

The King's University College, in its mission to "...[equip] learners to bring renewal and reconciliation to every walk of life..." employs Restorative Justice practices as a first resort where possible, rather than engaging community members in a traditional judicial process. The goal of Restorative Justice is to seek change through understanding.

### **What is Restorative Justice?**

Restorative Justice is the responsibility of the King's community. When a harm is done, the person responsible may choose to seek restoration to the person(s) affected by that harm through a series of facilitated conversations (pre-conferences), as well as a group meeting (conference). This process culminates in the forming of an agreement between the responsible and affected parties, under the supervision of a trained Restorative Justice facilitator. King's Restorative Justice facilitators may use one of two conference models, each with its own merits, depending on the circumstances presented to them.

### **Desired Outcomes**

The aim of King's Restorative Justice Program is to restore right relationships from a state of brokenness. Those who cause and are affected by harms in the community, as well as other stakeholders, should be able to articulate each other's points of view while demonstrating sympathy and compassion. Through this process, responsible parties are able to learn the value of responsibility and harmed parties the value of forgiveness.

### **Accountability**

Restorative Justice participants are accountable to each other, to their facilitator and to professional staff who oversee King's Restorative Justice Program.

### **Confidentiality**

All pre-conferences, conferences, agreements and preparatory tasks completed throughout each Restorative Justice process are documented. The contents of these documents are confidential in nature and are shared between the facilitator of each individual process, the responsible and harmed parties. The Dean of Students, along with professional Community Life staff members retain the right to access these files when necessary, and to share their contents with concerned community members where appropriate. The King's University College may release documented information as required by municipal, provincial or federal law.

### **Questions**

Any questions regarding Restorative Justice practices at The King's University College may be directed to the Dean of Students or Community Life Director through the Student Life Office.

Case Number \_\_\_\_\_

Case Opened: \_\_\_\_\_  
(mm/dd/yyyy)

Primary Responsible Party: \_\_\_\_\_

Primary Affected Party: \_\_\_\_\_

Hearing Officer: \_\_\_\_\_

Facilitator: \_\_\_\_\_

Co-Facilitator: \_\_\_\_\_

Case Closed: \_\_\_\_\_  
(mm/dd/yyyy)

✓	Steps to complete	Date Completed
	Hearing Officer obtains approval from Supervisor for RJ.	
	Responsible and affected parties confirm willingness and sign waivers.	
	Hearing Officer entrusts case file to Facilitator.	
	Facilitator conducts pre-conferences and identifies additional parties.	
	Facilitator conducts pre-conferences with additional parties.	
	Facilitator schedules conference.	
	Agreement reached at conference. Copies distributed to responsible and affected parties. Facilitator entrusts case file to Hearing Officer.	
	Hearing Officer conducts follow-up conversation with responsible and affected parties. Conflict resolution certificate awarded to each, if appropriate.	

*Case Notes:*

Referring Individual \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

	<b>Responsible Party</b>	<b>Responsible Party</b>
<b>Name</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Email</b>		

	<b>Responsible Party</b>	<b>Responsible Party</b>
<b>Name</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Email</b>		

	<b>Affected Party</b>	<b>Affected Party</b>
<b>Name</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Email</b>		

	<b>Affected Party</b>	<b>Affected Party</b>
<b>Name</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Email</b>		

Check here if others were harmed by the incident and/or should be invited to the conference.

	<b>Third Party</b>	<b>Third Party</b>
<b>Name</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Email</b>		

	<b>Third Party</b>	<b>Third Party</b>
<b>Name</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Email</b>		



As a Restorative Justice Group Conference Facilitator for The King's University College I agree to hold confidential all information regarding the status of each restorative justice case for which I facilitate. Information shall be shared only with the appropriate Student Life staff member(s) or their delegates at The King's University College.

I agree to maintain the confidentiality of the information contained in this case file and to use such information only to fulfill my responsibilities as Facilitator.

\_\_\_\_\_  
Printed Name of Facilitator

\_\_\_\_\_  
Signature of Facilitator

\_\_\_\_\_  
Date

**The King's University College  
Restorative Justice Program**

**Responsible Party Consent Form**

***Participant***

I authorize the Facilitator for my case to facilitate case number \_\_\_\_\_ as part of the Restorative Justice Program at The King's University College.

