

# Safe

This guide was developed to support members of the UQ community to plan events that are safe and inclusive for attendees, event staff/volunteers and performers.

# Events

The 2021 National Student Safety Survey results showed that a significant proportion of experiences of sexual violence occurred within club and society events and social spaces.

# Guide

We can all play a role in creating a culture of respect here at UQ, and beyond.

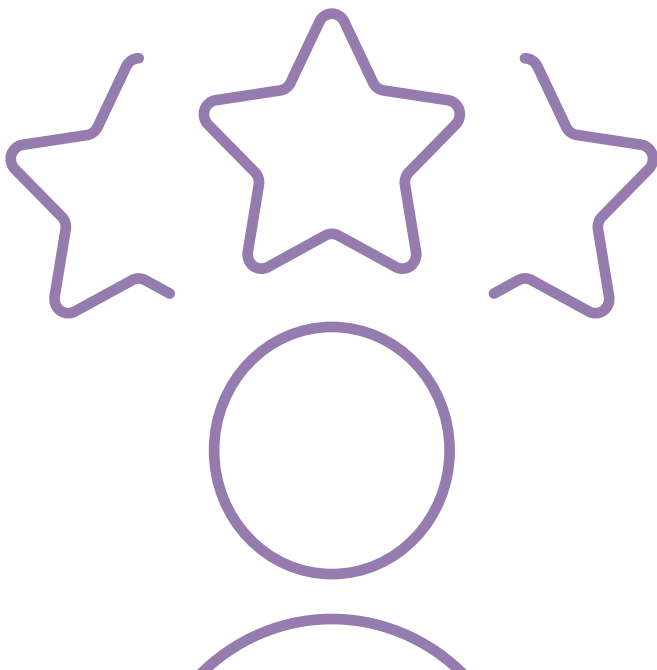
## Prior to the event

### Consider the event location, for example:

- Is it accessible to wheelchair/mobility aid users?
- Does it have accessible bathrooms?
- How will people get to and from the event? How close is the venue to public transport and rideshare drop-off/pick-up points?

### Sourcing performers/speakers:

- Research any performers/speakers prior to booking. Look to their website, social media pages, and where possible, speak to people who have previously seen their work. Consider whether the content of their work aligns with the values and aims of your event/student society.
- Will your performers/speakers be paid equally and fairly?
- Ask your performers/speakers what they need to feel comfortable in the lead up to the event, and on the day.



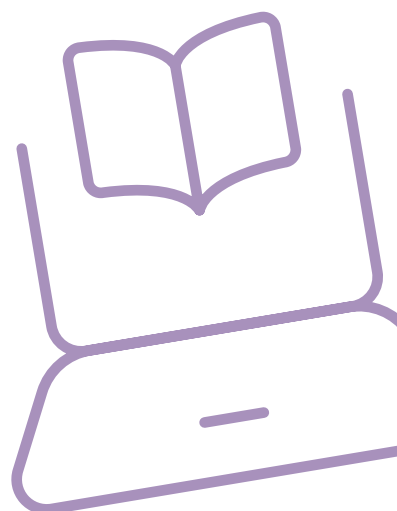
## Prior to the event

### Setting expectations:

- How can you set the tone of your event?
- If you're organising the event via social media, consider making a post prior to the event outlining expectations for behaviour.
- If you have a ticketed event, consider outlining expectations for behaviour as part of the ticket purchase.
- Consider outlining consequences of not adhering to the behavioural expectations, e.g. being asked to leave the venue/event for disrespectful behaviour.
- Provide information about accessing the venue, including accessible parking, public transport and venue drop off points.
- Set expectations for people who will be in support roles at the event:
  - Are they expected to provide support to attendees for the whole event, or just part of the event?
  - Where can they seek support if a situation arises where they don't feel equipped to respond to?
  - If the event involves alcohol, ensure people in support roles understand that they are expected to stay sober while undertaking their role.

### Upskill your event team:

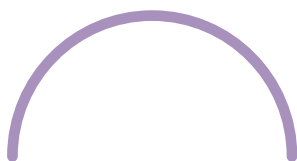
- What is the ratio of event staff to attendees? Ensure there are enough identifiable support people present at the event that attendees will easily be able to seek assistance from.
- Do a skills inventory across your events team – what training/skills do the volunteers/staff who will be present at the event already have? How confident do the people in your team feel to respond to challenges/situations that might arise at the event?
- Consider who in the team has recently completed:
  - First Aid training
  - Mental Health First Aid training
  - Sexual violence prevention and first response training (through UQ Respect or another provider e.g. Full Stop Australia)
  - Ethical bystander training (through UQ Respect or another provider)
  - Any other relevant training (e.g. Responsible Service of Alcohol training, etc.)



## At the event

### Photography:

- Consider whether there is a way that attendees can indicate if they want to be photographed.
- Consider having signage of key support services e.g. in the bathrooms.



### Safety:

- Who can attendees speak to if they feel unsafe or uncomfortable at the event?
- Ensure attendees are aware of public transport and ride-share options on their way out of the event.
- Get to know the security staff (if applicable) and confirm the action plan should a challenge arise.

## After the event

### Collect feedback:

- Consider providing attendees with the option of providing anonymous feedback following the event. You could do this by emailing out a survey or having QR codes.

### Check in with the team:

- Reflect on what went well and what could be improved for next time.
- Consider debriefing with security (if applicable).



### 24/7 Contacts:



- Triple Zero (24/7) for ambulance, fire and police – phone: 000
- UQ Security Emergency Line (24/7) – phone: 3365 3333
- UQ Counselling and Crisis Line (24/7) – phone: 1300 851 998
- 1800RESPECT (24/7) – phone: 1800 737 732

To get in touch with UQ Respect: Email us at [uqrespect@uq.edu.au](mailto:uqrespect@uq.edu.au).



For further details,  
please contact

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UQ Respect



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