



# ARROWSMITH COMMUNITY JUSTICE SOCIETY

## Restorative Action

### Pre Conference Checklist

Case File # RA-\_\_\_\_\_

Date of Meeting:\_\_\_\_\_

- Brochure and Card Left** Go over brochure with participants and inform them that they may call the Coordinator if they have any concerns about the process or the facilitators.
- Restorative Action Explained**
- Who are we? *“A non-profit community program that works with SD69”*
  - What do we do? *“We address harms to all parties involved in conflict by repairing relationships”*
  - What’s the goal? *“To bring the individuals affected by a conflict together to resolve the matter in a safe environment”*  
*“A chance to hear and understand each other’s perspectives”*
- Outline the Process**
- Voluntary participation *“You are free to withdraw from the process at any time.”*  
*“If you do withdraw, the file will be returned to \_\_\_\_\_ (School Rep’s name)”*
  - Barriers *“Do you have any physical or mental barriers that would prevent you from completing the process successfully?”*
  - Who will be present
  - Support person(s): Name: \_\_\_\_\_  
Phone N<sup>o</sup>: \_\_\_\_\_
  - Conference team role
    - not to judge
    - guide the process
    - provide a safe and respectful environment
    - be impartial
    - to provide support as you complete the resolution agreement (if applicable).
  - Confidentiality *“The conference is a confidential process, with 2 exceptions. If anyone makes:*
    - Team maintains confidentiality
    - Cannot control what participants say but ask that they respect this as well. *1. A disclosure about the safety of a child, or*  
*2. A disclosure of another criminal offence,*  
*Cst. \_\_\_\_\_ will have to act on the disclosure*
  - The Process**
    1. An opportunity to tell your story
    2. An opportunity to hear how your actions affected others
    3. An opportunity to participate in a fair, reasonable agreement to repair the harm
  - If appropriate discuss mentorship program (over)

- Mentorship Program
  - Hand out brochure
  - Inform them to expect a phone call from the mentor before the conference to set up a meeting
  - Inform them you will be there to introduce them to their mentor at the first meeting

***“ACJS provides a youth mentorship program called Support for Success to youth and their families who are referred to restorative action”***

***“The role of the mentor is to help the youth and their families prepare for their community conference. Attend the community conference with the youth and their family, and assist the youth in the completion of their resolution agreement where needed”***

**Explore Client’s Version of Events** (facts & feelings)

|  |           |           |
|--|-----------|-----------|
| Admits involvement in the incident?                    | (Y) _____ | (N) _____ |
| Admits the action was harmful?                         | (Y) _____ | (N) _____ |
| Willing to sit in conference and repair the harm done? | (Y) _____ | (N) _____ |

**Questions**

- Tell us what happened?
- What were you thinking/feeling at the time?
- Who has been affected?
- How do you think they were affected?
- What are you thinking/feeling now?

**Repairing the Harm**

- How could you heal what has been broken?  
\_\_\_\_\_
- What can you do to resolve the conflict or repair the relationship?  
\_\_\_\_\_
- What do you think the outcome will be?  
\_\_\_\_\_
- What needs to happen to reduce the chance of people being harmed again?  
\_\_\_\_\_

**What is the best way to contact the youth and guardians through this process (phone number, texting number, email address)? What times and days are best for contact?**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Areas of concern to be brought to the conference?**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Inform of Next Step** (Contacting other participants and setting conference time)
- Questions or Concerns** (Contact the team members if you have any questions about the process, or the Coordinator if you have a concern about team members)

**Potential Conference Dates and Times**

\_\_\_\_\_  
 \_\_\_\_\_