I give permission to the Student Life Office to permit the Facilitator access to my case file, with the understanding that the Facilitator will not make copies of the file and will use the information contained in the file only for facilitating my case.

I request that the Student Life Office extend the time for resolution of my disciplinary case sufficiently for a Restorative Justice Dialogue or Circle conference to be held as part of the Restorative Justice Program. I waive any rights I may have to a timely disposition of my case under the normal timeline for disciplinary procedures at The King's University College.

I give permission for the Facilitator to share the contents of this case file and any agreements generated as part of the restorative justice process with select members of the Student Life Department at The King's University College. I understand the specific conversations engaged in as part of the pre-conference and conference processes will be kept in the confidence of the Student Life Department. (Exceptions: If any party were to threaten harm to themselves or others, information may then be released to the appropriate agency only to safeguard the welfare and safety of parties involved and/or the person threatened. Also, information may be released as required by provincial law).

\_\_\_\_\_  
Printed Name of Participant

\_\_\_\_\_  
Current contact number

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

*\*If student is under 18 years of age, a parent/guardian must give consent for student to participate.*

**Indicate available times during each day.**

Monday	Tuesday	Wednesday	Thursday	Friday

***Parent***

I give consent to the Facilitator of my son/daughter's case, to facilitate his/her case as part of the Restorative Justice Program at The King's University College

I give permission for the Facilitator to share the contents of this case file and any agreements generated as part of the restorative justice process with select members of the Student Life Department at The King's University College. I understand the specific conversations engaged in as part of the pre-conference and conference processes will be kept in the confidence of the Student Life Department. (Exceptions: If any party were to threaten harm to themselves or others, information may then be released to the appropriate agency only to safeguard the welfare and safety of parties involved and/or the person threatened. Also, information may be released as required by provincial law).

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Current Contact Number

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**The King's University College  
Restorative Justice Program**

**Affected Party Consent Form**

**Participant**

I hereby consent to participate in case number \_\_\_\_\_ as a part of The King's University College's Restorative Justice Program.

I give permission to the Student Life Office to permit the Facilitator access to this case file, with the understanding that the Facilitator will not make copies of the file and will use the information contained in the file only for facilitating this case.

I request that the Student Life Office extend the time for resolution of this case sufficiently for a Restorative Justice Dialogue or Circle conference to be held as part of the Restorative Justice Program. I waive any rights I may have to a timely disposition of this case under the normal timeline for disciplinary procedures at The King's University College.

I give permission for the Facilitator to share the contents of this case file and any agreements generated as part of the restorative justice process with select members of the Student Life Department at The King's University College. I understand the specific conversations engaged in as part of the pre-conference and conference processes will be kept in the confidence of the Student Life Department. (Exceptions: If any party were to threaten harm to themselves or others, information may then be released to the appropriate agency only to safeguard the welfare and safety of parties involved and/or the person threatened. Also, information may be released as required by provincial law).

\_\_\_\_\_  
Printed Name of Participant

\_\_\_\_\_  
Current contact number

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

*\*If student is under 18 years of age, a parent/guardian must give consent for student to participate.*

**Indicate available times during each day.**

Monday	Tuesday	Wednesday	Thursday	Friday

**Parent**

I give consent to the Facilitator of my son/daughter's case, to facilitate this case as part of the Restorative Justice Program at The King's University College

I give permission for the Facilitator to share the contents of this case file and any agreements generated as part of the restorative justice process with select members of the Student Life Department at The King's University College. I understand the specific conversations engaged in as part of the pre-conference and conference processes will be kept in the confidence of the Student Life Department. (Exceptions: If any party were to threaten harm to themselves or others, information may then be released to the appropriate agency only to safeguard the welfare and safety of parties involved and/or the person threatened. Also, information may be released as required by provincial law).

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Current Contact Number

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



**The King's University College  
Restorative Justice Program**

**Third Party Consent Form**

**Participant**

I hereby consent to participate in case number \_\_\_\_\_ as a part of The King's University College's Restorative Justice Program.

