

In-Person Event Support and Safety Assessment

Introduction

We must plan for the safety, confidentiality, and wellbeing of survivors who use their voice for change in the sector. This includes planning for the physical and emotional wellbeing of the survivor and their dependents. When preparing for an in-person event, we recommend completing a risk assessment for each individual participant and another wider event risk assessment.

Purpose

This document was created to be used as a template to think through the many potential components of survivors' safety and wellbeing. It is in two sections, firstly the general event considerations and secondly the specific considerations for each person involved. This document will need to be adapted to meet the specific needs of the survivor and may include factors not already captured on the template. This document is intended to be completed with the survivor, reviewed, and updated as necessary.

Section 1: General Event Safety Assessment

Complete this for the event, then complete section 2 with each individual survivor involved

Event	
<p>Event Date: Have you checked if this clashes with other events, national awareness weeks, strategic or committee meetings? Is the event occurring before a weekend or holiday where support may be difficult to access?</p>	
<p>Event Location: Has there been a walk-through of the venue to check accessibility etc? If it is a hybrid event, is there a good online connection? Are there spaces for people to take some time out?</p>	
<p>Type of Activity:</p>	
<p>Other speakers: Who else is speaking? Might they know any of the survivors and how will this be managed?</p>	
<p>Summary of Event: : What is the role of the survivor(s) in this event? Is this clear to the survivor(s)? Make sure there is enough time for the survivor(s) to speak, do not ask them to cut their presentations. Make sure there is a clear agenda that is communicated with survivors.</p>	

Event	
<p>Date of walk through:</p>	
<p>Is there a pre-meet planned? Who is attending this? Think about event organisers, other speakers, those providing support etc.</p>	
<p>When and where is the pre-brief? This will normally be immediately before the event.</p>	
<p>When and where is the debrief? This will normally be immediately after the event.</p>	
<p>Is there a need for a longer-term debrief? This gives space to reflect further on the event.</p>	
<p>How will you feedback to the survivor about the impact of their input? How much scope is there for survivor input to impact responses? Make sure you do not overpromise on how, or to what extent, their input might be incorporated.</p>	
<p>Who is the support for the survivor? Do the survivor and support have each other's contact details?</p>	

Section 2: Individual Event Safety Assessment

Complete this with each individual survivor involved

Name	
Preferred pronouns	
Accessibility	
Dietary restrictions	
Current risk summary	
Confidentiality	

Topic	Question? Concerns?	Notes	Actions and Owner
Date	Does the date coincide with any specific dates that may impact the survivor? E.g. court dates, anniversaries etc		
Location	Has the survivor been to this location previously? Are there specific risks in this location, e.g. risk of seeing perpetrator, risk of triggering in certain buildings etc?		
Travel	How will the survivor get to the location, and will there be support available throughout their journey in case of issues? Does the event require overnight accommodation? What about any caring responsibilities? Is there a hybrid or online option that may suit someone better?		
Support	Is support required? Where a supporter is not required is there someone who can be contacted if support is required (e.g. by phone?) Who is meeting the survivor, and where from? Who is providing support for the survivor at the event. Remember, there should be at least one person at the event where their role is only to support survivors. There may be a need for more than one support person if there are several survivors. Where can the survivor go if they need time out/support? Are there any triggers that may be encountered? What specific support will the survivor require before, during and after the event?		

Topic	Question? Concerns?	Notes	Actions and Owner
Finances	Will you ensure travel, accommodation and subsistence are paid in advance/immediately after? Paying out of pocket can leave people struggling with money and not everyone feels comfortable to ask about money. Are the processes for claiming this clear?		
Confidentiality	<p>Will the survivor be using a pseudonym, or participating anonymously (for example, creating a presentation with their words or recording a video or audio clip that is shared rather than them speaking)?</p> <p>What will be written on materials? Do you need to create a confidentiality statement?</p> <p>For example: "We are pleased to hear from xxxx today. For their safety, and the safety of their family, we ask that you do not take pictures, and do not share details of their story beyond this meeting."</p> <p>Who is responsible for intervening if there is a breach of confidentiality and what steps will be taken?</p>		
Accessibility	<p>Are there any accessibility considerations for survivors attending the event, e.g. ramps, hearing loops, interpreters?</p> <p>Any other considerations, e.g. travel during pregnancy, concerns about travelling on certain forms of transport, financial impact? See the Accessibility checklist for further considerations.</p>		
Back-up plan	What is the back-up plan in case the survivor cannot participate?		
Q&A	Will there be a question and answer session? Is the survivor comfortable taking part in this? Have you agreed ways to decline questions the survivor does not want to answer? Can questions be submitted in advance to build in processing and reflection time for survivors?		
Photography and media	<p>Will there be photography or media presence at the event?</p> <p>Is it clear where photographs will go?</p> <p>How will you identify survivors who do not wish to be photographed? How do you communicate this to other attendees?</p> <p>Who is providing support for any media work? Has this been arranged in advance? Is there an opportunity for survivors to view questions in advance?</p> <p>Consider there may be a risk to the physical and emotional safety and wellbeing of the survivor, and their family. This includes the possible impact on any ongoing court proceedings. Also consider the potential for the survivor, and your organisation, to be sued for defamation or breach of privacy</p>		