly established group, social worker will be responsible for the interview). When admitted by the group, applicant will become a group member after his personal data is recorded by the group and the centre. If the application is not accepted, responsible staff would explain the reasons to the applicant;
- 1.3 For groups referred by external organizations, the service unit will consider and assess if the relevant group matches with the service of the unit, and decide whether to provide service.
- 1.4 We encourage persons who are interested in joining any group of this service unit to apply and register as a member of this service unit, and to maintain a valid membership while being a member of the group.

**(2) Rights of Members of Groups**

- 2.1 Group members could obtain the counselling and assistance of responsible staff in the development of group affairs;
- 2.2 Group members could apply for borrowing rooms and facilities from the unit for the conduction of group affairs.

**(3) Obligations of Members of Groups**

- 3.1 Group members must attend meetings of groups and the various activities and services organized by groups;
- 3.2 To take on duties assigned through group elections and meeting resolutions.

**(4) Procedure for Members to Withdraw from Groups**

- 4.1 Members intending to withdraw from Groups must formally notify the Group Representative In-charge and centre staff not less than one month in advance;
- 4.2 Except those individual groups which has special regulation, if a member has to take leave for more than three months, he/she should make application to the group and obtain approval, otherwise it would be treated as withdrawing from the group. When that member wish to re-join the group, he must be treated as a new group member;
- 4.3 If a group member violates the regulations of a group, his/her group membership would be cancelled if so decided by group meeting and responsible staff.

**(5) Period of Development of Groups**

- 5.1 Each group can decide its period of development under the assistance of centre's staff. When a group reached the scheduled highest period of development, it can convert into a self-programming group, and can also apply to the Police Force for registration as an individual organization;

**(6) Termination of Groups (Groups will be terminated under one of the following circumstances)**

- 6.1 The group has completed its established goals;
- 6.2 The group initiates a request to terminate;
- 6.3 The group has reached the highest period of development;
- 6.4 If a group failed to fulfill its goals and plans or obligations, and had no significant improvements after consulting Service Unit's Staff, the Service Unit could take initiative to terminate the group.

**(7) Procedure for Termination of Groups**

- 7.1 A group could only be terminated by a decision made by 3/4 or more of all of its members to disband during the group's annual review or special meeting, and after being agreed by the service unit;
- 7.2 A group must clearly account for the handling of its finances, and to complete unresolved group affairs before its formal termination.

\* This Procedure for Entering and Exiting Group Service does not apply to children groups, outreaching social work service groups and community work service groups.

Review : This procedure to be reviewed once every three years  
Date of Review : 25 January 2018