I give permission to the Student Life Office to permit the Facilitator access to this case file, with the understanding that the Facilitator will not make copies of the file and will use the information contained in the file only for facilitating this case.

I request that the Student Life Office extend the time for resolution of this case sufficiently for a Restorative Justice Dialogue or Circle conference to be held as part of the Restorative Justice Program. I waive any rights I may have to a timely disposition of this case under the normal timeline for disciplinary procedures at The King's University College.

I give permission for the Facilitator to share the contents of this case file and any agreements generated as part of the restorative justice process with select members of the Student Life Department at The King's University College. I understand the specific conversations engaged in as part of the pre-conference and conference processes will be kept in the confidence of the Student Life Department. (Exceptions: If any party were to threaten harm to themselves or others, information may then be released to the appropriate agency only to safeguard the welfare and safety of parties involved and/or the person threatened. Also, information may be released as required by provincial law).

\_\_\_\_\_  
Printed Name of Participant

\_\_\_\_\_  
Current contact number

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

*\*If student is under 18 years of age, a parent/guardian must give consent for student to participate.*

**Indicate available times during each day.**

Monday	Tuesday	Wednesday	Thursday	Friday

**Parent**

I give consent to the Facilitator of my son/daughter's case, to facilitate this case as part of the Restorative Justice Program at The King's University College

I give permission for the Facilitator to share the contents of this case file and any agreements generated as part of the restorative justice process with select members of the Student Life Department at The King's University College. I understand the specific conversations engaged in as part of the pre-conference and conference processes will be kept in the confidence of the Student Life Department. (Exceptions: If any party were to threaten harm to themselves or others, information may then be released to the appropriate agency only to safeguard the welfare and safety of parties involved and/or the person threatened. Also, information may be released as required by provincial law).

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Current Contact Number

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

✓	<b>What to do during the Responsible Party's preconference</b>
	Introduce yourself and break the ice.
	Describe the purpose the conference and emphasize the potential benefits of the RJ process.
	Describe the RJ process in chronological order (see page 3).
	Describe the facilitator's role and reassure responsible party that the preconference is confidential.
	Listen to the responsible party's account of the incident.
	Ask open-ended questions to assess whether the responsible party takes responsibility and understands s/he has caused harm and to whom harm has been caused. Consider viability of RJ.
	Discuss any questions the responsible party has, or that the affected party may ask of him/her.
	Discuss reparation and restitution and examine the ways in which the responsible party may be interested in repairing the harm.
	Explain the importance of support persons and determine who the responsible party would like to have as support (party may decline).
	Share the ground rules for the conference and inquire whether the responsible party has any rules he/she would like included (see page 21).
	Ask whether the responsible party has questions and whether there is anything he/she does not want shared with the victim.
	Ask the responsible party to bring a snack to the conference and explain the purpose of this gesture.
	Ask for possible dates and times that the responsible party is available for the conference and stress the importance of arriving on time. Afterwards thank him/her for meeting with you.
	Ask the responsible party to complete a Consent Form before leaving and make a copy. Assure him/her that his/her anonymity will be protected. Retain one copy of the Consent Form. The responsible party should keep the other signed form.



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✓	<b>What to do during the Affected Party's Preconference</b>
	Introduce yourself and break the ice.
	Describe the purpose the conference and emphasize the potential benefits of the RJ process.
	Describe the RJ process in chronological order (see page 3).
	Describe the facilitator's role and reassure affected party that the pre-conference is confidential.
	Listen to the affected party's account of the incident.
	Allow affected party to vent his/her emotions surrounding the incident and help reduce his/her fear.
	Discuss reparation and restitution and ask what the affected party believes would be necessary to repair the harm that was caused (explore non-financial as well as financial options).
	Ask if the affected party is willing to meet the responsible party or if he/she needs more time to decide. If he/she is not willing to meet face to face with the responsible party, offer other options such as being present via a letter or phone call.
	Explain the importance of support persons and determine who the affected party would like to have as support (party may decline).
	Ask whether the affected party has questions.
	Discuss any questions the responsible party has, or that the responsible party may ask of him/her.
	Explain the ground rules for the conference and inquire whether the affected party has any rules he/she would like included (see page 21).
	Ask for possible dates and times that the affected party is available for the conference. Afterwards thank him/her for meeting with you.
	Ask the affected party to complete a Consent Form before leaving and make a copy. Assure him/her that his/her anonymity will be protected. Retain one copy of the Consent Form. The affected party should keep the other signed form.



