

# Online Event Support and Safety Plan

## 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 online event, we recommend completing a risk assessment with 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 individual 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. Like a safety plan completed by an Idva for a current service user, this document is intended to be completed with the survivor and be reviewed and updated regularly.

## Section 1: General Event Safety Assessment

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

| Event  |  |
|--|--|
| <p><b>Event Date:</b><br/>Have you checked if this clashes with other events, national awareness weeks, strategic or committee meetings? Is the date affected by annual leave?<br/>Also consider how events immediately before the weekend, or holidays, might impact survivors when support may be more difficult to access.</p>  |  |
| <p><b>Virtual Platform</b><br/>Does the virtual platform have appropriate security settings?<br/>Is this an open event? Are attendees verified before the event?<br/>Is the chat function open? Who is assigned to monitor this chat facility? Do they understand how to shut the chat facility if it is abused?<br/>Has there been a technical check completed to minimise risk of connection issues?<br/>Will there be recording of the event?<br/>Have all participants consented to this in advance? See our specific guidance on recording of events.</p> |  |
| <p><b>Is there a pre-meet planned?</b><br/>Who is attending this? Think about event organisers, other speakers, those providing support etc.<br/>Also ensure you are completing a technical check.</p>   |  |
| <p><b>When is the pre-brief?</b><br/>This will normally be immediately before the event.</p>   |  |

| Event   |  |
|---|--|
| <p><b>When is the debrief?</b><br/>This will normally be immediately after the event.</p>   |  |
| <p><b>Is there a need for a longer-term debrief?</b><br/>This gives space to reflect further on the event.</p>  |  |
| <p><b>How will you feedback to the survivor about the impact of their input?</b><br/>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><b>Who is the support for the survivor? Do the survivor and support have each other's contact details?</b></p>   |  |

## Section 2: Individual Event Safety Assessment

Complete this with each individual survivor involved

| Name                 |  |
|----------------------|--|
| Preferred pronouns   |  |
| Accessibility        |  |
| Current risk summary |  |
| Confidentiality      |  |
| Confidence in Event  |  |

| Topic           | Question? Concerns?  | Notes | Actions and Owner |
|-----------------|--|-------|-------------------|
| Date            | Does the date coincide with any particular dates that may impact the survivor? E.g. court dates, anniversaries etc   |       |                   |
| Online platform | Does the survivor have a good internet connection and tech to participate? Are they in a safe location to access the event?<br><br>Does the survivor want to protect their identity? Think about: changing their name on screen/using an anonymous account, turning off camera, virtual background etc<br><br>What support will be in place following the virtual event?   |       |                   |
| Audience        | What are the potential risks related to the audience?<br><br>Are there any professions/individuals that may be a trigger for the survivor or feel unsafe?<br><br>What is the audience's level of knowledge and understanding of domestic abuse? How will this impact the style of comments and questions?<br><br>If the survivor is going to speak, how will your introduction set up a safe and supportive space for them?  |       |                   |
| 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?) There may be a need for more than one support person if there are a number of survivors. Think about how they will access that support if they are remote (e.g. through text/WhatsApp).<br><br>What specific support will the survivor require before, during and after the event?<br><br>Are there any particular triggers that may be encountered? |       |                   |

| Topic                 | Question? Concerns?   | Notes | Actions and Owner |
|-----------------------|---|-------|-------------------|
| Summary of event      | Make sure there is enough time for the survivor(s) to speak, do not ask them to cut their presentation. Be clear about running orders, if survivors are going to be in breakout rooms and who will support them in these.   |       |                   |
| Confidentiality       | Will the survivor be using a pseudonym, or participating anonymously (for example, creating a presentation with their words or a video or audio recording that is shared rather than them speaking)?  |       |                   |
|                       | What will be written on materials? Do you need to create a confidentiality statement?<br><br>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 screenshots, and do not share details of their story beyond this meeting."   |       |                   |
|                       | Who is responsible for intervening if there is a breach of confidentiality and what steps will be taken?  |       |                   |
| Accessibility         | Are there any accessibility considerations for survivors attending the event, e.g. ramps, hearing loops, interpreters?<br><br>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.  |       |                   |
| 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 | Will there be a media presence at the event? Be clear about recordings and screenshots and where it is not safe to do this.<br><br>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?<br><br>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 in any ongoing court proceedings. Also consider the potential for the survivor, and your organisation, to be sued for defamation or breach of privacy. |       |                   |