



ARROWSMITH COMMUNITY JUSTICE SOCIETY

Community Conference Script

Adopted: 14 Oct 2014

- SEAT PARTICIPANTS:**
- * Welcome to an Arrowsmith Community Justice Society Conference
 - * As you know, my name is _____ and I will be your facilitator today.
 - * My co-facilitator(s) is/are _____
 - * I'd like to introduce everyone in the circle
 - Victim and supporters
 - Offender and supporters
 - Community members affected
 - RCMP member attending
 - Others

- THANK YOU:**
- * for coming today and showing your willingness to resolve this offence which has caused harm in our community.

- CONFERENCE:**
- * Today, this conference will focus on the _____ which happened on the _____ at _____
 - * The conference is a confidential process, with 2 exceptions. If anyone makes:
 1. A disclosure about the safety of a child, or
 2. A disclosure of another criminal offence,
 Following the conference, Cst. _____ will have to act on the disclosure
 - * In order to focus on the issues at hand, please turn off all electronic devices unless they are required for your work.

- _____
- Offender's Name
- * Your presence here is voluntary and you are free to leave at any time. If you choose to leave before you sign an agreed upon contract, the matter will revert to Cst. _____ for further action. However, by participating and by complying with the agreement, this matter will be finalized.
 - * Do you understand this, _____? (offender)
 - * Do you understand this, _____? (offender's parents)

- CONFERENCE:**
- * We're here to address what _____ (offender) did and how others have been affected by the offence.
IT MUST BE UNDERSTOOD ~ we are not here to judge _____ (offender's) character.
 - * Instead, we're here to learn how others have been affected by _____ (offender's) unacceptable behaviour and we're here to find ways to repair the harm that has been done.
 - * Does everyone understand this?

- GUIDELINES:**
- * To this end, I ask you to:
 1. Share your thoughts and feelings regarding this matter,
 2. Respect other people's thoughts and feelings, which will be shared in this circle.
 - * Does everyone agree to these guidelines

- OFFENDER(S):**
- * _____ has admitted his/her role in this matter and his/her willingness to repair the harm he/she has caused. We'll start by asking him/her to tell us what happened on _____?
 - * Other key questions.

Sample questions:

- * *What were you thinking before....*
- * *What were you thinking during...*
- * *What were you thinking immediately after....*
- * *Tell us about your arrest...*
- * *What has been happening since this incident?*
- * *Who has been affected? (Anyone else?)*
- * *How have you been affected?*
- * *Tell us more about...*
- * *What are you thinking now?*

- VICTIM(S):**
- * _____, tell us about the events / incident which happened on _____.
 - * Other key questions.

- * *What effect has (the incident) had on you?*
- * *What is the extent of your loss?*
- * *What's been happening for you (your family) since (the incident)?*
- * *What are you thinking now?*

- VICTIM
SUPPORTER(S)
(PRIMARY)**
- * _____, how did you find out about what happened?
 - * What did you think when you heard about it?
 - * What has been happening with _____ since it happened?
 - * Specific questions.

- OFFENDER** * How did you find out about what _____ did?
- SUPPORTER(S):** * What did you think when you first heard about it?
- (PRIMARY)** * What has happened with _____ since this happened?
- * How has your family been affected?
- * Specific Questions

- RCMP:** * How did you find out about what _____ did?
- * What has happened with _____ since this happened?
- * Specific Questions

- VICTIM SUPPORT:** * Three standard support questions as above.
- (SECONDARY)** * What are the main issues for you?

- OFFENDER SUPPORT:** * Three standard support questions as above.
- (SECONDARY)** * What are the main issues for you?

- OTHERS AFFECTED:** * How did you become involved?
- * How did it affect you?

TO THE VICTIM AND OTHER PARTICIPANTS (not the offender)

- * Is there anything you wish to add?

- OFFENDER(S):** * _____(name). Before we move on, is there anything you would like to say to _____(victim) or to anyone else here?

AGREEMENT

(Note: This is an interactive process. It may take some time to reach agreement on a resolution)

- VICTIM:** * After hearing all that has been said here, what do you want to see happen as a result of this conference?

- OFFENDER** * After hearing all that has been said here, what do you want to see happen as a result of this conference?
- (optional)**

- VICTIM SUPPORTER:** * What do you want to see happen?
- * Check after contribution or as necessary to ensure full understanding.

- CO-FACILITATOR:** * May react to what has been suggested in terms of reasonable restitution.
- * Check after contribution or as necessary to ensure full understanding.

TO ALL: * Do you think this is fair? Reasonable? Achievable?
* Check after contribution or as necessary to ensure full understanding.

- * Summarize the agreement. What I am hearing is.....
- * Is everyone satisfied with this agreement?
- * At this time I would like to close this conference.

CO-FACILITATOR: * Do you have anything you wish to say?

CLOSING: * Is there anything anyone would like to say before we close?

Congratulations on working through the issues and reaching an agreement.

After the agreement has been completed, an ACJS volunteer will contact each of you to give you an opportunity to evaluate this process. Please confirm your phone number or e-mail with _____ (facilitator). This evaluation will help us to improve our process and is entirely voluntary on your part.

Thanks again for your participation.

REFRESHMENTS

FACILITATORS: PLEASE ENSURE THAT THE CASE INFORMATION SHEET AND COORDINATOR'S EVALUATION SHEET ARE COMPLETED AND THAT ALL PAPERWORK IS RETURNED TO THE COORDINATOR AFTER THE CONFERENCE.