***Responsible Party***

In order to proceed with the RJ process, the Facilitator should feel confident in answering *yes* to the following questions, after having met with the responsible party for a pre-conference.

- Does the responsible party admit to his/her wrongdoing?
- Does the responsible party express a desire to make amends with the person(s) harmed?
- Does the responsible party appear willing to follow the ground rules for RJ group conferencing?
- Does the responsible party seem willing to commit to the RJ process in its entirety?

***Affected Party***

In order to proceed with the RJ process, the Facilitator should feel confident in answering *yes* to the following questions, after having met with the affected party for a pre-conference.

- Does the affected party feel fairly confident that the conference will not harm him/her more than he/she has already been harmed?
- Does the affected party feel ready to meet with the offender face to face?
- Does the affected party feel he/she is prepared to discuss ways that the offender can repair the harm?
- Does the affected party understand that while the offender admits to wrongdoing, he/she is not required to say sorry?
- Does the affected party seem to have realistic expectations surrounding the RJ process?
- Overall, does the affected party appear to feel comfortable with the RJ Process?

✓	<b>What to do during a Support Person or Stakeholder Preconference</b>
	Introduce yourself and break the ice.
	Describe the purpose the conference and emphasize the potential benefits of the RJ process.
	Describe the RJ process in chronological order (see page 3).
	Describe the facilitator's role and reassure third party that the pre-conference is confidential.
	Listen to the third party's account of the incident.
	Allow affected party to vent his/her emotions surrounding the incident and help reduce his/her anxiety.
	Discuss reparation and restitution and ask what the third party believes would be necessary to repair the harm that was caused (explore non-financial as well as financial options).
	Ask if the third party is willing to meet the other parties in person.
	Ask whether the third party has questions.
	Explain the ground rules for the conference and inquire whether the affected party has any rules he/she would like included (see page 21).
	Inform third party that he/she will be required to sign a confidentiality form prior to the conference.
	Ask for possible dates and times that the affected party is available for the conference. Afterwards thank him/her for speaking with you.
	Ask the third party to complete a Consent Form before leaving and make a copy. Assure him/her that his/her anonymity will be protected. Retain one copy of the Consent Form. The third party should keep the other signed form.







✓	<b>Steps to complete</b>
	Have you met in person with and thoroughly prepared each of the primary participants?
	Have you discussed support people with the primary participants and prepared each for the conference?
	If the affected party has monetary losses, have you asked him or her to prepare an itemized list of his or her losses (including documentation/photos if possible) to bring to the conference?
	Have you prepared for any special needs or cultural concerns of the participants?
	Have you reserved a location that is conducive for a successful RJ conference?
	Have all participants been made aware of the conference date, time, and location of the conference?
	Have you picked up the RJ Supply Bag from the SLO?
	Have you verified that all necessary items are in the Supply Bag? ( <i>refer to list below</i> )
	Have you decided whether you will be using a dialogue format or circle format in your conference?
	Have you considered a conference seating arrangement that offers each person support and which establishes an effective power balance?
	Have you discussed with your co-facilitator what tasks each of you will manage during the conference?
	Have you completed the conference participant seating diagram according to your desired arrangement (see page 22)?

