

Sawubona Walk and Connect

Host run sheet

I see you. I hear you. You matter.

Use with the Host Handbook v1.0. Complete the local setup and host rehearsal first. Adults 18 and over; maximum 12 participants with two prepared hosts.

Time	Lead the activity
0 to 8	ARRIVE Welcome, access check, optional one-word check-in and headcount.
8 to 13	SEE AND AGREE Read choices, agreement, privacy limits, concerns route and route or venue briefing.
13 to 20	LEARN Teach one seven-minute lesson with a short demonstration and practice.
20 to 40	LISTEN AND UNDERSTAND Pairs: settle 2 minutes; A speaks 5 and receives reflection 2; swap 7; reflect and return 4.
40 to 50	SUPPORT Reflect on your own experience. Offer a discreet host check-in; keep partner stories private.
50 to 57	CONNECT Choose a private next step or no action. Agree any contact or support explicitly.
57 to 60	CLOSE Optional check-out, reconcile arrivals and departures, confirm support handovers and next date.

- [] Two prepared hosts, checked setting and verified local response contacts.
- [] Group format includes everyone; do not split without two hosts per group.
- [] People may pass, pause, change partner or leave after telling a host.
- [] No forced advice, disclosure, contact exchange, photography or recording.
- [] At crossings or hazards, stop the conversation and attend to the route.
- [] If safety becomes a concern, pause and use the local response plan.

Closing words. “Thank you for listening today. You can leave with a next step, a question or simply the experience of being heard. Speak to a host if you would like help finding support. Our formal session is now closed.”

Participant agreement and listening prompts

Sawubona Walk and Connect

I see you. I hear you. You matter.

You can speak, listen, pause or pass. You choose how much to share. Tell a host before leaving early, and ask for a different partner whenever you need to.

Our agreement

- Let the other person finish and share the time.
- Ask before offering ideas. Avoid judgement, diagnosis, selling and recruitment.
- Keep other people's stories private. Do not record or photograph the session.
- Group privacy cannot be guaranteed and public spaces can be overheard. Share only what feels suitable here.
- Hosts may share necessary information for a serious safety or safeguarding concern or a local reporting duty. They will explain where safe.
- Eye contact, touch, sharing details and a personal next step are optional.

Try this conversation

1. Ask permission. "Would you like to talk, or would quiet company suit you?"
2. Listen. Allow the person to finish and leave room for a pause.
3. Reflect and check. "What I heard was ... Have I understood?"
4. Let them correct you. Their meaning belongs to them.
5. Ask what is useful. "Would you like listening, some options or support from a host?"

Choose a prompt or your own topic

How are you arriving today?

What is taking up your attention?

What has given you energy or support this week?

What would you like someone to understand?

Paired turns. Up to 5 minutes speaking, then up to 2 minutes for reflection and checking. Swap. Silence and passing are welcome. At the group reflection, share your own experience of listening, not your partner's story.

This is community listening, not counselling or crisis care. For a concern during the meeting, speak to either named host. For immediate danger, use the verified local emergency route.

My Sawubona reflection

This sheet belongs to you. Keep it, leave it blank or dispose of it yourself. Hosts do not collect it. You can think about the questions without writing.

How am I arriving today

What would I like someone to understand

What helped me feel heard or helped me listen

What do I need now

One manageable next step if I choose one

☐ A practical action ☐ Rest ☐ Ask for support ☐ Attend again
☐ No action today ☐ Something else: _____

When might I do it and what could help

Any check in I choose and agree with another person

You can change or decline a step. Support can include a trusted person or an appropriate professional service. Speak to a host if you would like help finding a local contact. This sheet is not an assessment.

Local setup and support directory

The local organiser verifies every contact and response route. Do not leave the essential safety fields blank. Recheck them before each meeting; record updates here.

Local organiser and group location

Session date time time zone and precise meeting point

Lead host and supporting host with session contact methods

Backup organiser and complaints contact outside the session

Local emergency service contact and exact access location

Named safeguarding lead and reporting route

Urgent support and routine support services with hours and eligibility

How each contact was verified and verification date

Access information checked alternative and cancellation channel

Permissions relevant cover and responsible local organisation confirmed

Secure record holder access limits and retention or deletion dates

Local response plan attached or location: _____

First-aid provision and location: _____

Organiser confirmation and date: _____

Route and venue risk record

Assess the actual setting and participants. Examples below prompt a check; they do not replace a local assessment. Stop or change the activity if controls are inadequate.

