Health and Safety Policy – ktopia

1. Policy Statement

The policy of **ktopia** is to prioritise the **health, safety, and wellbeing** of all **contributors** collaborating across different continents. We are committed to minimising risks to physical, mental, and digital wellbeing by following best practices in remote work, digital safety, and international health guidelines. Our approach aligns with principles of care, collaboration, and responsibility, inspired by conscious system change and planetary cooperation.

2. Responsibilities

The **Core Organising Team** holds overall responsibility for health and safety coordination.

All **contributors** are responsible for taking reasonable care of their own wellbeing and that of others.

Any health, safety, or digital security concerns must be reported via email to **safety@ktopia.eu**. A response will be provided within **72 hours**.

3. Health, Safety, and Wellbeing in Remote Work

Contributors are encouraged to maintain safe and ergonomic home workspaces.

Regular breaks, healthy work habits, and mindful screen time are promoted to reduce stress and fatigue.

Contributors may request guidance on digital tools, cybersecurity, or wellness support.

4. Incident and Hazard Reporting

Any accident, health-related issue, data breach, or digital security incident must be reported immediately by email to the designated safety contact.

An **incident log** will be maintained securely and reviewed quarterly to identify trends and improvements.

5. Risk Assessments

For online collaborations, risk assessments will consider **cybersecurity, data privacy, and digital wellbeing**.

For in-person gatherings (if any), organisers will assess risks around travel, venues, accessibility, and health protocols.

6. Digital Safety

Contributors are expected to use strong passwords, enable two-factor authentication, and respect shared digital spaces.

Files and communications must be handled in line with **data protection best practices** and GDPR (where applicable).

7. Infectious Diseases (for in-person meetups)

Contributors attending physical events must follow local and international health guidelines, including vaccination, hygiene, and distancing where required.

Anyone feeling unwell should refrain from attending in-person gatherings.

8. First Aid and Emergencies (in-person only)

A designated local organiser will ensure access to first aid and emergency procedures during any physical event.

Contributors will be informed of local emergency contacts before each event.

9. Lone Working

Contributors working alone on late schedules or in isolated environments should inform a trusted contact of their availability.

Mobile phones or communication apps should remain accessible for safety.

10. Safeguarding and Inclusion

ktopia is committed to safeguarding **children, vulnerable adults, and communities** engaged through our initiatives.

Contributors must adhere to respectful, inclusive, and safe communication across all platforms.

11. Policy Review

This policy will be reviewed **annually**, or after any significant incident, to ensure it remains current and effective.

Updates will be shared transparently with all contributors.

Safeguarding Policy – ktopia

1. Policy Statement

At **ktopia**, safeguarding means creating a safe, respectful, and inclusive environment for everyone we interact with—contributors, collaborators, and communities.
We are committed to protecting people from harm, abuse, exploitation, or neglect in all our activities, whether conducted remotely or in-person.

2. Scope

This policy applies to all **contributors** to ktopia and covers:

Digital collaboration (online platforms, emails, meetings).

In-person gatherings, workshops, or events.

Interactions with children, young people, and vulnerable adults, where relevant.

3. Responsibilities

The **Core Organising Team** holds overall responsibility for safeguarding.

All contributors must uphold safe practices, report concerns, and treat others with respect.

A **Designated Safeguarding Contact (DSC)** will be appointed to receive and respond to concerns confidentially.

4. Code of Conduct for Contributors

Contributors are expected to:

Communicate respectfully across all platforms.

Avoid harassment, bullying, or discriminatory behavior.

Respect boundaries—personal, cultural, and digital.

Seek consent before sharing images, voices, or stories of others.

Uphold data protection and confidentiality in all work.

5. Reporting Concerns

If you are worried about the safety or wellbeing of a person (child, vulnerable adult, or contributor), report immediately to the **Designated Safeguarding Contact** at **safeguarding@ktopia.eu**.

In urgent cases where someone is at immediate risk, contact **local emergency services** first, then notify the DSC.

All concerns will be logged securely and handled promptly, with a response within **72 hours**.

6. Online Safeguarding

Contributors must use secure passwords, enable 2FA, and protect shared platforms.

Respect privacy in virtual meetings (e.g., no unauthorised recording).

Be mindful of cultural differences and potential vulnerabilities in planetary collaboration.

7. In-person Events (if applicable)

Risk assessments will include safeguarding considerations.

A responsible safeguarding lead will be present at all events.

Children or vulnerable adults may only attend with appropriate supervision and consent.

8. Training and Awareness

Contributors are encouraged to complete basic safeguarding training.

The Core Team will share resources regularly to build awareness.

9. Confidentiality

All safeguarding concerns will be treated confidentially.

Information will only be shared with relevant safeguarding authorities or professionals, if necessary to protect someone

10. Policy Review

This policy will be reviewed **annually** or after any significant safeguarding incident.

Updates will be shared with all contributors and published openly on **ktopia.eu**.