**RJ Supply Bag should include:**

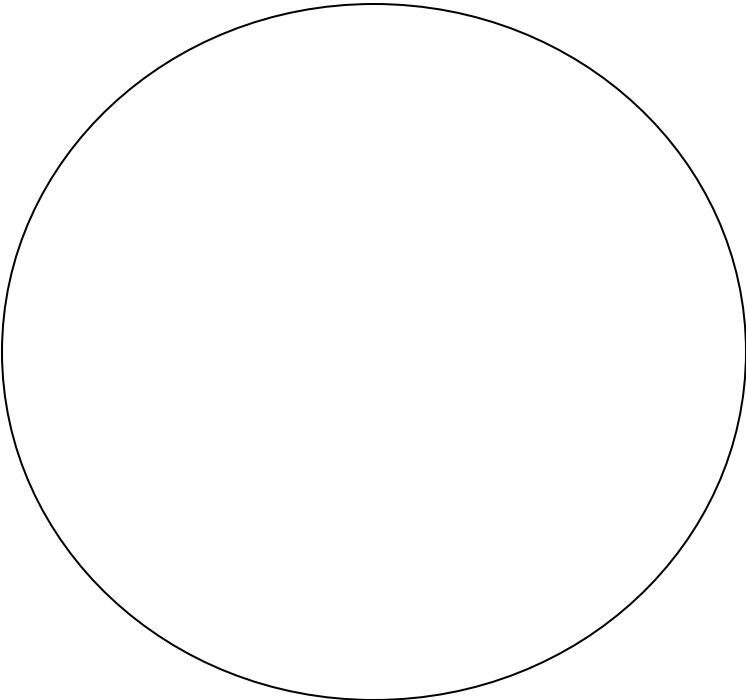
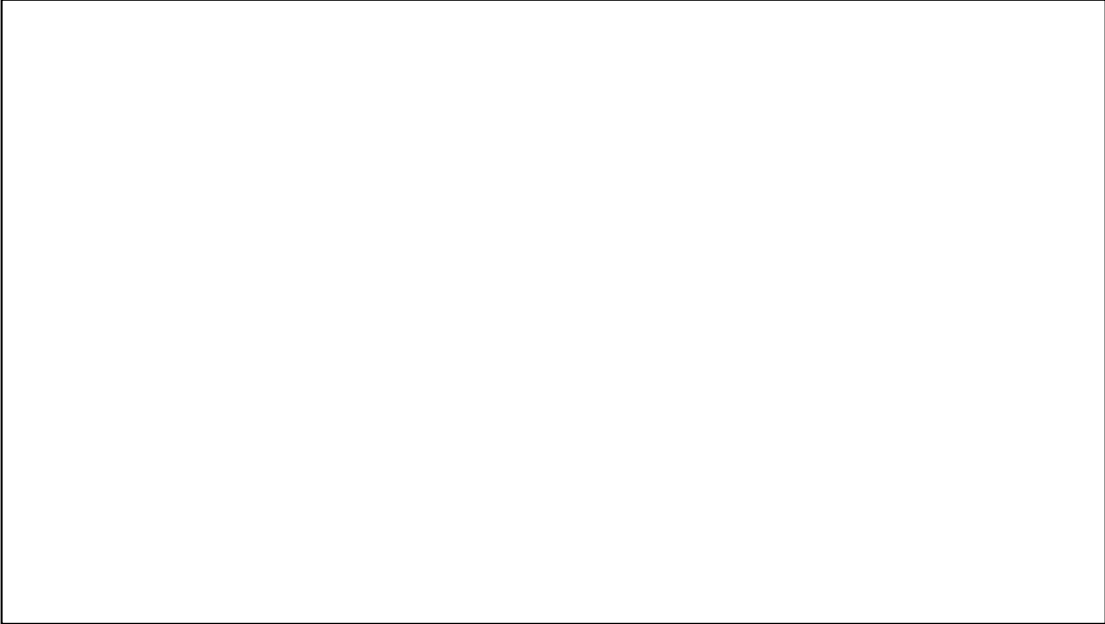
- RJ Binder
- Blank paper
- Tissues
- Name tags/cards
- Pens
- Calculator
- Business Cards for Facilitator, Community Life Director and Dean of Students
- Clipboard

✓	<b>Steps to complete at Conference</b>
	Set up seating as planned
	Have everyone sign the confidentiality agreement (including facilitators)
	Go over ground rules
	Conduct conference (see the RJ facilitator manual for process and script)
	Verify agreements
	Have responsible party serve food
	Draft and copy agreement form (page 32)
	Have responsible and affected parties sign agreement form
	Ensure responsible and affected parties retain one copy each of the agreement form. Retain original for case file.
	Thank everyone for coming
	Leave room as found it



