



Safe Space Checklist

Use this checklist to ensure your work environment provides a safe and welcoming space for refugee applicants and asylum seekers who are sexually or gender non-conforming (SGN)

Training

- Are *all* staff provided with **ongoing sensitization training** on issues of sexual orientation and gender identity
- Do all staff understand the **special needs and protection gaps** affecting SGN refugees and asylum seekers?
- Do refugee status determination and/or asylum adjudication personnel have thorough training in how to **effectively and respectfully interview applicants** whose claims are grounded in persecution based on sexual orientation or gender identity?

Organizational Documents

- Is your **code of conduct** sensitive to issues of sexual orientation, gender identity, and gender expression? [ORAM sample code of conduct under development]
- Are the organization's **standard operating procedures (SOP)** sensitive to issues of sexual orientation, gender identity and gender expression? [ORAM sample SOP under development]
- Do your **forms** intelligently incorporate SGN questions? [See reverse side for Intake Form Considerations; ORAM sample intake form under development]

Office or Working Environment Cues

- Have you put up in public spaces the ORAM "You are safe here" **poster** or something similar?
- Do staff wear or display the "You are safe here" **buttons** or something similar?
- Are there SGN-friendly **magazines and brochures** visible to refugees in waiting areas and interview/examination rooms?

Information & Referral

Do you maintain and provide updated information about local organizations that are willing and able to assist SGN refugees, especially for:

- Health care
- Housing
- Employment
- Support groups for SGN people, survivors of gender-based violence, etc.
- LGBTI-friendly community centers or faith institutions



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Considerations for a SGN-friendly information form:

Many information collection forms do not include instructions or questions relevant to people who are sexually and gender non-conforming. Most forms directly exclude SGN people. Whether the person served (a) identifies as LGBTI (lesbian, gay, bisexual, transgender, or intersex), or (b) bases the application for protection on sexual orientation or gender identity, refugee and asylum organizations need to know this information about the refugees they serve in order to effectively protect them and meet their needs.

<input type="checkbox"/> Applicant’s preference regarding the gender of interviewer
<input type="checkbox"/> Preferred/correct pronoun (he, she, etc.) <input type="checkbox"/> Gender identity <input type="checkbox"/> Official/assigned gender at birth <input type="checkbox"/> Sexual orientation
<input type="checkbox"/> Personal status: Add “with life partner” to “single/married/divorced/widowed.” <input type="checkbox"/> List of current & previous romantic relationships, specifying gender of partner
<input type="checkbox"/> Whether applicant is currently or previously received hormonal or surgical treatment to transition from one gender identity to another <input type="checkbox"/> Whether applicant has suffered violence due to actual or presumed sexual orientation or gender identity or gender expression <input type="checkbox"/> Whether applicant’s partner, close friends, or family have been targeted due to applicant’s actual or assumed sexual orientation/gender identity/gender expression
<input type="checkbox"/> Whether applicant has been targeted in the country of transit by locals or other refugees. If so, the reasons why. <input type="checkbox"/> What interactions applicant has had with the police or military in country of origin
<input type="checkbox"/> Whether applicant’s sexual orientation or gender identity is known to landlord, employer, flatmates, friends, family, etc. <input type="checkbox"/> A checklist of “vulnerabilities” and “protection issues” on the form for the organization’s internal use should include SGN status.