Sexual & Gender Minority Refugees Safe Space Checklist

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Organization for Refuge, Asylum & Migration

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Funding for this project was provided by the United States Department of State, the Arcus Foundation and the Sigrid Rausing Trust.

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Sexual & Gender Minority Refugees Safe Space Checklist

Use this checklist to ensure your agency is open and safe for sexual and gender minority refugees and asylum seekers

Office Practices & Environment

- ☐ Are the **privacy and confidentiality** of sexual and gender minority refugees strictly safeguarded? Are **refugees assured** of this?
- ☐ Are staff able to **demonstrate comfort and compassion** with sexual and gender minority refugees?
- ☐ Do staff have **guidance and support** in overcoming **personal barriers** to working with sexual and gender minorities?
- ☐ Are staff aware of the dominant role that **non-verbal communication**, including body language, facial expressions and tone of voice, plays in making refugees feel safe?
- ☐ Do staff have the tools to **effectively and respectfully interview** sexual and gender minority refugees?

Organizational Documents & Professional Resources

- ☐ Do **intake and internal information forms** sensitively address sexual orientation and gender identity issues? (See guide to SOGI-inclusive forms in this toolkit).
- ☐ Does the agency have **standard operating procedures** specific to cases involving sexual orientation, gender identity and gender expression?
- ☐ Does the agency's **code of conduct** sensitively and clearly address issues of sexual orientation, gender identity and gender expression? (See SOGI-specific annotated code of conduct in this toolkit).
- ☐ Do staff have easy access to **educational and informational materials** regarding sexual orientation, gender identity and gender expression?
- ☐ Do **"Vulnerabilities" and "Protection Concerns"** listed on agency forms include sexual orientation, gender identity and gender expression?
- ☐ Do interviewing staff, including interpreters, have access to a **guide to terminology** regarding sexual orientation, gender identity and gender expression? (See essential guide to SOGI terminology in this toolkit).

Safe Space Cues

- ☐ Does the agency display **"Safe Space" posters or other visual cues** specifically directed at sexual and gender minorities in waiting areas and in interview rooms?
- ☐ Do staff have and wear "You Are Safe Here" **buttons/pins** or other personal items indicating that they are sexual and gender minority friendly?
- ☐ Is **printed material** signaling openness to sexual and gender minorities available in waiting areas and in interviewing rooms?

Information & Referral

- ☐ Does the agency maintain and provide updated information about **local organizations** that assist sexual and gender minority refugees in the following areas:
  - Health care
  - Housing
  - Employment
  - Violence prevention and protection
  - Psychosocial and interpersonal support
- ☐ Does the agency maintain **active referral pathways** to these organizations?
- ☐ Does the agency have relationships with **local sexual and gender minority groups** and associations?

Training & Capacity Building

- ☐ Do **all staff and key contractors** receive in-depth training on sexual orientation and gender identity? Are interpreters and security personnel included?
- ☐ Are training **impact** and cost-effectiveness **measured** against concrete objectives?
- ☐ Does the training employ effective learning methods, such as **experiential and interactive** ones?
- ☐ Is training **tailored** to participants' practical work needs and environment?
- ☐ Are staff trained in the **unique protection needs** of sexual and gender minority refugees and asylum seekers?
- ☐ Is **refresher training** provided regularly?
- ☐ Does training include contact with **self-identified sexual and gender minority individuals**?
- ☐ Are trainees made to feel safe expressing their **own perspectives and beliefs**?
- ☐ Are training materials **culturally competent** and **sensitively delivered**?
- ☐ Are staff trained in relevant **cultural, ethnic and religious** perceptions and beliefs surrounding sexual orientation and gender identity?

Learn more about sexual & gender minority refugees at www.oraminternational.org