- We respect the dignity of each person and are concerned about the welfare of each other.
- Everyone speaks; everyone listens. We listen to understand and respond with empathy (sensitivity).
- Everyone communicates honestly. We share openly our thoughts, emotions, feelings, and reasons.
- Differences are expected and accepted.
- We each take responsibility for our own participation in this dialogue.
- We ask for help, seek feedback on our ideas to gain information and perspective, and encourage the involvement of everyone.
- We maintain a climate of open-mindedness and genuineness. We support one another, while holding each other responsible for our actions.
- We honor confidentiality by keeping all comments made in this room in the room.
- We avoid criticism, pretense, insincerity, and condescending attitudes.

*Additional rules specific to this conference:*



*Facilitator guides Circle Conference as described.*

*Co-facilitator takes notes, conducts reviews and copies documents.*

1. Welcome participants and reiterate our reason for gathering
  - a. Outline the events leading up to this conference without naming responsible or affected parties.
  - b. Thank all participants for their willingness to be here.
  - c. Explain that we are not here to establish guilt or innocence, nor to be judged or vindicated. This is a learning exercise, and one which we hope will end with everyone agreeing about how to move forward together.
  - d. Explain that this is a voluntary process, and that either the responsible or affected parties may call for a break or for a continuance at any time.
  
2. Introduce talking piece
  - a. What does this talking piece represent? (i.e. King's mission, Christ's restorative work, etc.)
  - b. How does the talking piece work?
  
3. Establish ground rules **(use whiteboard)**
  - a. Read RJ Ground Rules.
  - b. Solicit additional ground rules from participants (use talking piece).
  - c. Reiterate all articulated ground rules and establish consensus.
  
4. Communicate values **(use whiteboard)**
  - a. Which of each participant's values do they feel the group should understand and respect? **(use talking piece)**.
    - i. Each participant articulates value (i.e. 'honesty', 'thoughtfulness').
  - b. Reiterate all articulated values and establish consensus (i.e. 'this group values honesty, thoughtfulness...').
  
5. Opening prayer
  - a. Lead a closed (non participatory) prayer, keeping in mind the values previously discussed.
  
6. Establish relationships
  - a. What is your first name, and how are you related to the events we are discussing today? **(use talking piece)**.
  
7. Establish desired outcomes **(use whiteboard)**.
  - a. What is it that you hope to accomplish today? (i.e. understanding, sense of being heard, emotional healing...) **(use talking piece)**.

## Discover Personal Stakes

8. From start to finish, explain to the group your recollection of the events which we are discussing here **(use talking piece)**.
9. How did you feel at the time that these events took place? How are you feeling now? **(use talking piece)**
10. What do you believe is the nature of the harm(s) which resulted from these events taking place? Who has been affected by it/them (yourself and/or another party) and how? **(use talking piece and list harms on whiteboard)**.
11. What are some of your personal needs which you hope can be provided for as a result of this conference? (i.e. financial loss, sense of safety, loss of respect...) **(use talking piece and list needs on whiteboard)**.
12. Do you have any sense of personal obligations which you hope can be articulated or agreed upon in this conference? This is not the time to agree or act on these obligations, simply a time to articulate them (i.e. repayment, apology, replacement of damaged items...) **(use talking piece and list obligations on whiteboard)**.
13. Please take an opportunity to speak about anything that is on your mind at this point. What are some thoughts or feelings you would like to share? **(use talking piece)**.

## Brainstorm Solutions

14. Reiterate previously articulated desired outcomes, harms, needs and obligations.
15. Can you see some ways that we might be able to draw a line between some of the outcomes, harms, needs and obligations we see here? Which obligations could meet needs which arise from these harms and lead us toward fulfilling our desired outcomes? **(use talking piece and draw lines on whiteboard)**
16. Which of these connections can we translate into agreements? Are there any of these which you would like to see put into action? These are all subject to consensus. **(use talking piece and list proposed agreements on whiteboard)**.
17. Of these proposed agreements, which do you feel like you can personally commit to? Any of these which receive consensus will be written into our formal agreement. **(use talking piece and list ratified agreements on whiteboard)**.
18. How does everyone feel about the ratified agreements we have listed here? Are we missing anything? Does anything need to be rephrased? **(use talking piece and edit agreements on whiteboard)**.



