

NHS National Services Scotland staff will always work actively to create a safe space and rely upon community members' involvement with this.

What is a safe space and why is it needed?

A safe space is one in which everyone feels welcome, respected and comfortable with being who we are. This includes people who are community members and staff. You should think of your comfort levels at the time of our meeting as well as after it takes place.

To create a safe space, it is important that we all:

- Listen to each other.
- Allow everyone to have a chance to speak.
- Only share information that we are comfortable sharing. When you are present online other participants will be able to see what is behind you, or on your screen if you share it, so make sure you're comfortable with what people can see.
- Respect other people's limits, boundaries and confidentiality. When online if you are not alone, please use headphones and do not share your screen with others. Please do not take screenshots, recordings, videos or photos, or in any way share the session. NHS National Services Scotland will not record our meetings without asking permission.
- Think about the impact of our words, assumptions and actions upon others.
- In online video meetings, if you do not wish to switch on your video, we ask that you check in with the team in advance or at the beginning.
- Although you are at home, please do not use alcohol or drugs visibly during an online group or event.
- Speak respectfully about others whether they are present or not.
- The safe space policy applies to posting on online forums, such as on MS Teams.
- Please consider your privacy when sharing photographs or videos in online groups; be sure that you are happy with others seeing everything that is shared.

If I feel the safe space commitment has been broken, how can I respond?

- If you feel able to, respectfully tell the person or people involved that you feel that they are breaking the safe space commitment, and explain why.
- Tell NSS staff about how you are feeling (either use the private chat function when online, or subsequent to the event by email).

What happens if I find it difficult to uphold the safe space commitment?

- Listen respectfully if someone tells you that you are making them uncomfortable and try to change your behaviour.
- Ask a member of staff if you do not understand expectations.
- If you feel unable to speak about your difficulties in the moment, then you can request to join a separate room with a staff member, or leave the event.
- Ask NSS staff for support in advance of the session or after.