



**ARROWSMITH COMMUNITY JUSTICE SOCIETY**  
Restorative Justice  
**Pre-Conference Checklist (Offender)**

Revised: 10 Nov 2019

Case File # \_\_\_\_\_

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

**Brochure and Card Left**

Give the brochure to participant and inform them they may call the Coordinator if they have any concerns about the process or the facilitators.  
Get form signed if not already done.

Agreement to Participate

**Community Conference Explained**

- Who are we?
- Where we get our referrals?
- What do we do?

***“A non-profit community service program”***

***“From RCMP or Crown Counsel”***

***“Facilitate a community conference for you, the victim, and the community”***

What's the goal?

***“Allow you to explain the details of the crime, the impact it has had on you and to ask questions and to have input into an agreement that helps make it right.”***

**Outline the Process**

Voluntary participation

***“Both you and the victim are free to withdraw from the process at any time.”***

***“If you do withdraw, the case goes back to the RCMP for further action.”***

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) for the offender:

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
- Reassure participant all information is confidential

***“At ACJS we take appropriate measures to secure your personal information, destroy it when necessary, and only share it with parties involved in the process. Our process is highly confidential with three exceptions:”***

1. If there is disclosure about the safety of a child
2. If there is disclosure of another criminal offence
3. If the information disclosed is used to respond to an emergency that threatens the life, health, or security of an individual or the public.

- The team is required to report any such disclosure to the RCMP

**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

Mentorship Program

- Hand out brochure
- Inform them they will be expecting 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 justice”***

***“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 committing the act?	(Y) _____	(N) _____
Admits the act was wrong?	(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?
- Tell us about your arrest?
- Who has been affected?
- How do you think they were affected?
- What are you thinking/feeling now?

**Repairing the Harm**

- In your opinion what is the damage or loss as a result of your actions?  
\_\_\_\_\_
- What might you be able do to repair the harm?  
\_\_\_\_\_
- What do you think the victim will expect?  
\_\_\_\_\_

**What is the best way to contact you through this process (phone number, texting, 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**  
\_\_\_\_\_  
\_\_\_\_\_