



Safety Checklist for Youth Projects

The safety of participants is the foundation of any successful project with and for young people. A safe environment – both physically and emotionally – allows them to participate actively, express themselves freely, and reach their full potential.

This checklist was created by the participants of the 4Safety project, held in Predeal from 21–29 May 2025, and co-funded by the European Union through the Erasmus+ Youth Accreditation program. Its purpose is to help NGOs and project teams identify and prevent risks, promote inclusion, equality, and diversity, and maintain high ethical and professional standards.

By using this tool before, during, and after activities, you will be able to:

- ensure a working environment where participants feel protected and respected;
- quickly identify situations that may affect the safety or well-being of young people;
- demonstrate your organization's commitment to quality standards and social responsibility.

A safe project is not only a legal or procedural obligation, but also an essential condition for making the learning and collaboration experience positive and memorable for everyone involved.

Psychological Safety and Safeguarding

- Is a safeguarding policy clearly visible and communicated at the activity venue?
- Has a designated support person or “safe contact”, that participants can approach if they feel unsafe or overwhelmed?
- Is there a designated safeguarding member for the activity?
- Have policies for reporting inappropriate behavior been clearly explained to participants?
- Were daily reflection/evaluation activities implemented, and was a safe space created for reporting incidents?
- Is there a clear and quick procedure for reporting and addressing harassment or bullying?
- Was an introductory session held to explain acceptable and unacceptable behavior?

Ethics and Professional Boundaries

- Are the professional boundaries between trainers and participants respected?
- Is confidentiality maintained when handling personal information or disclosures?
- Are potential power dynamics between facilitators and participants acknowledged and managed ethically?
- Do facilitators and participants maintain professional conduct, avoiding favoritism or boundary crossing?
- Have all participants and facilitators signed a code of conduct and group agreements?
- Are photos, videos, and statements from participants used only with signed consent?
- Are feedback forms anonymous and optional?
- Are personal data protected in compliance with data protection regulations (e.g., GDPR)?
- Are there clear rules regarding photos, videos, and online postings?
- Have participants been informed about their obligation for active and constant participation during the entire event?
- Have participants been informed that they are financially responsible for any damage caused by their actions?
- Have participants given explicit consent to be photographed/filmed for promotion and dissemination purposes, with the intended use clearly explained?

Inclusion, Equality & Diversity

- Are visual materials (images, posters, slides) inclusive and free from stereotypes?
- Do all participants feel equally encouraged to contribute, regardless of their background?
- Did all participants have access to the venue, accommodation, and content (e.g., ramps, armless chairs, relaxation areas)?
- Was an activity implemented to raise awareness about personal stereotypes?
- Have diverse backgrounds been positively represented in both the content and among participants and facilitators?
- Have special needs been considered (dietary requirements, mobility assistance, language support, adapted resources for disabilities)?

Physical Safety

- Have emergency exits, first aid kits, and fire extinguishers been checked?
- Is there at least one person trained in first aid present during the activity?
- Is there a first aid kit available, and have all participants been informed about its location?
- Has a risk assessment been completed for the venue and activities?
- Has an emergency evacuation plan been developed and communicated to all participants?
- Are local emergency contact numbers (police, ambulance, fire department) available and accessible?

Well-being

- Does the schedule allow for breaks, rest time, and personal reflection?
- Did participants report (in the post-activity survey) feeling emotionally supported?
- Are participants encouraged to take care of their own well-being?
- Are potential stress factors observed and monitored daily?

Follow-up After the Activity

- Is there a communication channel available for participants to report safety or well-being concerns after the project ends?
- Is specific feedback collected on safety and well-being, separate from the general project evaluation?

