

- English Version -

Preface

-Trigger warning: Discrimination, (sexualised) violence-

The aim of this concept is to make the events at the University of Paderborn, which are organized by student councils, initiatives, project areas and similar organizations, open to everyone and to make them a so-called Safer Space. We use the term Safer Space because we are aware that behavior that transcends boundaries can always occur in public spaces. These border crossings often affect people who are already discriminated against by existing social power structures (sexism and sexualized violence, transphobia and homophobia, racism, ableism and anti-Semitism are just a few examples). Affected people often leave the event after such experiences, although not they, but someone else has done something wrong and crossed personal boundaries. This is how existing discrimination manifests itself.

In order to deconstruct these and to ensure that all students, especially BiPoc, FINTA+ and LGBTQIA+, can feel comfortable during these events, there are now rules and guidelines to be observed. Failure to do so will result in exclusion from the event.

Awareness – what is that?

Awareness means as much as attention or consciousness. By raising the awareness of all participants, they should become more attentive to discriminatory behaviour. This should make spaces safer for guests.

Being "aware" means

- respecting the individual boundaries and needs of yourself as well as others
- reflecting on and deconstructing power relations
- to be aware of and sensitize to boundary violations, assaults and all forms of structural discrimination.

Transgressive and discriminatory behaviour

- The definition of whether a (sexualised) violation of boundaries has occurred lies solely with the person concerned. Based on personal experience, e.g. unwanted touching, hitting on or even consistently verbally hitting on someone can be perceived as transgressive or assaultive behaviour.
- Racist, anti-Semitic, sexist and/or homophobic/transphobic behaviour can also range from verbal abuse to physical assault.

- Boundary violations often affect people who are already discriminated against by existing social power relations (sexism and sexualised violence, trans- and homophobia, racism, Ableism and anti-Semitism are just a few examples)
- Often, affected people leave the event after such experiences, even though it is not them but another person who has done something wrong and crossed personal boundaries. This is how existing relations of discrimination manifest themselves.

Scope

The measures for events are applied to all events of the General Students' Committee (ASTA). The ASTA expressly recommends that the student councils, initiatives, project areas, university groups and comparable student groups active at the University of Paderborn to also follow this concept.

Guidelines

These guidelines apply at any event regardless of how many people are present or whether legal drugs are served.

1. **Respect each other.** We do not tolerate physical, sexual or verbal abuse. EVERYONE is welcome at General Student Committee events, regardless of gender, sexuality, nationality or skin colour. Forms of discrimination, sexism or racism will not be tolerated.
2. **Look out for each other.** Check your surroundings. If someone is not feeling well, call for help or help yourself. If you have a feeling that someone might be in trouble, please ask as a precaution. It is better to ask once too often than once too little. If your help is declined, respect that. Even an offer of help can be crossing a boundary.
3. **Only "yes" means "yes".** Respect the boundaries of your counterpart and make sure you do not overstep them. Act according to the consensus principle!
4. **Clothing is not a consensus.** Just because someone shows a lot of skin, doesn't mean that that person is automatically willing to allow body contact.
5. **A person's appearance says nothing about their gender identity.** Many people struggle daily with being assigned to the wrong gender. This is a huge psychological burden. If you feel someone is in the "wrong" bathroom, please be respectful of the situation and let them make that decision for themselves.
6. **Affected persons define themselves when and what form of violence or discrimination they have experienced.** This definition is taken seriously and is not questioned.
7. **The use or threat of psychological and physical violence is not tolerated.** Anyone who uses or threatens psychological or physical violence will be excluded from the event.

8. **Where is the Z-building? This is the code that will always get you help at all events.** The organisers will ensure that all helpers, including external helpers, are made aware of this code and its function.

9. **Any form of cultural appropriation is not welcome.**

10. **The use of illegal drugs is prohibited at the events.** Should emergencies related to these arise, assistance will still be provided.

Lack of awareness of assaultive or discriminatory behaviour will lead to exclusion from the event.

Measures for Events

In general, the event must be planned and carried out in such a way that discrimination or disadvantage of any kind is not promoted or carried out by the organizer. For each event it is possible to take additional measures in consultation with the ASTA.

It is always useful if helpers have taken part in an awareness training, as long as this is within the scope of practicability. In general, it is possible to consider having helpers trained for recurring events, so that they can also serve as contact persons for future events.

For events with a capacity of up to 150 people or more and where alcohol is served, care is taken when drawing up the shift plan to ensure that enough people are scheduled so that one person acts as a contact person. Furthermore:

- Signage with awareness rules as found in the guide.

For events with a capacity of more than 200 people, where the use of legal drugs, such as alcohol, is at the forefront,

the following must also be ensured:

- Provision of an emergency telephone number, where the persons (Awareness-Team) who can be reached have sufficient time for care, Diversity recommended
- In the interest of the responsible person, it is recommended to assign several people, as diverse as possible, to the care and to help.

For events with a capacity of more than 400 people, where the use of legal drugs, such as alcohol, is at the forefront,

the following must also be ensured:

- Provision of several persons reachable via the emergency number, at least two diversities.
- Provision of a retreat room for participants who are not feeling well, in order to create calm and possibly de-escalate situations, such as a seminar room, including supervision.
 - The room should be locked when not in use.

- Basic equipment with water, blankets, first aid kits. If possible, snacks as fruits would be great as well.

For events with a capacity of more than 700 people, where the use of legal drugs, such as alcohol, is at the forefront,

the following must also be ensured:

- Assignment of a separate person as contact person directly on site, recognisable e.g. by a T-shirt.

