



SAFE SPACE PLAN OF ACTION READY-TO-USE AND EASY-TO-IMPLEMENT RESOURCES



**THIS IS SIMPLY ONE WAY TO CREATE A
SAFE SPACE WITHIN YOUR COMMUNITY.
LANGUAGE AND EXPERIENCES MAY VARY,
AND INDIVIDUALS ALWAYS DEFINE
THEMSELVES.**

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IT'S ALL STARTS WITH HOUSEKEEPING



**1) CREATE A
SOCIAL CONTRACT WHICH INCLUDES
AGREED-UPON COMMUNITY GUIDELINES
AND EXPECTATIONS**

+

**2) A CONFIDENTIALITY AGREEMENT
WHICH DEFINES THE CONFIDENTIALITY
AND PRIVACY EXPECTATIONS AND
LIMITATIONS.**

+

**3) A PLAN OF INTERVENTION WHICH
ESTABLISHES A CLEAR PLAN OF ACTION IN
CASE THE SOCIAL CONTRACT IS BROKEN.**

SAFE SPACE HOUSEKEEPING PART 1

EXAMPLE SOCIAL CONTRACT

**WE COMMIT TO CREATING A RESPECTFUL, INCLUSIVE
SPACE WHERE EVERYONE CAN BE THEMSELVES.**

**BY ENTERING THIS SPACE,
ALL PARTICIPANTS AGREE TO:**

- RESPECT NAMES AND PRONOUNS**
- LISTEN WITHOUT JUDGMENT**
- AVOID HARMFUL LANGUAGE, SLURS, OR
BEHAVIOUR**
- HONOUR EVERYONE'S BOUNDARIES**
- SUPPORT ONE ANOTHER IN CREATING THIS SAFE
ENVIRONMENT**

**TIP: THIS IS A LIVING AGREEMENT. GUIDELINES MAY BE REVISITED AND UPDATED
COLLABORATIVELY.**

SAFE SPACE HOUSEKEEPING PART 2 EXAMPLE CONFIDENTIALITY CONTRACT

**TO PROTECT PRIVACY, BUILD TRUST, AND CREATE A
SAFE SPACE, ALL PARTICIPANTS AGREE TO:**

- **KEEP PERSONAL INFORMATION SHARED IN THIS SPACE PRIVATE**
- **RESPECT THE CONFIDENTIALITY OF STORIES, EXPERIENCES, AND IDENTITIES**
- **NOT SHARE IDENTIFYING DETAILS OUTSIDE THE SPACE WITHOUT EXPLICIT CONSENT**
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NOTE: CONFIDENTIALITY IS ESSENTIAL TO SAFETY, BUT IT DOES NOT PREVENT REPORTING HARM OR RISK OF SERIOUS INJURY WHEN AND WHERE REQUIRED BY LAW AND/OR POLICY.

TIP: SUMMARIZE YOUR MOST IMMEDIATE REPORTING POLICY FROM YOUR PLACE OF EMPLOYMENT IF YOU WORK IN A PUBLIC SPACE OR SERVICE.

SAFE SPACE HOUSEKEEPING PART 3.1

CREATE A PLAN OF INTERVENTION FOR THE AFFECTED/CENTERED PERSON

WHEN SOMETHING HAPPENS THAT MAKES YOU FEEL UNSAFE OR DISRESPECTED, USE THIS PYRAMID OF INTERVENTION TO GUIDE YOUR STEPS:

STEP 1: STOP

- **TAKE A MOMENT TO PAUSE AND PRIORITIZE YOUR SAFETY.**
- **ASK YOURSELF: WHAT CAN I DO RIGHT NOW TO PREVENT HARM FROM CONTINUING?**
-

STEP 2: SPEAK UP

- **DECIDE HOW OR IF YOU WANT TO ADDRESS THE BEHAVIOUR.**
- **USE WORDS THAT FEEL SAFE AND ASSERTIVE TO LET OTHERS KNOW THE BEHAVIOUR IS NOT OKAY.**
- **YOU DON'T HAVE TO HANDLE IT ALONE. CONSIDER ASKING AN ALLY OR FACILITATOR TO SPEAK WITH YOU.**
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STEP 3: SEEK SUPPORT

