



[Event name] Event Safety Guide

[DATE]

Revision History

Date	Update	By:
[add]	Document Created	[add]

TRIGGER WARNING – THIS DOCUMENT CONTAINS MENTIONS OF ASSAULT, HARASSMENT, TRANSPHOBIA, HOMOPHOBIA, CULTURAL INSENSITIVITY AND RACIAL MICROAGGRESSIONS. IF YOU CONTINUE, PLEASE PRACTICE SELF-CARE AND TALK TO SOMEONE IF YOU NEED SUPPORT. [CLICK HERE](#) TO CONTACT SAMARITANS FOR ANONYMOUS HELP.

INTRODUCTION

What is GAME ON: Event Safety?

After too many gaming events, there have been heartbreaking [stories](#) of harassment, unprofessionalism and even assault. Through internal conversations, we realised just how many of our nDreamers have come to feel as though this is simply a part of attending events, and to that we say, 'no more'.

With GAME ON, we are committing to doing more to ensure that everyone can attend events with the security of knowing what we will do to protect them. By collaborating with numerous charities and professionals, and event organisers, we are developing a long-term goal to educate on unacceptable behaviour, keep our friends and colleagues safe, and remove toxicity within our industry.

This is the first safety plan we have created of this kind, and we look forward to receiving feedback to improve this resource for future events.

What is this document?

Separate from a regular risk assessment, this document is to share with you what we are doing to ensure that you can attend **[Event Name]** without safety concerns. This will consider some of the more human-related risks that come from attending events, be they accidental or intentional.

This plan will address:

- Unprofessional behaviour.
- Sexual harassment - assault, drink spiking and unwanted attention/flirtation are some examples, but the list is long.
- Racial aggressions, including microaggressions .
- Neurodiversity and Disability not being accommodated.
- Homophobic and transphobic comments or actions.
- Cultural insensitivity.

We will also aim to highlight what help we can provide if something happens outside or around the event (e.g., event adjacent 'after' parties, or separate meetings), and help to define this grey area of responsibility.

How to use this document

This document has been split into Four Sections –

1. Introduction
2. Advice for All Events
3. Advice for Specific Event
4. Key Info
5. Definitions.

The 'Advice for All Events' section will remain a consistent reminder for all events, and then Section 3 will be more specific to the current event. The one pager has accessible info to use during the event. We have also added a page at the end to thank the many people that have come together to collaborate on this document, and we look forward to developing this plan with them further!

Please take the time to read this entire document in full. Once you have read and understand, you can then save the 'Key Info' page (which we will share as a separate document too) onto your phone so you can check out the most crucial information quickly in case of an emergency.

We are working with organisers and charities to help build a culture that serves to prevent such behaviour before it happens. We'd also like to add that whilst we have added safety measures that you and your teams can carry out yourselves, it is **never** your fault or responsibility should something happen to you.

ADVICE FOR ALL EVENTS

IF SOMETHING HAPPENS TO YOU

Ask for help

Ask the person next to you (if there is one) or someone in a position of authority (e.g., a bartender or a security guard) to intervene.

Say something

Speak up and call the harasser out, if you feel able to. Only use this approach as a last resort, to protect against violence – your safety comes first.

Record it

If you feel safe, consider taking a picture or filming what's happening – or ask a bystander to do it.

Report it

If something does happen to you at an event, then contact your nDreams Event coordinator or your manager as soon as possible and we will take steps to help support you.

If a crime has been committed, you may wish to call the police.

Remember - your emotions are valid

After an incident, you may minimize how serious or bad the situation was as a way of trying to cope with what has happened. Please remind yourself that it was not your fault that this happened, it was not okay that it happened, and whatever you are feeling right now is completely valid.

IF SOMETHING HAPPENS TO SOMEONE ELSE

How do I know if someone is being harassed?

1. **Cues** – do they look upset? Are they trying to turn away from the person? Are they showing visible signs of discomfort (crossing arms, shrinking inwards). If you struggle

with recognizing social cues, ask someone nearby – "does that person look like they are upset, or in distress?"

2. **Listen** – if it's not too loud, try to hear the conversation, to bring context.
3. **Look** – is the potential harasser leaning in too close? Are they touching the person unnecessarily?
4. **Ask** – it's better to have checked and be wrong than ignore it and allow harassment to continue.

How can I intervene?

Use the **5 D's of Bystander Intervention**:

The '5 D's' were developed by [Right to Be](#) (previously known as Hollaback), to provide an easy to remember guide for those who witness street harassment.

1. **Distract** - Pretend to be a friend, ask for the time, cause a distraction, be creative.
2. **Delegate** - Find someone in a position of authority (e.g. venue or event staff) and ask them to intervene.
3. **Document** - Watch and witness, write down or film the harassment, provide the footage to the victim and never post it online or use it without their permission.
4. **Delay** - Comfort the harassed person after the incident and acknowledge that the behavior was wrong. Be a friend.
5. **Direct** - Speak up and call the harasser out, then turn your attention to the person being harassed. If the harasser responds, ignore them; don't escalate. Only use direct as a last resort to avoid violence. Your safety and that of the person being harassed come first.

