**Safe Space 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 01/08/2025 onwards.**

Safe Space already part of the network prior to 01/08/2025 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?**

To be a part of a network of locations across the county offering a safe space for people to go to if they’re out and feel threatened or at risk of harm.

Provide the facility for someone to make a phone call in a quiet space to a loved one or call the police if needed.

Organisations and businesses that have signed up to be an approved ‘Safe Space’ can be found on [www.safespacesussex.org.uk](http://www.safespacesussex.org.uk)

**Criteria to become a Safe Space**

**Application**

Venues 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:

* Business/organisation name and full address.
* Name of lead contact and position within the company/business
* Contact details of lead contact
* Confirmed opening days/hours of Safe Space (not general business hours)
* Accessibility (e.g. does it have wheelchair access)
* Facilities available (toilet, drink water, private or quiet area, place to sit, access to a phone)
* Who would be present within the Safe Space (e.g. staff, volunteers, security)
* Is there CCTV in use at the location?
* If the venue is part of any other similar/additional scheme? *This won’t exclude them from the Safe Spaces Scheme but will allow us to provide more details of this on the website.*

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 at the venue, have staff received safeguarding training, are there security guards on site).

* Any risks they are aware of associated with the location being used as a Safe Space (for example, does any other organisation use the space at the same time it is being offered as a Safe Space)

**The Venue**

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

* 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.
* *Note - The user does not have to use this space, and may feel more comfortable in a public area*
* Access to a phone in the venue, that can be used in the identified Safe Space. *This is to allow a call to be made to Sussex police, a trusted contact or another support service.* **\*Staff are not expected to offer the use of their personal phone\*.**
* 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 application 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.

The team will then log the details and will either approve the venue and add their details on the safe space website or decline them and provide the venue with feedback. You may be contacted with any queries about the information you have provided following your visit.

**Complaints**

If you have any questions or concerns around the Sussex Safe Space Scheme 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 lead contact of the business/organisation.

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.

If you have any questions, please contact the commissioning team at Sussex PCC by emailing [commissioning@sussex-pcc.gov.uk](mailto:commissioning@sussex-pcc.gov.uk)