

F4 Participant Safeguarding Card

Your rights and safety — who to talk to

For project teams: how to use this card

Adapt this template into a leaflet, poster, digital card or short video. Co-create with young people where possible. Translate into all languages spoken by participants. Insert local and project-specific contact details. Remove the shaded instruction boxes before publishing.

What is a safe space?

A safe space means you can speak freely about anything that worries or bothers you, without fear of being judged or ignored. It means emotional and psychological safety — that your feelings and experiences matter — as well as physical safety. It means you will be taken seriously. It means you will be supported.

Step 1 — You have rights

You have the right to:

- Be safe and protected from harm.
- Be treated with dignity and respect at all times.
- Speak up if something makes you uncomfortable.
- Be listened to and taken seriously.
- Know what will happen with any information you share.
- Access support — emotional, medical or practical.

Step 2 — What will happen if you tell us something?

[The project team / safeguarding lead] will:

- Listen to you carefully and take what you say seriously.
- Tell you what we are going to do before we do it.
- Share your information only with the people who need to know it to keep you safe — and only with people from [organisation name].
- Support you throughout.

You will not be in trouble for raising a concern in good faith. Even if it turns out to be a misunderstanding, telling us was the right thing to do.

Step 3 — Who to talk to

Designated Safeguarding Lead (DSL)	[Insert name, phone number, email]
Alternate DSL / Emergency safeguarding contact	[Insert name, phone number, email]



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Anonymous reporting	[Insert platform name and link] — you do not have to give your name
Emergency services (police, ambulance, fire)	112 (EU-wide) / 999 (UK) — free from any phone
Local support services	[Insert: local crisis line, medical services, other relevant local contacts]

Not sure whether to say something?

Say it anyway. It is always better to say something and find out there is nothing to worry about, than not to say something and leave someone without help. You can always use the anonymous reporting channel if you do not want to give your name.

References

F0 Safeguarding Policy Framework Section O. F1 Safeguarding Policy. I2 Safeguarding Reporting System.
Glossary of Key Terms (Safe Spaces) — for definitions of all bolded terms in this document.

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