



1. Introduction

CLS Cantonese is committed to creating a safe, respectful, and inclusive environment for all participants, volunteers, and staff. This policy outlines our approach to safeguarding, appropriate conduct, and handling any concerns related to wellbeing and safety.

While we do not primarily work with children or vulnerable adults, we recognise our responsibility to prevent harm, discrimination, and misconduct in all our activities.

This policy applies to all CLS Cantonese staff, volunteers, event participants, and external collaborators.

2. Our Commitment

CLS Cantonese is committed to:

- Providing a safe and welcoming space for all participants.
- Promoting respect, inclusivity, and wellbeing.
- Preventing harassment, discrimination, or harm in any form.
- Ensuring all concerns are taken seriously and handled appropriately.
-

3. Code of Conduct

All individuals involved in CLS Cantonese activities must:

- Treat everyone with respect and kindness, regardless of background, identity, or beliefs.
- Follow event and venue guidelines to maintain a safe, inclusive and positive space.
- Respect boundaries – physical, emotional, and digital.
- Report any concerns related to safety, harassment, or misconduct.

Unacceptable Behaviour Includes:

- Any form of harassment, discrimination, or bullying (verbal, physical, online).
- Hate speech, offensive language, or discriminatory remarks.
- Unwanted physical contact or inappropriate behaviour.
- Disruptive behaviour that affects the safety or experience of others.





4. Safeguarding in Our Activities

4.1 Risk Management

To maintain safety in our events and workshops, CLS Cantonese will:

- Ensure venues comply with health and safety standards.
- Have clear emergency procedures in place.

4.2 Online Safety

For virtual events, we will:

- Use secure platforms to prevent unauthorised access.
- Moderate discussions to prevent inappropriate content or behaviour.
- Protect participants' privacy and personal information.

5. Reporting Concerns

If you experience or witness any safeguarding concerns or misconduct, you should:

1. Report the issue confidentially to the designated contact person:
 - Name: Tin Yan Joyce WONG
 - Email: tinyanwong753@gmail.com
2. Provide details of the incident (who, what, where, when)
3. CLS Cantonese will review and address the concern appropriately

6. Confidentiality & Support

- All reports will be handled confidentially and sensitively.
- CLS Cantonese will offer support and guidance where necessary.

7. Policy Review & Compliance

- This policy will be reviewed annually to ensure it remains up to date.
- Non-compliance with this policy may result in removal from CLS Cantonese activities.

8. Contact Information

For any questions or concerns regarding this policy, please contact:

Email: clscantonese@gmail.com

