

# NGO SYMBIOSIS

## **Participant Safety and Protection Plan for Soulscaping: Wayfinding into Belonging**

in accordance to Erasmus+ and European Solidarity Corps programme guide 2026

### **1. Introduction**

Ensuring the physical and mental safety of all participants is a key priority in all the national and international projects and events of NGO Symbiosis. This safety plan outlines the measures taken to protect participants, prevent risks, and promote an inclusive and respectful environment. The plan adheres to the **Erasmus+ and European Solidarity Corps Programme Guidelines 2026**, ensuring compliance with national and international safety standards.

### **2. General safety measures**

#### **2.1 Venue selection and risk prevention**

- The training venue, Trepimäe Suvekodu, is selected based on safety, accessibility, and suitability for the planned activities. It is located in a rural village in Estonia that serves as a great location for this close-to-nature training.
- The venue complies with fire safety, first aid, and emergency regulations. Emergency exits, fire extinguishers, and first aid kits are up to date and available and clearly marked.
- A safety briefing will be conducted upon arrival to inform participants about venue rules, emergency protocols, and local safety regulations.

#### **2.2 Travel and logistics**

- Participants will receive detailed travel instructions, including emergency contact numbers.
- The Estonian team will provide assistance in case of travel delays or unexpected issues.
- As partnering organisations are all from Europe, we're not expecting participants requiring visas, but in case there is a need for any support for that, it will be provided from the organising team to ensure smooth entry into Estonia.

#### **2.3 Health and first aid**

- At least one member of the organising team is certified in first aid and referred to in the introduction & welcoming session for participants to know whom to turn to in case of an emergency.
- Participants will be encouraged in advance to the training to obtain the European Health Insurance Card or private health insurance.
- Dietary needs, allergies, and medical conditions will be collected via the registration form and shared with relevant staff. Food will be safely labeled for those who have intolerances and allergies and the kitchen team will make sure to inform themselves and follow safety guidelines. The responsible person for kitchen and food safety will be appointed.

- Emergency contacts for medical assistance (hospitals, pharmacies) will be provided in the Participant Info Pack and also allocated with local contacts on a wall of the training room.

### **3. Mental and emotional well-being**

#### **3.1 Support team and emotional safety**

- Dedicated team members will be available to support participants' mental and emotional well-being.
- Regular check-ins and safe spaces will be provided several times through-out the event/day for participants to share their concerns and seek guidance when in need.
- Any signs of emotional distress will be addressed with care, and referrals to professional support will be available if needed.

#### **3.2 Non-violent and inclusive space**

- The project follows a **zero-tolerance policy** on harassment, discrimination, or any form of violence.
- Participants will be briefed on the code of conduct, emphasizing mutual respect, inclusivity, and cultural sensitivity.
- Conflict resolution measures will be in place, ensuring that issues are handled constructively.

### **4. Safety in outdoor activities**

- A safety session will be conducted before any nature-based activities, covering weather conditions, potential hazards (e.g., dangerous plants, uneven terrain, ticks), and appropriate behavior in outdoor environments.
- Participants will be required to wear proper clothing and footwear, as recommended in the Participant Info Pack. Additionally having an emergency whistle (either personal or borrowed from the host) on them whenever outdoors alone. Protocol on how to use an emergency whistle is given with the introduction to outdoor safety.
- Trained staff will oversee outdoor activities, ensuring that all participants are accounted for and that safety protocols are followed.

### **5. Emergency procedures**

#### **5.1 Emergency contacts and protocols**

- Each participant will have emergency contacts shared via preparation letter and located visibly on the venue with:
  - Local emergency number (112)
  - Organising team's contact details
  - Venue management contacts
- In case of an accident or health emergency, first aid will be provided, and professional medical assistance will be sought immediately.
- If a participant needs to leave the training due to an emergency, arrangements will be made to ensure safe travel.

## 5.2 Incident reporting and follow-up

- Any safety-related incidents will be documented and reviewed by the project team.
  - Feedback will be collected from participants to improve safety measures for future events.
  - The safety plan will be revised and adapted based on lessons learned.
- 

## 6. Alcohol, substance use, and ethical behavior

- The training/event space will be an **alcohol- and drug-free environment** to ensure a safe and focused atmosphere.
  - Participants are expected to act responsibly and respect the well-being of others.
  - Any violations of the safety rules will be addressed in accordance with Erasmus+ guidelines.
- 

## 7. Communication and dissemination of the safety plan

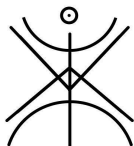
- This safety plan will be all-time available on organisations webpage and shared with **all participants, partners, and trainers** before the training/event.
  - It will be available in digital format and included in the Participant Preparation Letter.
  - If any significant safety concerns arise, project activities may be paused or revised accordingly.
- 

## 8. Conclusion

NGO Symbiosis aims to ensure a secure, inclusive, and supportive environment for all participants. The project team is committed to maintaining the highest safety standards, allowing participants to fully engage in the learning experience with confidence and well-being.

This document has been composed by Helena Pruul, confirmed and approved by the board members of NGO Symbiosis.

Ruila, May 2026



NGO Symbiosis

Reg. code: 80590501

Address: Tiigiääre, Pohla küla, 76314 Saue vald, Harju maakond

[www.symbiosiswanders.com/ngo-symbiosis/](http://www.symbiosiswanders.com/ngo-symbiosis/)

Facebook: [Sumbioosis](#)

Contact person: Helena Pruul

Email: [sumbioosis@gmail.com](mailto:sumbioosis@gmail.com)

Phone (+372 5071993)