



TOOL: REGIONAL SAFE SPACES NETWORK CHECKLIST – SELF AUDIT

COUNTRY

DATE

WHAT is the Regional Safe Spaces Checklist?

The purpose of this checklist is to assist organizations in conducting a self-audit of their existing Safe Space(s)²¹ for survivors, children at risk, and other individuals at risk of SGBV or other serious human rights violation who are refugees, asylum-seekers, returnees, internally displaced persons, returnees, people on the move, stateless people and other persons who might be in need of international protection including women, girls, men and boys, and LGBTI²² persons. The anonymous compilation of data collected by the members of the RSSN with this checklist will be used to assess the progress made at regional level.

WHO does the checklist apply to?

Organizations responsible for operating a physical or mobile Safe Space(s)²³ in a stand-alone facility or inside of another facility can use one checklist to self-assess progress and improvements made over time for locations, facilities, programs, staffing and specialized services provided to refugees, asylum-seekers, returnees, internally displaced, people on the move, stateless people, and other individuals who might be in need of international protection. Safe Spaces Networks can compile the data collected with the checklist by their members to develop joint work plans.

21. A **Safe Space** is a kind of physical or mobile space, where groups or individuals can feel “safe”, build social networks, express and entertain themselves, while accessing protection and assistance, and other services included in the Essential Package of services in accordance with the age, gender, diversity and survivor-centered approaches, and the child’s best interests principle. The personnel of safe spaces are aware of SGBV, CP and humanitarian principles and treat survivors and individuals at risk of SGBV, children at risk and other vulnerable population with respect and compassion to facilitate disclosure and identification of SGBV incidents and other violations of human rights without discrimination. Safe spaces work in a network to provide referrals to specialized services, or conduct community outreach or awareness-raising activities, in a harmonized and coordinated manner with asylum-seekers, refugees, IDPs, returnees, people on the move, stateless and other people who might be in need of international protection.

22. Lesbian, Gay, Bisexual, Transgender and Intersex. Diverse sexual orientation and gender identity (SOGI) is used with a similar meaning.

23. Unless otherwise indicated, all the activities in this checklist apply to both, physical and mobile Safe Spaces.

WHERE to use the checklist?

The checklist can be used by members of Safe Spaces Networks in different geographical areas affected by mixed migration flows and/or displacement where persons of concern to UNHCR may be in their country of origin, in transit, or in a destination country.

WHEN to use the checklist?

The checklist measures specific Safe Spaces criteria for individual organizations and Safe Spaces Networks to check at regular intervals (i.e. 3 months, 6 months, 1 year, etc.). The Safe Space Checklist is calibrated on an indexed scale and can be used to create baseline data and subsequent data points to compare over time. Data collected by the national Safe Spaces Networks can be compiled in an anonymous manner to produce Regional Safe Spaces Network statistics.

A = in place B = partially in place C = not in place

REGIONAL SAFE SPACE NETWORK CHECKLIST (SELF-AUDIT)

1	SURVIVOR-CENTERED APPROACH	A	B	C
a.	Services and information on available services in other safe spaces in the network are offered to individuals at risk without discrimination			
b.	Activities are conducted in consideration with the Age, Gender and Diversity (AGD) approach			
c.	Activities support a survivor-centered approach treating all persons involved with dignity and respect for the wishes of the survivor			
d.	Referrals are provided only with the informed consent and assent of the survivor			
e.	The space provides a safe and supportive environment to survivors or individuals at risk of SGBV			
f.	Private spaces and one-to-one discussions are used to conduct SGBV sessions, assessments and counseling sessions			
g.	SGBV information shared by survivors, their families or other community members is kept confidential			
h.	The organization has conducted a participatory assessment with persons of concern from different ages, genders and backgrounds			

2	FACILITIES AND ACCESSIBILITY	A	B	C
a.	The safe space is accessible to persons of concern from different ages, genders and backgrounds			
b.	The location of the safe space is accessible to disabled women, girls, boys, men, and LGBTI persons			
c.	The location of the Safe Space is accessible to indigenous women, girls, boys, men and LGBTI persons			
d.	The safe space provides locking bathrooms			
e.	The safe space provides separate communal bathrooms for women and men, as well as family /unisex bathrooms			
f.	The safe space has sufficient supplies and logistics support to deliver services for all the average number of beneficiaries			
g.	For physical safe spaces, a large space is available inside for group activities			
h.	For mobile safe spaces, group activities are organized in safe and accessible locations in coordination with the community or public services as appropriate			
i.	A shaded outdoor space is available for group activities for both, mobile and physical safe spaces			
j.	The safe space has ensured community involvement in planning of spaces (safety, sleeping arrangements, latrines, common spaces, etc.) in accordance with AGD approach			
3	AVAILABILITY OF MULTI-SECTORAL SERVICES	A	B	C
	The following services are available to survivors, children at risk, or other victims of serious human rights violation at the mobile or physical safe space or through referrals or outreach activities within the safe spaces network:			
a.	<ul style="list-style-type: none"> • SGBV/CP case management (CM) (collaborative and systematic process for referrals, including Best Interest Procedures for children) 			
b.	<ul style="list-style-type: none"> • Mental Health and Psychosocial Support (MHPSS); 			
c.	<ul style="list-style-type: none"> • Medical or health services (including Sexual and Reproductive Health services and Clinical Management of Rape—CMR); 			
d.	<ul style="list-style-type: none"> • Legal assistance; 			
e.	<ul style="list-style-type: none"> • Safety services (e.g. safe referrals to law enforcement); 			
f.	<ul style="list-style-type: none"> • Family tracing and reunification; 			
g.	<ul style="list-style-type: none"> • Alternative care arrangements; 			
h.	<ul style="list-style-type: none"> • Education. 			
i.	Services are available to LGBTI survivors or at risk of serious human rights violations			

