

## Checklists for shaping awareness work at FAU

### Checklist I Excursions

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#### 1. Analyze framework conditions

Before undertaking an excursion, it is important to carefully analyze the anticipated situation(s) in view of awareness requirements. Particular attention ought to be paid to the gray area between the institutional and private frameworks, as this is an area where the potential for violating boundaries is particularly high. In addition, the framework conditions such as times and locations for events, type of gatherings or alcohol consumption ought to be checked in terms of their safety. On this basis, suitable information can be provided and preventative protective measures introduced.

The following questions may help when you are making your assessment:

- What is the setting for the excursion? Which rooms do you intend to use and which locations do you intend to visit, and what are their features (including accommodation and transport)? How can you make the locations safer?
- Are the locations accessible so that all participants can take part to an equal extent?
- When are formal or informal points on the agenda scheduled? How can you make the times safer?
- In which constellations will participants and/or those accompanying the excursion come together?
- Is it to be expected that alcohol or other substances will be consumed?
- Which forms of (sexual) harassment, discrimination and violence may occur at this type of event?
- Who are the participants? Do any participants have a higher risk of experiencing (sexual) harassment, discrimination or violence due to factors such as their gender, age, disability, cultural or social background, sexual identity etc.? How are power and status distributed in the group?
- How high is the participants' level of awareness? How knowledgeable are they about preventing (sexual) harassment, discrimination and violence?
- Which people will be accompanying the excursion? How is responsibility, power and vulnerability distributed among accompanying people and vis-à-vis participants?
- What is the level of awareness among event organizers and those accompanying the excursion? How knowledgeable are they about preventing (sexual) harassment, discrimination and violence? Which training requirements are there?
- Does the excursion deal with content that may trigger negative emotions among participants with particular previous experiences (e.g. violence, sexist, racist, discriminatory content)?
- How do the boundaries between the formal/institutional setting and the personal/private sphere intersect during the excursion?

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#### 2. Select and implement awareness measures

Based on the previous analysis, you can now select and implement suitable awareness measures. Here you can find a selection tailored towards excursions, which must, however, be adjusted more precisely to the respective setting. More detailed information is available in the toolkit.

- Define appropriate rules of conduct for your excursion and communicate them in such a way that all participants (including those accompanying the excursion) are aware of them and agree to comply with them.
- Specify roles and particular positions of responsibility for the excursion, also with regard to awareness. Depending on the size of the group and requirements, appoint one or several persons of trust or form an awareness team, taking care to ensure that it is as diverse as possible.
- Provide those in positions of responsibility, persons of trust or the awareness team with the appropriate training.
- Consider beforehand which options you have for clarifying the situation and taking action in the event of inappropriate behavior.
- Consider in advance how you can ensure the equal participation of students with disabilities or chronic illnesses.
- Depending on the framework conditions (e.g. an imbalance in power, gray areas, alcohol, rooms, times, content) choose and implement further adequate measures from the toolkit.
- Raise awareness and inform participants of the expected rules of conduct and the measures you have implemented to prevent (sexual) harassment, discrimination and violence via appropriate channels.
- Inform participants about structures available for help and advice. An initial overview can be found at [www.equality-and-diversity.fau.eu/respect](http://www.equality-and-diversity.fau.eu/respect)
- After the excursion: Evaluate the effectiveness of your measures and note down important experiences to bear in mind for the next excursion.

**#FAUrespect**  
No to harassment  
and discrimination  
at FAU!