For events that are designed for more than 1000 people, the Equal Opportunities Department of the AStA must be consulted about further measures.

Appendix

AStA-Sommerfestival

Diversity & Guests

- The festival aims to be safe for FINTA+, BIPoC and LGBTQIA+, people with disabilities and marginalized groups.

Accessibility

- The accessibility of the site should be checked regularly and improved if necessary.
- Accompanying persons receive free admission.
- There are already wheelchair grandstands and seats for people with restricted mobility, as well as disabled toilets. These should be marked visibly.

Staff

- The (security) staff should be as diverse as possible to enable all guests to identify with them.
- It should be clear who decides in incidents and how decisions are made (removals, etc.)
- All employees should be informed about the awareness concept.
- All employees should know the site well and be informed in particular about barrier-free access.
- There should be an awareness team on site.

Booking

- When booking, attention should be paid to problematic backgrounds of the artists.
- The line-up should be as diverse as possible in terms of gender, ethnicity and marginalization.
- If the artists behave in a discriminatory or abusive manner, a performance can be canceled or aborted. (This should also be part of the booking contracts.)

Premises

- There should be a rest room on site.
- There should be an awareness team stand on site.
- Wherever possible, non-binary toilets should be provided. Posters in the toilets can serve as a reminder not to infer gender identity from external appearance.
- The range of free menstrual products can be extended to the festival if possible. If possible, additional (free) condoms can be made available in the toilets.

Public Relations and Visibility

- The awareness policy is to be made known in German and English via posters on the site, the website and social media.
- These posters should hang in prominent places (entrance, counters, toilets and other suitable places, as well as at the on-site advance sale.)
- The awareness policy can be handled as part of ticketing (no ticket without consent).

- The press should be informed about the awareness policy.
- The awareness policy should be sent to staff and artists in advance.

Evaluation

- An evaluation of the concept should be carried out after the event.

The awareness team should keep a log of incidents.

Set up of an Awareness-Team

1. An awareness team should be as diverse as possible (BiPoC, FINTA+ and LGBTQIA+ should be represented) to enable all guests to identify with them. It is therefore an advantage if the members can speak a second language, preferably English, in addition to German.
2. Participation in a professional awareness training course is mandatory for all members of the awareness team.
3. All members of the team must read the guidelines in advance.
4. During their shift, members of the awareness team must be sober. The awareness team must be easily recognizable for guests (e.g. t-shirts).
5. The awareness team must be easy to address or reachable via the counter staff.
6. In addition, the awareness team should always be available via a telephone or WhatsApp number or via an app during the event.
7. Guests can unobtrusively ask the awareness team "Where is the Z Building?" if they need assistance.
8. The awareness team should be present during the event, walk around the area and observe the atmosphere. At best, at least two people work together.
9. Conspicuous people should be addressed actively and sensitively by the awareness team. It should be noted that affected persons decide for themselves whether they want to accept help. In addition, the members of the awareness team should always take care to protect their own safety during their work.
10. Information must be kept confidential by the awareness team.
11. Posters on counters, toilets and other suitable places should draw the awareness team's attention to this. The awareness team is also referred to on social media and the website.
12. The use of illegal drugs is prohibited. Should emergencies related to these arise, the awareness team will still help.
13. Beforehand, the awareness team and the security staff should get to know each other. On site, members of the awareness team should be consulted by the security staff in the event of incidents.

Code of Conduct

- **The phone rings- What to say?**

Our name - The person on the other end of the line should know who they are dealing with (creates trust).

- **The first questions for orientation:**

How can I help you? (Very important, please ask "How" can I help you instead of "Can I help you?") The "how" implies more that help is needed in any case, the inhibition threshold to open up is then lower).

Are you in a place right now where you feel safe? (If no, advise the person to go near people to feel a little safer)

Has something happened that you want to talk about? (If this is followed by a no, don't hang up! Offer to talk to the person a little first) signal that you are listening and not judging, for example:

"It's no problem if you don't want to talk about it, you don't have to, but I'm here to listen to you and I can point you in the right direction if you want me to".

(Sometimes victims need a short moment to catch themselves, the number was very likely not dialled in vain).

Refer to first aid rooms, university security.

Why exactly are these questions, or rather these formulations, useful?

These questions do not specifically ask callers to reveal information about themselves that they do not wish to give. We never ask the caller to give his or her name and/or location, unless there is a suspicion that an ambulance is needed or that police are needed (otherwise it is a failure to render assistance).

- **Clarification of our rights:**

We make it directly known at this point that we are not trained professionals and cannot provide adequate assistance. We indirectly explain that from this point on we are only a mediating authority.

Contact points Paderborn

Frauenberatungsstelle (Women's Counselling Centre) Lilith

frauenberatung@lilith-paderborn.de

05251 – 2 13 11

Anonyme Spurensicherung (ASS) (Anonymous evidence recovery)

Available around the clock, anonymous and free of charge at the Frauen- und Kinderklinik St. Louise,
Husener Str. 81, 33098 Paderborn Phone: 05251/86 - 40

Männerberatungsstelle KIM – Soziale Arbeit e.V. „MännerBeratung“ (Men's Counselling)

Detmolder Straße 5, 33102 Paderborn

05251 25100

Taxis

Pader Taxi 05251 6 99 67 23

Heide-Taxi 05251 2 02 30 11

Klima Taxiunternehmen 05251 2 60 60