- **SEEK HELP FROM TRUSTED PEOPLE IN THE SPACE.**
- **ACCEPT SUPPORT FROM OTHERS.**
- **VALIDATE YOUR OWN FEELINGS AND THOSE OF ANYONE ELSE INVOLVED.**
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STEP 4: FOLLOW UP

- **SHARE WHAT HAPPENED WITH A FACILITATOR, GUIDE, OR ORGANIZER.**
- **DOCUMENT OR REPORT THE INCIDENT IF NEEDED.**
- **DECIDE ON NEXT STEPS COLLABORATIVELY TO PREVENT FUTURE HARM.**

SAFE SPACE HOUSEKEEPING PART 3.2

CREATE A PLAN OF INTERVENTION FOR THE ALLIES + BYSTANDER(S)

WHEN SOMETHING HAPPENS IN FRONT OF YOU THAT MAKES OTHERS FEEL UNSAFE OR DISRESPECTED, USE THIS PYRAMID OF INTERVENTION TO GUIDE YOUR STEPS:

STEP 1: STOP

- **NOTICE THE SITUATION AND TAKE ACTION TO PREVENT IT FROM CONTINUING.**
- **ASK YOURSELF: WHAT CAN I DO RIGHT NOW TO KEEP EVERYONE SAFE?**
-

STEP 2: SPEAK UP

- **CALMLY ADDRESS THE DISRESPECT OR HARMFUL BEHAVIOUR IF IT'S SAFE TO DO SO.**
- **USE WORDS THAT DE-ESCALATE WITHOUT SHAMING.**
- **OFFER TO INTERVENE ALONGSIDE OTHERS IF NEEDED.**

STEP 3: SEEK SUPPORT

- **CHECK IN WITH THE PERSON AFFECTED AND ASK HOW YOU CAN HELP.**
- **VALIDATE THEIR EXPERIENCE AND PROVIDE COMFORT OR RESOURCES.**
- **OFFER SUPPORT TO OTHERS WHO MAY ALSO HAVE BEEN IMPACTED.**

STEP 4: FOLLOW UP

- **SHARE WHAT YOU OBSERVED WITH A FACILITATOR, GUIDE, OR ORGANIZER.**
- **HELP ENSURE THE AGREED-UPON SAFETY PROTOCOLS ARE FOLLOWED.**
- **REFLECT ON THE SITUATION AND DISCUSS WAYS TO STRENGTHEN THE SPACE'S SAFETY TOGETHER.**

SAFE SPACE HOUSEKEEPING PART 3

SCRIPTED PLANS OF INTERVENTION

PERSON AFFECTED / CENTERED

STEP 1: STOP

"I NEED A MOMENT TO STEP BACK AND MAKE SURE I'M SAFE."

STEP 2: SPEAK UP

"THAT COMMENT/BEHAVIOR ISN'T OKAY WITH ME."

"PLEASE RESPECT MY BOUNDARIES AND PRONOUNS."

STEP 3: SUPPORT

"CAN I GET SOME HELP FROM SOMEONE I TRUST HERE?"

"I APPRECIATE YOUR SUPPORT. THIS HELPS ME FEEL SAFER."

STEP 4: FOLLOW UP

"I WANT TO LET A TEACHER/ORGANIZER KNOW WHAT HAPPENED."

"HERE'S WHAT I THINK SHOULD HAPPEN NEXT TO KEEP THE SPACE SAFE."

ALLY / BYSTANDER

STEP 1: STOP

"I SEE SOMETHING HAPPENING THAT ISN'T SAFE. LET'S PAUSE FOR A MOMENT."

STEP 2: SPEAK UP

"THAT COMMENT/BEHAVIOR ISN'T ACCEPTABLE HERE."

"I WANT TO MAKE SURE EVERYONE FEELS RESPECTED IN THIS SPACE."

STEP 3: SUPPORT

"ARE YOU OKAY? HOW CAN I HELP?"

"I'M HERE IF YOU NEED SUPPORT OR SOMEONE TO TALK TO."

STEP 4: FOLLOW UP

"I'LL INFORM A TEACHER/GUIDE TO ENSURE THE SPACE STAYS SAFE."

"LET'S REVIEW HOW WE CAN PREVENT THIS FROM HAPPENING AGAIN."