# Parents and family members Working with Children Declaration

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

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|  | Parents login Gateway  <https://gateway.esf.edu.hk/>  Select **Documents >ESF Online Declarations**  to open the function |
|  | Click on the  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. |