

Start with prevention

TRAINING SCOPE AND GUARDRAILS

PURPOSE

Build a culture where people know how to report concerns, make protective decisions and recover together. This is a planning and discussion guide; it does not require surprise drills, simulations or forced role-play.

USE THIS GUIDE TO

Align leadership, staff and volunteers around reporting, communication, access control, care for injured people and post-incident support.

- Use age- and role-appropriate, trauma-informed instruction.
- Tell participants what to expect before every exercise and provide an opt-out or support path.
- Use real local contacts and approved procedures; stop an exercise immediately for a real emergency.
- Avoid graphic content, surprise scenarios and any activity that asks participants to confront a simulated attacker.

EXAMPLES ONLY

Facilitator reminder

The goal is not perfect performance. The goal is to identify gaps, agree on safer options and assign improvements that can be verified.

15-minute tabletop discussion

PRACTICE DECISION-MAKING WITHOUT A SIMULATION

OPENING SITUATION

A concerning message is reported to a supervisor shortly before a busy event. The information is incomplete, several visitors are expected and one staff member is anxious about a prior interaction.

ASK THE GROUP

What facts are known? What needs verification? Who is notified? What immediate, proportionate protective actions are available? How will staff receive updates?

INJECT 1: ACCESS CONCERN

A door that should be secured is found propped open. What corrective action occurs now, and what process prevents a repeat?

INJECT 2: SUPPORT REQUEST

A team member says they do not feel safe staying alone. What support, staffing or alternate assignment is appropriate?

CLOSEOUT

Name one improvement, one owner, one completion date and one way to verify that the improvement worked.

EXAMPLES ONLY