**Medway**

**Safe Spaces Scheme**

Whilst most businesses would assist someone in need, the Safe Spaces Scheme is a formal way of promoting those businesses who are there to help. Businesses are not expected to go beyond what most would consider a ‘moral duty’ to help someone in need. The scheme just formalises this, creates a feeling of help and support being available and improving feelings of safety in the local community.

By signing up to this scheme you agree to assist those in need in a few simple but helpful ways such as:

* Offering the use of a phone to call a relative, friend, taxi or possibly the emergency services.
* Offering a space for them to wait for someone or just to wait until they feel able to carry on their journey.

There may be times you have further concerns, as could happen at any time and we would encourage you to report these to the appropriate services as you normally would.

|  |  |
| --- | --- |
| **Business Name:** |  |
| **Type of Business:** |  |
| **Business Address:** |  |
| **Main Contact:** |  |
| **Contact Number:** |  |
| **Contact email address:** |  |

**Opening Hours**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
|  |  |  |  |  |  |  |

Businesses that would like to be part of the Safe Spaces Scheme will need to meet the following requirements:

* Businesses should have more than one person on site at any time (or the ability to have extra assistance through a ShopSafe Radio or co-located business).
* Businesses should have no complaints made against them for matters, such as anti-social behaviour.
* Businesses will need to notify of any changes to opening times/availability as a Safe Space venue to ensure these details are kept up to date.

Businesses will not be expected to collect any personal data. *However, please note that any personal data gained as part of being a Safe space, for example victims of crime, must be compliant with UK GDPR and the Data Protection Act 2018, and be processed in line with your organisation's data protection policies. Your organisation will be the data controller for all personal data you process.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Can you confirm that there would be more than one staff member present at a time? | Yes |  | No |  |

|  |  |
| --- | --- |
| If no, do you have any additional support that would assist a lone worker such as a ShopSafe radio or additional business within the same building?  |  |

Are you happy to display the Safe Spaces logo in the window of your business?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Medway Safe Spaces window logo.  | Yes |  | No |  |

We look after your personal information, please read [our privacy statement](http://www.medway.gov.uk/privacy) to find out more at. You will not receive any communications from us using these details other than in relation to the Safe Spaces Scheme. Your data will be kept for ten years after your last contact with us and then destroyed automatically. If should wish to have your data removed at an earlier date, please contact us on: cst@medway.gov.uk

I agree as a representative of the above business that the business meets the requirements above and we wish to become part of the Medway Safe Spaces Scheme.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Print Name:** |  |
| **Date:** |  |