Route or venue checked by and date

Route length surfaces gradients crossings toilets and rest points

Emergency access escape route phone coverage and alternative

Hazard and who may be affected	Control and responsible host	Remaining issue or action
Uneven surfaces or crossing traffic		
Heat cold storms poor air or darkness		
Access fatigue or communication barriers		
Overhearing harassment or isolation		
Participant separation or host absence		
Other local hazard		

Decision criteria for switching format stopping or cancelling

- ☐ Two hosts available
- ☐ Route or room suitable
- ☐ Local contacts ready
- ☐ Access agreed
- ☐ Participants briefed
- ☐ Checked alternative available

Decision: ☐ Go ☐ Use checked alternative ☐ Cancel

Lead host and date: _____

On-the-day changes and review owner: _____

Host readiness and rehearsal

Host name rehearsal partner and date

A rehearsal partner observes the skills below. Repeat any step that is unclear. Completing this orientation does not create a Sawubona Practitioner qualification.

- ☐ I can explain the activity, its scope and participant choices.
- ☐ I can read the agreement, explain privacy limits and obtain active agreement.
- ☐ I can ask permission, reflect without assumptions and accept correction.
- ☐ I can teach Lesson 1 within seven minutes using a low-stakes example.
- ☐ I can manage equal pair or trio turns without forcing someone to speak.
- ☐ I can explain the local plan and identify the emergency access location.
- ☐ I know who looks after the person and who looks after the group.
- ☐ I know how to record a concern securely and seek support for myself.

Rehearse these situations

- ☐ Someone passes or asks to change partner. I respect the choice discreetly.
- ☐ Someone dominates or gives unwanted advice. I interrupt and reset the agreement.
- ☐ Someone becomes upset. I offer choices and involve the co-host appropriately.
- ☐ A fictional serious safety concern arises. I activate the verified local plan, seek emergency help when needed and avoid handling it alone.
- ☐ The route becomes unsafe or someone is unaccounted for. I pause, keep group oversight and follow the local plan.

What needs more practice and who will help

☐ Ready for this activity ☐ More practice or support needed

Host signature and date: _____

Observer signature and date: _____

Local organiser confirmation and date: _____

Session review and optional feedback

Date and location: _____ Lesson: _____

Hosts: _____ Attendance count: _____

Format: ☐ Walk or wheel ☐ Seated Completed duration: _____

- ☐ Two prepared hosts and local checks were in place.
- ☐ Choices agreement privacy limits and concerns route were explained.
- ☐ A skill was practised and equal optional turns were offered.
- ☐ Personal next steps and contact exchange remained optional.
- ☐ The close and arrivals or departures were reconciled.
- ☐ Any concern has a separate secure record and named follow-up owner.

What worked and what needs changing without partner stories

Next change owner and date: _____

Any unmet requirement and action before the next meeting: _____

Optional anonymous participant feedback

Please answer only if you wish. Do not include names, health information or another person's story.
Return this part separately from any booking information.

For the first two questions: 1 = not at all, 2 = a little, 3 = somewhat,
4 = mostly, 5 = very much. Circle one or choose prefer not to answer.

I felt seen and included. 1 2 3 4 5 Prefer not to answer

I felt listened to. 1 2 3 4 5 Prefer not to answer

I felt free to pass or choose what to share.

☐ Yes ☐ Partly ☐ No ☐ Prefer not to answer

One thing that would improve the experience

Feedback is optional and describes this session only. It is not a mental-health assessment. Hosts record the number returned and non-responses separately. Feedback received: ____ of ____ participants.

Concern or incident record

Use only when a concern or incident requires a record. Follow the local organiser's safeguarding, security and retention process. Record necessary facts promptly; leave out unrelated personal history. Do not circulate in group messages.

Date time exact location and recording host

Person involved and minimum contact details if necessary for follow up

What was observed or said with exact words where relevant

Immediate actions and support or handover arranged

Who received necessary information when and why

What was explained to the person and any consent or safety reason

Outstanding action responsible person and review date

Secure record holder access restriction and retention or deletion date

Local organiser notified by and when: _____

Recording host signature and date: _____

Review completed by and when: _____

Keep the identifiable record separate from the anonymous session review. Seek appropriate support for hosts without unnecessary disclosure. Contact emergency help immediately when needed; completing a form must not delay action.