

Inclusive & Safe Spaces Checklist

Use this practical checklist to help create gatherings where people can participate with dignity, safety, and choice. Adapt it to your community, setting, culture, and available resources; no checklist can replace listening and responding to people's needs.

1. Before the event or gathering

- ☐ **Assign an access lead.** Name someone responsible for access questions and adjustments.
 - ☐ **Check the venue.** Confirm step-free routes, accessible toilets, seating, entrances, and transport options.
 - ☐ **Review safety.** Identify hazards, exits, first-aid arrangements, and ways to get help.
 - ☐ **Plan inclusively.** Invite input from people with varied identities, experiences, and access needs.
 - ☐ **Check representation.** Review speakers, facilitators, examples, images, and decision-makers for meaningful inclusion.
 - ☐ **Share access information.** Provide clear details about the venue, format, timing, sensory environment, and support options.
 - ☐ **Collect needs privately.** Offer a confidential way to share access or dietary needs, without asking for unnecessary explanations.
 - ☐ **Confirm arrangements.** Check back with people who requested support and explain what will be available.
 - ☐ **Set community expectations.** Share consent, confidentiality, anti-harassment, participation, and reporting guidance before the gathering.
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2. Welcoming people

- ☐ **Greet people warmly.** Welcome each person without assumptions about identity, relationships, or prior knowledge.
 - ☐ **Introduce yourself.** Share your name and role, and explain how people can ask for support.
 - ☐ **Offer pronouns without pressure.** Share yours if helpful and let others choose whether to share theirs.
 - ☐ **Check name pronunciation.** Ask respectfully, listen, and use the person's chosen pronunciation.
 - ☐ **Give accessible directions.** Point out entrances, toilets, quiet spaces, seating, and support contacts.
 - ☐ **Offer participation choices.** Include chat, writing, paired discussion, observing, and stepping out without explanation.
 - ☐ **Avoid forced disclosure.** Do not require people to explain identities, diagnoses, experiences, or access needs publicly.
 - ☐ **Invite private questions.** Make it clear how people can ask for help away from the group.
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3. Physical and sensory accessibility

- ☐ **Verify step-free access.** Check the full route, door widths, lifts, ramps, and accessible parking or drop-off points.
 - ☐ **Provide suitable seating.** Reserve varied seating and space for mobility aids, assistance animals, and support people.
 - ☐ **Check toilets.** Confirm an accessible toilet is available, clearly signposted, and usable throughout.
 - ☐ **Adjust the environment.** Review lighting, sound, temperature, scents, background noise, and visual clutter.
 - ☐ **Offer a quiet space.** Identify a calm, private place for rest, regulation, or support.
 - ☐ **Arrange communication access.** Provide captions, interpretation, microphones, transcripts, or large-print materials as needed.
 - ☐ **Plan for dietary needs.** Label ingredients and provide safe, varied options without drawing attention to individuals.
 - ☐ **Check online access.** Test keyboard navigation, screen-reader compatibility, captions, alt text, contrast, and low-bandwidth options.
 - ☐ **Test technology.** Check microphones, captions, interpretation channels, links, and backup options before people arrive.
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4. Respectful communication

- ☐ **Use plain language.** Explain specialist terms, acronyms, processes, and expectations in accessible words.
 - ☐ **Avoid assumptions.** Do not assume someone's identity, culture, ability, beliefs, relationships, or experience.
 - ☐ **Listen with care.** Do not interrupt; allow processing time and check that you understood correctly.
 - ☐ **Ask for consent.** Check before touching, giving advice, asking personal questions, recording, taking photos, or sharing someone's story.
 - ☐ **Protect confidentiality.** Explain what will remain private, any limits, and who may need to know for safety.
 - ☐ **Use inclusive language.** Follow the names, pronouns, and terms people choose for themselves.
 - ☐ **Repair respectfully.** Acknowledge impact, apologise without defensiveness, and change the behaviour.
 - ☐ **Offer communication choices.** Make space for speaking, writing, chat, gestures, silence, and follow-up conversations.
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5. Preventing and responding to harm

- ☐ **Make reporting visible.** Display clear routes for reporting concerns, harassment, discrimination, or unsafe behavior.
- ☐ **Name support contacts.** Identify trained, approachable people who can receive concerns and explain available support.

- ☐ **Explain confidentiality.** Tell people how reports will be handled and when information may need to be shared for safety.
 - ☐ **Set boundaries.** State expectations about consent, personal space, recording, communication, and respectful conduct.
 - ☐ **State anti-harassment expectations.** Explain that harassment, intimidation, discrimination, and retaliation are not accepted.
 - ☐ **Respond immediately.** Prioritize safety, listen calmly, ask what the person wants, and avoid blame or pressure.
 - ☐ **Document carefully.** Record factual details securely, with consent where possible, and limit access to those who need it.
 - ☐ **Escalate urgent danger.** Contact local emergency services or an emergency contact when someone faces immediate risk.
 - ☐ **Arrange follow-up.** Agree on how and when to check in, while respecting the person's choices and privacy.
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6. During the gathering

- ☐ **Monitor inclusion.** Notice who is being heard, interrupted, overlooked, or carrying extra emotional labor.
 - ☐ **Offer regular breaks.** Share break times and make it easy to pause, step out, or return without explanation.
 - ☐ **Check access arrangements.** Quietly confirm that captions, interpretation, seating, food, sound, and other supports are working.
 - ☐ **Address exclusion early.** Interrupt harmful comments or patterns calmly and restate the shared expectations.
 - ☐ **Make room to step back.** Allow people to pass, observe, or change participation without penalty or public attention.
 - ☐ **Protect privacy.** Ask before photos, recordings, screenshots, quotes, or sharing names and personal contributions.
 - ☐ **Adjust the plan.** Respond to emerging needs and explain changes clearly without identifying who requested them.
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7. After the gathering

- ☐ **Invite accessible feedback.** Offer anonymous, private, verbal, written, online, and offline ways to respond.
- ☐ **Follow up on incidents.** Check in using the agreed method and avoid asking people to repeat difficult details unnecessarily.
- ☐ **Recognize contributions.** Thank people who helped create access and safety without exposing private information.
- ☐ **Review what happened.** Note what worked, what was missed, and what people asked to change.
- ☐ **Assign accountability.** Give each improvement an owner, deadline, and clear measure of completion.
- ☐ **Share progress.** Tell participants what will change and when they can expect an update.

- ☐ **Handle information safely.** Store feedback and incident records securely, and delete them when no longer needed.

Quick reference

Keep this information visible to organisers and easy for participants to access. Confirm the details before each gathering.

Reference	Details
Named contact person	Name, role, and preferred contact method: _____
Emergency contact / local emergency number	_____ _____
Reporting method	Where and how to report a concern: _____
Quiet or support space	Location and who can help access it: _____
Next review date	_____

Notes and follow-up actions

Use this space to record owners, deadlines, decisions, and actions that need follow-through.

Action or note	Owner	Deadline	Follow-up / status
1. _____ _____	_____	_____	_____ _____
2. _____ _____	_____	_____	_____ _____
3. _____ _____	_____	_____	_____ _____
4. _____ _____	_____	_____	_____ _____