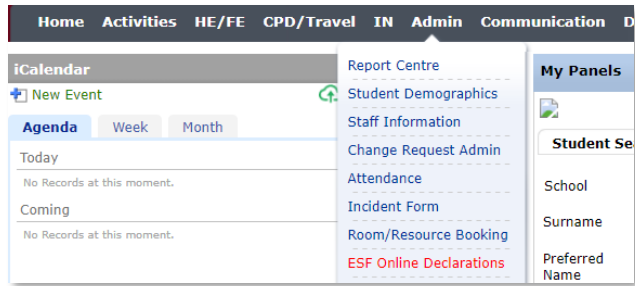


ESF Online Declaration User Guide for Approver

ESF Online Declaration

August 2018

Introduction



The ESF Online Declarations module supports staff and non-staff members (casual staff, school council, parent helpers etc) to submit declarations with approval workflow. It allows school HR staff to track status and follow-up. Below are declarations are/going to be on Gateway:

- Conflict of Interest Policy and Declaration (at the beginning of every school year)
- Child Protection Policy and Declaration (at the beginning of every school year)
- Recruitment Declaration
- Acceptance of Advantage Declaration
- Copy Right Policy

If there is conflict of interest, the declarations will be sent to the approver for review and approval online.

- ESF CEO: the approver for all Principals and Members of the Board, Nominating Committee, Standing and Advisory Committees
- School Principals: the approver for all staff and non-staff members of their school
- ESF/ESL Senior Management: the approver for their subordinates

The Approver Role

Approvers will see the **Approval** screen. If you are one of the following roles and you cannot see the **Approval** screen, please consult your school Gateway Manager.

- School Principals: the approver for all staff and non-staff members of their school
- ESF CEO: the approver for all Principals and Members of the Board, Nominating Committee, Standing and Advisory Committees
- ESF/ESL Senior Management: the approver for their subordinates in ESFC/ESLC

Approval of Declaration

When staff/non-staff member submits declaration with COI, the designated approver will receive an Email notification with a web link, which redirects to Gateway login, after login, if the form is not auto-opened, you may go to **Admin > ESF Online Declaration > Approval** to find out the pending declaration form.

ESF Policy							
Approval My Records							
ESF Policy > List							
Status PENDING							
Policy Title	School	User Type	Submitted By	Submitted Date	Status	Approval Date	
Conflict of Interest Declaration & Policy	IS	T	LOOSEB, Stephen (Stephen)	01/09/2017	PENDING	Review	
Conflict of Interest Declaration & Policy	ESFC	Non-staff	HAN, (Tina)	01/09/2017	PENDING	Review	
Recruitment Declaration	BHS	T	HARRISON, James (James)	05/09/2017	PENDING	Review	

Click the **Review** link on the right-hand-side to open the form to review the details (see screenshot in next page), you might like to discuss with the staff.

After reviewing the information, complete the approval at the lower section of the form:

1. Select your decision with two the radio buttons.
2. Input comment if necessary.
3. Click **Submit** to complete the approval process. The form submitter will receive a notification email with the comments.

Annual Declaration of Interest

[view policy](#)

Please fill in and submit the form:

Full Name:

Position:

School:

Role(s):* Staff Member

Please select if you have additional role(s) in ESF:

- School Council Member
- Committee of Teachers Rep. (Advisory Committee)
- Committee of Support Staff (Advisory Committee)
- Committee of Parents (Advisory Committee)
- Committee of Principals/Executive Leadership Committee (Advisory Committee)
- Committee of School Council Chairmen (Advisory Committee)
- ESF Board of Governor
- Finance Committee (ESF Board Standing Committee)
- Remuneration Committee (ESF Board Standing Committee)
- Audit Committee (ESF Board Standing Committee)
- ESL Sports & Language Coach and/or Tutor
- Other:

Conflict of Interest Declaration:* I declare I have NO conflict of interest.

I declare I have the following potential / existing conflict of interest:

Outside Activities Declaration:* I declare I have NO Outside Activities to declare.

I declare I have Outside Activities to declare but they pose NO conflict of interest.

(Please list below in the text box.)

I declare I participate in the following Outside Activities that could be a potential / existing conflict of interest:

E-Signature*

Type your full name, as it appears on your HK ID Card, in the space provided above and click "Submit". By doing so, **you are agreeing that the above declarations are true and accurate** and are confirming you understanding that (1) non-permanent resident holders require a "Side Visa" for non-ESF employment and (2) you understand that you can return to this tool to update your declaration at any time.

Approver:*

To be completed by Principal / SMT / CEO

[Click here](#) to view policy.

The information declared is noted. The following conclusion has been determined that:

- 1 You may continue to participate in the work/dealings as described, providing that there is no change in the information declared above.
- You are recommended to refrain from performing or intending to perform the work or activities described, which may give rise to a conflict of interest.

Comment:

Approved by: GREER, Belinda / Chief Executive Officer

Approved Date: 29/09/2017

3

Submit Review

Back