**Safe Space Scheme - Assessment Checklist**

This document sets out how to assess whether a location is suitable to join the Safe Spaces Scheme. This should be carried out in conjunction with the criteria set out in the **Safe Space Scheme Information and Criteria** document.

**This applies to all new applications from the 1st August 2025 onwards.**

If a venue was already part of the Safe Space network before 1st August 2025, someone from the Office of the Sussex Police & Crime Commissioner, or a volunteer working on their behalf, will contact them. The assessment may be carried out either in person or over the phone. Alternatively, the venue may be asked to complete a self-assessment form that covers the same points listed below.

**Assessment Checklist:**

When visiting or speaking with a venue, go through the following with the person named as the lead contact on the application form:

1. *Understanding the Scheme:*

Have they read and understood the guidance document?

☐ Yes ☐ No

1. *Staffing:*

Is there always more than one member of staff on the premises? ☐ Yes ☐ No

1. *Private or quiet area*:

Is there a private or quiet area with seating that can be made available as a Safe Space, not open to the public? Ideally, this space should be quiet, away from distractions, and not needed by others while in use. (It doesn’t need to be a fully private room, but it should offer a sense of safety and minimal interruption).

1. Is a phone available for use if needed? ☐ Yes ☐ No
2. Is there an accessible toilet? ☐ Yes ☐ No

1. Is drinking water available? ☐ Yes ☐ No
2. *Application Accuracy*

Review any extra details provided on the application form. Are they accurate?

**Please note any updates or changes here:**

1. *Concerns from the visit:*

Were there any concerns raised during the venue visit?

1. *Concerns from Online Search:*

Did anything concerning come up during an online search of the venue or organisation?

To be approved, **all essential criteria** must be met. However, even if these are met, a venue may still be rejected or asked to provide more information if there are concerns.

If a venue was already part of the Safe Space scheme before 1 April 2024 but issues arise during a verbal or self-assessment, a full site visit should be arranged and reviewed using this checklist.