j.	Services are available to child survivors at risk of serious human rights violations (girls and boys)			
k.	Recreational activities and events are available to beneficiaries of the safe space			
l.	Water, soap and female hygiene materials are available to the beneficiaries of the safe space			
m.	Informational activities on different topics relevant to persons in need of international protection take place regularly in the safe space			
n.	Affected populations using the safe space are consulted to determine the topics and best times for activities			
4	AWARENESS-RAISING AND COMMUNITY OUTREACH	A	B	C
a.	Awareness-raising interventions on core principles and available services within the network are conducted with survivors, children and individuals at risk of SGBV or other serious human rights violation, their families and communities			
b.	Information on protection, basic and specialized services available in the network is provided along the displacement route in all different phases			
c.	Services are made available through hotlines; offline and online communication means in consideration with AGD principle			
d.	Awareness-raising on sexual and reproductive health issues takes place in the Safe Space or in the community, in accordance with AGD approach			
5	COMPLAINT MECHANISM	A	B	C
a.	An anonymous community-based complaint mechanism is in place and known to members of the community and POC using the Safe Space			
b.	The safe space coordinates with the PSEA (Protection from Sexual Exploitation and Abuse) Network			
6	AWARENESS-RAISING AND COMMUNITY OUTREACH	A	B	C
a.	The organization is a member of the Regional Safe Spaces Network with available services for SGBV survivors, children at risk or other vulnerable population			
b.	The organization participates in regular Protection coordination meetings with national institutions, international agencies and organizations			
c.	The organization is part of other multi-functional coordination mechanisms			

7	PERSONNEL AND ORGANIZATIONAL STRUCTURE	A	B	C
	Each staff member working at or with the safe space:			
a.	<ul style="list-style-type: none"> was hired using a transparent process in accordance with the organization’s rules; 			
b.	<ul style="list-style-type: none"> was hired in line with an Age, Gender and Diversity (AGD) approach used within the organization to manage human resources; 			
c.	<ul style="list-style-type: none"> went through a reference check; 			
d.	<ul style="list-style-type: none"> has clear reporting lines; 			
e.	<ul style="list-style-type: none"> has standardized TORs with clear roles and responsibilities. 			
f.	Volunteers and communities are part of service provision chain			
g.	Supervisors ensure adequate workload of case workers			
h.	All staff and volunteers are sensitized on working with persons of concern and survivors of or at risk of SGBV, children at risk and other vulnerable population and how to conduct referrals to other services with the consent and assent of the survivor			
i.	Mentoring, coaching and capacity building activities are regularly available to staff and volunteers in the Safe Space			
j.	Safe space’s personnel understand human rights and humanitarian principles			
k.	Safe space’s personnel sign, understand and uphold a code of conduct			
l.	Self-care procedures are in place			
8	CASE MANAGEMENT (CM) FOR SGBV SURVIVORS, CHILDREN AT RISK AND OTHER INDIVIDUALS OF CONCERN	A	B	C
a.	Safe space’s personnel facilitate disclosure and identification of SGBV incidents and other protection risks occurred to women, girls, men, and boys, LGBTI individuals, people with disabilities (PWD), and other individuals with specific needs			
b.	Safe space’s personnel and community members are aware of SGBV/CP core principles and available services			
c.	Safe space’s personnel support the development and maintenance of referral pathways for case management and multi-sectoral services			
d.	SGBV/CP referral pathways including SGBV/CP case management organizations in the area covered by the respective Safe Space Network are known by the safe space’s personnel			
e.	Referrals and case management services are provided in accordance with the survivor-centered approach			

f.	Referrals and case management services are provided in accordance with the Child’s Best Interests principle			
g.	Referrals and case management services are provided in accordance with the Age, Gender and Diversity approach			
h.	Child survivors have access to Best Interest Procedures (BIA/BID)			
i.	Case management is provided in close coordination with relevant service providers			
j.	Case management conferences ²⁴ are convened by the lead case management organization in the area covered by the respective Safe Spaces Network			
k.	Safe space’s personnel participate in case management conference as relevant and appropriate			
9	MONITORING AND EVALUATION	A	B	C
a.	Community feedback surveys or consultations are used to help assess quality of services			
b.	A monitoring and evaluation plan that includes community participation is in place			
c.	Selected staff members are trained in program monitoring			
d.	Regular monitoring of activities and quality of service provision takes place			
e.	Timely feedback is provided to persons of concern in safe spaces who provide information for programming purposes			
f.	Indicators are available to measure performance of staff and impact of services			

24. **Case management conferences** (also called case conferencing) are meetings held to review individual cases requiring an inter-agency response, with focus on addressing any immediate protection problems and coordination response actions for each individual case. Case conferencing is sometimes needed and is more formal than case planning or review meetings. It is usually only used in very complex cases. It attempts to explore multi-sector / interagency service options and to make formal decisions in the best interest of the client. Minutes are taken, and client can be invited to participate in some meetings but not all. (Adapted from the Child Protection Case Management Training Manual for Case Workers, Supervisors and Managers. Case Management Task Force, Amman, Jordan 2014.)