

How to facilitate a session

A guide to running a co-design session that turns the need for a safe space into a concrete, staged proposal.

Creation of a Safe Space

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1 Prepare

- Invite students (especially those who named the need) plus a couple of staff who can help take it forward (about 5–15).
- Allow 1.5–2 hours. Bring the canvas, and floor plans or photos of candidate rooms if you have them.
- If you can, visit one or two possible rooms beforehand.
- Agree a facilitator and someone to capture decisions and photograph sketches.

2 Run the session

- 10 MIN** Name the need — revisit what students said is missing, and why it matters.
- 20 MIN** Principles — agree what the space must be: safe, accessible, inclusive, flexible, student-led.
- 30 MIN** What it offers — sketch the zones: co-creation, rest, and safety/info features.
- 20 MIN** Where & how — look at candidate rooms and check them against the principles.
- 15 MIN** Make it real — a small budget, an upkeep rota, and who takes the proposal forward.
- 10 MIN** Close — agree the package to present to leadership and the next date.

3 Follow up

- Turn the canvas into a one-page proposal with a sketch and a candidate room.
- Present it to leadership alongside your other proposals, as one package.
- Set up the student upkeep rota once a space is agreed.
- Revisit the space periodically and invite feedback.

4 Running it online

- Co-design on a shared whiteboard with a simple room layout you can rearrange.
- Share photos or a video walk-through of candidate rooms for everyone to react to.
- Use quick polls to agree the principles and priorities.
- Prefer privacy-respecting tools; keep the board for the follow-up proposal.