



# ARROWSMITH COMMUNITY JUSTICE SOCIETY

## Debriefing

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Adopted: 14 Oct 2014  
Reviewed: 20 Aug 2021

### **GUIDING PRINCIPLES:**

1. Arrowsmith Community Justice Society (ACJS) recognizes that the volunteers need to be able to talk about their accomplishments and their problems encountered while working a case, therefore it is committed to providing quality debriefing for its volunteers to encourage reflective practice, raise self-awareness, reinforce skills, learn new skills and give the opportunity for expression of emotion.

### **OBJECTIVE:**

1. Debriefing will:
  - a) Be done under the guidance of the Debriefing Committee.
  - b) Encourage and support the volunteers while promoting excellence in practice.
  - c) Be held for each case worked within 30 days of the completion of the conference.
  - d) At the request of the conference team, hold a debrief session at any time during the case should an issue or need for clarity arise.

### **PROCEDURES:**

1. At the completion of a case:
  - a) The Program Coordinator will notify the Debriefing Committee chairperson
  - b) The Chairperson will assign a team and they will contact the case workers to arrange a meeting
2. The Debriefing Committee shall:
  - a) Work as a team of two. Exceptions will be at the discretion of the committee Chairperson
  - b) Meet with the case workers in a safe and secure location where they can freely discuss the case, review how the interaction with the clients affected them and to self-reflect on their practices
  - c) Any notes taken will be destroyed at the end of the session
3. Selection of Debriefers
  - a) Applicants will complete debriefing training provided by ACJS
  - b) Applicants will be screened by the Debriefing Committee and the Board for suitability
4. Script – The debriefing session follows a guideline or script as below

# Debriefing Script

Date: \_\_\_\_\_

Team: \_\_\_\_\_

## OPENING

- It's great to have the entire team here
- This is for you: It's not a critique although we do have a few guidelines
- It's an opportunity to get thoughts off your chest, to talk about feelings.
- You need to know that the work you do in the trenches is good work.
- You need validation and the opportunity to explore the experience with someone who was not at the conference.
- We want to facilitate your use of reflective practices and to do this you need to talk about what worked well and what might have been done differently.
- This is a collaborative and confidential process. We have all signed the oath of confidentiality so feel free to use names if it makes it easier to tell the story.
- What is said here, stays here!
- HOWEVER, if something comes up (like a unique way of dealing with an issue) or (a philosophical difference) that we feel should go to the training committee or the coordinator, we may take it but you will be part of that decision and process.
- We may take notes much as you do in a conference, which will be destroyed after the session.

## OVERVIEW

- If you need to talk more about the case, you may talk to the coordinator. TODAY, lets talk about your feelings, your team interactions and what may have been done differently
- Give us an overview of the case to bring us up to speed. It does not have to be detailed. How many people were involved, what was the offence, how many offenders, how many victims, etc

Challenges	Positive Aspects

#### GUIDING QUESTIONS (EMPHASIZE PRAISE, POSITIVITY)

- How was the case conference process for you?
- What were the problem areas, if any?
- What might have been done differently?
- Can you say more about.....?
- Isn't that amazing that.....?
- When ..... happened, how did .....? What.....?
- Tell me more about.....
- How was that for you?
- How would it be if .....?
- When you said....., I'm not sure I understood – tell me more....
- Isn't it amazing that there are so many different ways to.....

#### PRAISE

- It is good that you were aware of.....
- It is a positive thing that.....

#### SUMMARY

Even though you had challenges \_\_\_\_\_, it is good that you worked together as a team and accomplished your goal.