



# **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.**

**[WWW.LAVENDERLIBRARYPRESS.CA](http://WWW.LAVENDERLIBRARYPRESS.CA)**



# **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**

**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.**
- 

#### **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.**
- 

#### **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/BEHAVIOUR  
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."**