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**Safe Spaces Scheme Information and Criteria**

This document sets out the criteria that is to be used to assess new applications to be part of the Safe Spaces Scheme. **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 volunteer who will carry out a re-assessment (either in person or over the phone), or they will be asked to complete a self-assessment document to confirm they meet the criteria.

**What’s the purpose of the scheme?**

Safe Spaces Scheme was set up to form a network of locations across the county offering a safe space for people to go to if they feel threatened or at risk of harm.

You can find a Safe Space, and subsequent navigation to, on [www.safespacesussex.org.uk](http://www.safespacesussex.org.uk)

**Criteria to become a Safe Space**

*Application*

Sites are required to complete an application form and submit it to the Office of the Sussex Police and Crime Commissioner either by emailing [safespacesussex@sussex-pcc.gov.uk](mailto:safespacesussex@sussex-pcc.gov.uk) or by writing to:

Sussex Police and Crime Commissioner

Sackville House

Brooks Close

Lewes

East Sussex

BN7 2FZ

As part of the application we will require the following information:

* Full address
* Named lead contact and position within the company/business
* Contact details of lead contact
* Days and times available as a Safe Space
* Accessibility to the space (e.g. does it have wheelchair access)
* Facilities available (toilet, drink water, private place to sit, access to a phone)
* Who would be present within the Safe Space (e.g. what staff, any volunteers, security)
* Is there CCTV in use at the space?
* If the venue is part of any other similar scheme? *This won’t exclude them from the Safe Spaces Scheme, but will allow us to provide more details of the different Safe Spaces on the site.*
* Any additional information that they feel would be useful for someone seeking a Safe Space to know (such as if a first aider is always on site, have staff received safeguarding training, are there security guards on site)
* Any risks they are aware of associated with the space being used as a Safe Space (for example, does any other organisations use the space at the same time it is being offered as a Safe Space)

*The Site*

To be accepted as part of the Safe Space Scheme, **all of the below criteria needs to be met**:

* Ability to provide a private, secluded area that is not accessible to the public. Additionally, one that staff members will NOT require to use whilst someone is using the Safe Space. *Note - The user does not have to use this space, and may feel more comfortable in a public area*
* Access to a phone, that can be used in the identified Safe Space in the building. Staff are not expected to offer the use of their personal phones. *This is to allow a call to be made to Sussex police, a trusted contact or another support service.*
* There is always more than one staff member on the premises during the times it is being offered as a Safe Space.
* To provide access to a toilet, drinking water and a place to sit down.

The criteria will be assessed by a site visit conducted by either a member of staff from the Office of the Sussex Police and Crime Commissioner or by a volunteer acting on our behalf.

**Complaints**

If you have any questions or concerns around the Scheme, a venue you may have accessed as a Safe Space, or a Safe Spaces Scheme volunteer, please contact [SafeSpaceSussex@sussex-pcc.gov.uk](mailto:SafeSpaceSussex@sussex-pcc.gov.uk) where it will be reviewed by the Head of Commissioning and Victim Services.

**Removal of a Safe Space**

If any concerns have been raised about a venue listed as a Safe Space and it has been assessed as not suitable, then it will be removed as a listing and the decision will be communicated through to the member.

If the member believes that they shouldn’t have been removed, contact should be made to [safespacesussex@sussex-pcc.gov.uk](mailto:safespacesussex@sussex-pcc.gov.uk) and the decision will be reviewed by the Head of Commissioning and Victim Services within 30 days.