What now?

If the harassed person is comfortable doing so, report the incident to someone in charge or the police. You can also talk to one of the contacts listed at the end of this document, and they will assist you and the harassed person. Check in on yourself as well; this situation can be incredibly stressful not only for the victim, but for bystanders as well.

KEEPING FRIENDS AND COLLEAGUES ACCOUNTABLE

What should I do when it's happening?

If a friend says something inappropriate you can call it out at the time, e.g.

"I don't think that's funny."

"You're being inappropriate right now."

You can also probe into why they are saying or doing something, to help show the error of their ways, e.g.

"What do you mean when you say X?"

"I don't understand the joke, can you explain it?"

"Why are you doing that?"

It is important, in the moment, not to give in to the easy action of smiling and nodding along, as this can be seen as validating their behaviour.

What can I do after?

If you don't feel safe or comfortable calling them out in the moment, talk to them in private and explain why their behaviour is not appropriate.

You can also talk to the person who was harmed and tell them that you do not agree with your friend's behaviour. Show them that you are on their side. Ask them if they would have liked you to intervene, or if there is anything you can do for them now.

If a friend is being disrespectful, we are being a good friend by gently pointing out what they have done wrong and giving them an opportunity to reflect and change.

Consider your friends and your own behaviour. Ask yourself, "What kind of person am I becoming through the behaviours I'm participating in, or allowing to occur?"

ADVICE FOR [EVENT]

BEFORE YOU ARRIVE

If you have any questions, concerns or would like to request some assistance, please contact [\[ADD YOUR TEAMMATES' CONTACTS HERE\]](#)

[remove/add the following as required]

EXHIBITING AT THE EVENT

[NOTE: The below relates to external expo events at which companies can exhibit, with branded spaces and company staff greeting attendees, showing games to the public, etc. The guidelines are for structuring this exhibitor work to safeguard the health and wellbeing of you and your team.]

- Each day on the stand has been divided into three time slots – morning, noon and afternoon, at each time slot we will change over volunteers.
- We have designed the stand layout to have a table between stand volunteers and attendees, if you would like to keep some distance.
- We will have multiple stand volunteers, to ensure that nobody will have to work long hours.
- Breaks are crucial! Three people will be on the stand at a time, so one can take a break and the other two can cover.
- There always be at least two people on the stand. Nobody should have to look after the stand on their own.
- Snacks and water will be provided to volunteers. There will also be a fan in case the venue gets too hot.

- One stand volunteer per time slot will be asked to be the stand's safety leader. This entails looking out for the other two volunteers, ensuring you all take breaks, and intervening if an attendee is being persistent.
- Information on safety and conduct will be visible around the stand. This is to remind attendees what behaviour is deemed appropriate.

EXTERNAL NETWORKING EVENTS

- If you are attending an adjacent event, keep saved on your phone the 'Key Info' page in this document with quick tips and a contacts list.
- Plan to go with someone or meet someone there. Alternatively, plan to contact someone when you get back safely.

Extra ideas:

- For additional peace of mind, you can contact the event organisers in advance and ask them to share what plans they have in place to keep attendees safe.
- You could have someone be your security buddy. Tell them if they don't hear from you at certain times, to contact someone at the event for help.

HOSTING A NETWORKING EVENT

[NOTE: The below relates to networking events that are being hosted by you or your company. This is just some of the recommended guidance for those hosting such events to encourage a safe environment. For much more on this, please refer to our template relating to planning and hosting events – contact.game.on@ndreams.com if you need help finding this].

- We will provide a clear indicator of who is hosting the event, vs. who is attending. If there is an issue, please go to someone working on the event.
- We will be giving name badges to all attendees for quick identification if someone is behaving inappropriately.
- Our event is held in the daytime to make it safer and more accessible for attendees to travel to and from, also reducing the likelihood of excessive alcohol drinking. Alcoholic drinks are not unlimited and are not the main focus of the event.
- 'Ask for Angela' will be put in place, where attendees can go to the bar and ask if 'Angela' is around – they will then ensure that you are looked after and assisted in any way that you need.

AT THE EXPO/CONFERENCE

- When attending the expo or conference, please keep saved on your phone the 'Key Info' page in this document with quick tips and a contacts list.
- As a part of gaining access to the event, attendees must wear lanyards with names and workplaces. If you see someone behaving inappropriately, try to note down their name and workplace for quick identification for security.
- If at any point you need help, head to your company's stand for assistance from colleagues, who should be briefed on how to support. If your company isn't exhibiting or you feel uncomfortable going to them, try to seek out a member of the event staff.

HOTELS

- If staying overnight for the purposes of attending an event, you should be provided with a complete list of your colleagues who are also attending, including the hotels they are staying in (no room numbers for privacy reasons). Knowing which trusted colleagues are nearby can be useful if help is needed.

Extra ideas

- People could arrange group chats with those staying in the same hotel, to make sure people get back safely and report if you don't hear from someone.

