

IG Safe Spaces Implementation Guide

How to use the Safe Spaces pack — what to do, in what order, for your organisation

This is the practical starting point

The Safe Spaces pack contains 28 documents covering every dimension of safeguarding for organisations working with participants. This guide helps you navigate all of them. It answers four questions: Where do I start? What do I use for planning? What do I do when something happens? What does being a genuinely safe organisation look like?

This guide does not summarise the pack — it tells you what to open, when, and why. When you are ready for the detail, every linked document is the reference.

1. The Complete Document Reference

All Safe Spaces documents are organised into six functional groups:

Group / Code	Document title
GROUP F — FOUNDATIONS	
F1	Safeguarding Policy — core template
F2	Code of Conduct
F3	Do No Harm and Non-Discrimination Statement
F4	Participant Safeguarding Card
GROUP P — PEOPLE AND ROLES	
P1	DSL Appointment and Terms of Reference
P2	DSL Responsibilities Guide
P3	Staff and Volunteer Induction Pack
P4	Safeguarding Training Plan and Record
P5	Board and Trustees Safeguarding Briefing
GROUP R — RISK AND PLANNING	
R1	Risk Assessment Guide
R2	Consent and Assent Forms
R3	Child Protection Measures
R4	Safeguarding for Adult Participants at Risk
R5	Safeguarding in Specific Contexts (Radicalisation, Trafficking, FGM, HBH)



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GROUP I — INCIDENTS AND RESPONSE	
I1	Incident Form and Log (Parts A, B and C)
I2	Safeguarding Reporting System
I3	Response Flow Charts (four scenarios)
I4	Internal Investigation Guide
GROUP A — ACTIVITIES AND SETTINGS	
A1	Safe Travel, Transport and Accommodation
A2	Safeguarding on Trips and Residentials
A3	Safeguarding in Online and Hybrid Activities
GROUP O — ORGANISATIONS AND PARTNERSHIPS	
O1	Partnership Safeguarding Agreement
O2	Monitoring Safeguarding in Partnerships
O3	GDPR and Safeguarding Data Handling
O4	Annual Self-Assessment and Review
FRAMEWORK DOCUMENTS	
IG	Safe Spaces Implementation Guide (this document)
R0	Safeguarding Risk Assessment Tool
F0	Safeguarding Policy Framework (the authority document)
SUPPLEMENTARY	
Glossary	Glossary of Key Terms
QRC	Quick Reference Cards (three roles)
CLS	Country Legal Supplement
EPG	Emergency Preparedness Guide (standalone — see Section 8)

2. Starting from Scratch

If you are setting up safeguarding for the first time, complete the following in order. Do not begin participant-facing activities until steps 1-6 are complete.

Step	Action
1	Identify which DSL tier applies to your organisation
2	Appoint your DSL and Alternate DSL (or external backup at Tier 1). Complete and sign the appointment documents.
3	Read the DSL responsibilities. Know your seven-step response before any project begins.
4	Adapt and adopt the Safeguarding Policy for your organisation. Get board sign-off.
5	Adopt the Code of Conduct. Get all staff, volunteers and contractors to sign it.
6	Adopt the Do No Harm statement.
7	Induct all staff and volunteers before they begin working with participants.
8	Brief the board and trustees.
9	Print and laminate the Quick Reference Cards. Place them in the staff area and project folder.
10	Adapt the Participant Safeguarding Card (F4) for your first project.
11	Set up the Glossary as a reference for your team.

3. Planning a Project

Before any project begins, the following are required. Some are required for every project; others depend on the project's specific characteristics.

What?	Every project?
Risk assessment — full safeguarding risk review of activities, participants, location, partners	Yes
Consent forms — parental (under-18s), adult participant, photo and media	Yes
Participant Safeguarding Card given to all participants in their language	Yes



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Response flow charts printed, laminated and available on site	Yes
Partnership Safeguarding Agreement signed by all partners	Every partnership
Child Protection Measures activated	If any under-18 participants
Adult Participants at Risk assessment and measures	If relevant to participant group
Specific Contexts briefing (radicalisation, trafficking, FGM, HBH)	If relevant to context
Safe Travel protocol completed and signed	If travel involved
Residential safeguarding plan completed	If overnight stays involved
Online session safety setup (acceptable use, moderator, ground rules, timing)	If any online components
Training plan reviewed and all gaps addressed	Yes

4. Something Has Happened

When a concern arises — whether a disclosure, observation, allegation or third-party report — go here first:

Who are you?	
A STAFF MEMBER OR VOLUNTEER — someone has just told you something, or you have seen something	QRC Card 2 — immediately. Then I3 (Chart 1 — Disclosure or Chart 2 — Observation).
THE DSL — a concern has been reported to you	QRC Card 1 — immediately. Then I1 Part B, I3, and I2 as needed.
THE DSL — concern involves a staff member or volunteer	I3, Chart 3 — Allegation — immediately.
THE DSL OR STAFF MEMBER — concern arises during travel or at a partner site	I3, Chart 4 — Travel and Partner Site — immediately.
THE DSL — the concern requires formal investigation	I4.

THE DSL — statutory referral is being considered

I2 Section 4, F0 Section J.4. Country Legal Supplement for national contacts.

In an emergency: call 112 (EU) / 999 (UK). This is free from any phone. You do not need permission.

5. Working with Partners or Going Abroad

Task	
Sign a Partnership Safeguarding Agreement before activities begin	O1
Monitor partner compliance throughout the project	O2
Handle safeguarding data across borders compliantly	O3
Respond to a safeguarding concern that arises at a partner site or abroad	I3, Chart 4 — Travel and Partner Site
Manage accommodation and travel for participants	A1
Run overnight residential activities safely	A2
Know the legal framework in the country you are going to	Country Legal Supplement

6. Becoming a Genuinely Safe Organisation

These documents are for organisations that want to move beyond compliance to embedded safeguarding culture:

Action	
Conduct the annual safeguarding self-assessment and present findings to the board	O4
Brief the board and trustees on their governance responsibilities	P5
Ensure the safeguarding policy is reviewed and approved annually	F1, F0



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Conduct an organisational safeguarding risk review	R0, R1
Commission an external safeguarding review	P1 Section 7 (how to find an external advisor)
Strengthen child protection practice	R3, R4
Strengthen specific context awareness (radicalisation, trafficking, FGM, HBH)	R5
Integrate eLearning into staff training	Safe Spaces eLearning modules (see website)

7. Tiered DSL Model — Quick Reference

If you are not sure which DSL tier applies to your organisation, or what changes between tiers, this is the summary:

Tier	Size
1	1-3 staff / volunteers
2	4-15 staff / volunteers
3	16+ or ESC placements

Full details: P1 (Appointment) and P2 (Responsibilities). See Glossary for definitions of all tier-related terms.

Document version and contacts

Safe Spaces Safeguarding Pack v2.0 (2026). For updates, questions or feedback on this pack, contact [Insert lead organisation contact].

Policy authority for all documents: F0 (Safeguarding Policy Framework v2.0).



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