

**Safe Spaces Scheme- Assessment Checklist**

This document sets out how to assess whether a space should be accepted on the Safe Spaces Scheme. This should be carried out in conjunction with the criteria set out in the document Safe Spaces Scheme Information and Criteria.

**This applies to all new applications from the 1 April 2024.**

“Safe Spaces” already part of the network prior to the 1 April 2024 will be contacted by a staff member of the Office of the Sussex Police and Crime Commissioner or volunteer working on their behalf. They will carry out an assessment (either in person or over the phone) based on the criteria and assessment checklist, or the member will be asked to complete a self-assessment document to confirm they meet the criteria, which will cover the same information as set out below.

**Checklist:**

When visiting a site to assess its suitability to become a Safe Space, the below should be asked/discussed with the person stated as the lead contact on the application form.

1. Please go through the guidance document with them. Do they have the correct understanding of what is expected from them? **Yes/No**
2. Is there always more than one member of staff on the premises? **Yes/No**
3. Is there a private, secluded area with a place to sit, not accessible to the public, that can be offered? (Additionally, one that staff members will NOT require to use whilst someone is using the Safe Space?) **Yes/No**
4. If the person doesn’t want to use the private space, is there still a suitable place for them to sit down?  **Yes/No**
5. Is there access to a phone? **Yes/No**
6. Is there an accessible toilet? **Yes/No**

1. Is there drinking water available? **Yes/No**
2. In their application form the provider will have provided additional information to the above.

**Please check all the information they provided is correct. Please add any detail or changes below.**

1. Were there any concerns after conducting the site visit?

Comments: please write here

1. Were there any concerns after conducting a general internet search of the venue and business?

Comments: please write here

**To be accepted onto the scheme all of the essential criteria must be met. However, sites can still be rejected, or asked to provide further information/assurances, from the scheme if the assessor has any concerns.**

**If the site was already part of the scheme prior to 1 April 2024, but following a verbal re-assessment or self- assessment process there are concerns about the site remaining as a listed Safe Space, then a formal site visit should be conducted as above and reviewed.**