TRAVEL

- [Your company] will be providing a list of attendees and what days they are attending. If you would like to arrange to travel to the event with someone, please get in touch with [contact name] and we will see what we can do.
- You could also plan your travel to and from the hotel with others staying nearby – if late, find someone to travel back with.

MEETINGS

- If you are meeting somewhere privately, aim to travel in twos! Never attend a private meeting alone unless you have already met the person you're meeting and absolutely trust them.
- Always let someone know where you will be – you can set up a buddy system where you choose to check in at certain times with each other.

WHAT EVENT ORGANISERS ARE DOING

[add any information provided by the organisers – usually found on their website, code of conduct, or in terms and conditions of ticket sales]

KEY INFO

[SUMMARISE HERE YOUR KEY POINTS OF CONTACT AT THE EVENT]

Content should include:

- Contacts
- Attendees
- Helplines
- Crucial actions on what to do
- Link to Code of Conduct

HELPFUL DEFINITIONS

TRIGGER WARNING WHAT IS...

Cultural Insensitivity

This is judging or being biased against someone without understanding their cultural background. This can lead to high levels of tension and can cause social exclusion. This can range from inaccurate assumptions about someone, to more serious forms of aggressive behaviour including hate speech.

Often, people can say something culturally insensitive without even realizing they are doing so. It's important that we all call out these behaviours if we feel safe to do so and explain why these comments are harmful.

Racial microaggressions

Racial microaggressions are a type of cultural insensitivity relating to race. Microaggression is a pattern of behaviour by an individual who is typically a part of a non-marginalised group.

These microaggressions are used to belittle, stereotype and bully an ethnic minority group. A common example would be to ask 'where are you really from?', making assumptions about someone's nationality or background purely based on their race.

Some more subtle examples are where people are purposefully left out, talked over or completely ignored. For those on the receiving end of this behaviour, these microaggressions can feel extremely isolating.

Homophobia and Transphobia

Homophobia is the term for those with negative attitudes towards LGBTQ+ people. Homophobia can range from cultural insensitivity to violence. According to [the 2022 House of Commons Hate Crime Statistics](#), 40% of those surveyed had experienced a hate crime due to being part of the LGBTQ+ community.

Transphobia is specifically the term for those with negative attitudes towards the transgender community. A person who is transgender identifies as a gender different to that of their sex/gender assigned at birth. A person whose gender identity matches that of their assigned gender at birth is Cisgender. Transgender people are more highly targeted for hate crimes (Hate Crime Statistics 2022).

Some examples of Homophobia and Transphobia are: using LGBTQ+ terms such as 'gay' to express a negative, refusing to use a person's pronouns and refusing access to important services and facilities, e.g., bathrooms. Homophobia and transphobia also include acts of physical violence: hate crimes.

Sexual Harassment and Assault

This is any kind of unwanted behaviour of a sexual nature that creates a hostile environment ([Victim Support](#)). Types of harassment include: verbal harassment (suggestive comments, name calling), sexual jokes, and sexual advances (leering, unwanted propositions).

Sexual harassment can escalate into violence and sexual assault. Sexual assault includes rape, unwanted touching (including if it's with clothes on) and kissing.

Neurodiversity

Neurodiversity is the umbrella term for the many ways a brain can process information, and that there is no singular 'right' way of thinking.

Some forms of neurodiversity are autism, ADHD, Dyslexia, Mental Health conditions and more. Whilst there can be significant day-to-day challenges for neurodiverse people, with the potential for these to be heightened in an event setting, neurodiverse people can thrive with the right accommodations.

When neurodiversity isn't accommodated for, it can cause a high amount of stress for people and limit their ability to cope.

Unprofessional Behaviour

This is in the context of industry events with working professionals.

Unprofessional behaviour is when a person is acting in a way that is disrespectful, creates an uncomfortable work environment and violates the codes of conduct put in place to keep people safe.

Examples of unprofessional behaviour are:

- Sexual harassment/advances – a networking event is not a place to be asking for a date.
- Aggressive behaviour that creates hostility and disruption.
- Speaking over or ignoring people.
- Ignoring reasonable requests from events staff.
- Drinking alcohol to the point of incapacity at an industry event.
- Cultural insensitivity, racial microaggressions, homophobia and transphobia, sexual harassment/assault and disrespect to neurodiverse people are of course, extremely unprofessional behaviour.

SOURCES AND COLLABORATORS

Multiple collaborators and online sources were used to create this document. Thank you so much to everyone who helped bring this events safety plan to life.

nDreams – Tamsin O’Luanaigh, Sarah Hammond, Matt Suckley. Kane Davis for Branding and Design.

nDreams Athena – Marginalised Genders Employee Resource Group.

UN Women UK - Safe Spaces Now

Tandem Events

Into Games

Limit Break

Out Making Games

Online Sources

[Right to Be](#) (Previously Hollaback)

[Women in Games](#)

[2022 House of Parliament Hate Crime Statistics](#)

[Victim Support](#)