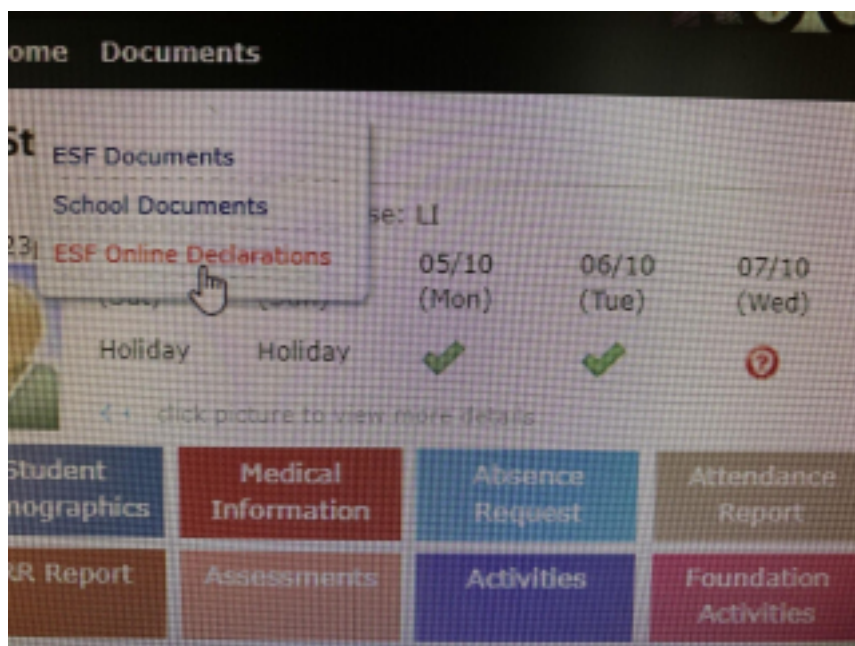


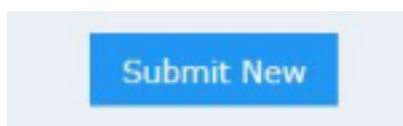
How to submit ESF Child Protection Declaration

To complete your annual ESF “Child Protection Declaration” please follow the steps below:

- 1) Log in to your family Gateway account at <https://ks.tg.esf.edu.hk>
- 2) On the Gateway homepage, select “Documents” then “ESF Online Declarations”



- 3) Select “Submit New”:



- 4) Select your name and click Next
- 5) Read the information and attachments, then click on Next
- 6) Complete the form then click on Submit. Note that you will be asked to enter the names of the Child Protection Officers at Kennedy School. These are Debbie Sheward and Rudi Dray.

If you have any questions, please contact itsupport@kennedy.edu.hk