### **Formalize Agreement**

19. By what date do you believe the agreements we've made can be accomplished? In the case of an ongoing agreement, when can it begin? **(use talking piece and write date(s) on whiteboard).**
20. Complete Conference Agreement Form and have responsible and affected parties sign it.

### **Engage in Community**

21. Lead in an open prayer. Allow all participants to pray as they feel comfortable and close with a prayer of thankfulness.
22. Have responsible party serve food. At this time, leave to make copies of the agreement for responsible and affected parties.
23. Distribute Agreements and remind participants that there will be a follow up conversation after the agreement end date.

### **Dismiss Participants**

24. Thank all participants for their time and hard work during this process. Distribute Facilitator, Community Life Director and Dean of Students business cards and invite participants to be in contact with any questions or concerns arising from the conference.

*Facilitator guides Circle Conference as described.*

*Co-facilitator takes notes, conducts reviews and copies documents.*

25. Welcome participants and reiterate our reason for gathering
  - a. Outline the events leading up to this conference without naming responsible or affected parties.
  - b. Thank all participants for their willingness to be here.
  - c. Explain that we are not here to establish guilt or innocence, nor to be judged or vindicated. This is a learning exercise, and one which we hope will end with everyone agreeing about how to move forward together.
  - d. Explain that this is a voluntary process, and that either the responsible or affected parties may call for a break or for a continuance at any time.
  
26. Establish ground rules **(use whiteboard)**
  - a. Read RJ Ground Rules.
  - b. Solicit additional ground rules from participants
    - i. Affected party
    - ii. Responsible party
    - iii. Affected party support person(s)
    - iv. Responsible party support person(s)
    - v. Others
  - c. Reiterate all articulated ground rules and establish consensus.
  
27. Communicate values **(use whiteboard)**
  - a. Which of each participant's values do they feel the group should understand and respect? (Each participant articulates value such as 'honesty', 'thoughtfulness'...)
    - i. Responsible party
    - ii. Affected party
    - iii. Responsible party support person(s)
    - iv. Affected party support person(s)
    - v. Others
  - b. Reiterate all articulated values and establish consensus (i.e. 'this group values honesty, thoughtfulness...').
  
28. Opening prayer
  - a. Lead a closed (non participatory) prayer, keeping in mind the values previously discussed.

29. Establish relationships

- a. What is your first name, and how are you related to the events we are discussing today?
  - i. Affected party
  - ii. Responsible party
  - iii. Affected party support person(s)
  - iv. Responsible party support person(s)
  - v. Others

30. Establish desired outcomes **(use whiteboard)**.

- a. What is it that you hope to accomplish today? (i.e. understanding, sense of being heard, emotional healing...)
  - i. Responsible party
  - ii. Affected party
  - iii. Responsible party support person(s)
  - iv. Affected party support person(s)
  - v. Others

**Telling our stories**

31. We are going to take some time now to tell each other how we remember these events taking place, and what we understand the effects of these events to be.

- i. Affected Party
  - 1. What happened?
  - 2. How did you feel at the time?
  - 3. What has life been like for you since?
  - 4. In what ways would you say you have been affected?
  - 5. Is there anything you would like to say to or ask of the responsible party?
  - 6. Is there anything else that you would like to share?
- ii. Others who were there when the events took place
  - 1. What happened?
  - 2. What were you thinking at the time?
  - 3. What has been on your mind since?
  - 4. Is there anything you would like to say to or ask of either the responsible or affected party?
  - 5. Is there anything else that you would like to share?
- iii. Responsible party
  - 1. What happened?
  - 2. What were you thinking at the time?
  - 3. What specifically do you take responsibility for?
  - 4. What have you been feeling or thinking about since?
  - 5. Is there anything you would like to say to or ask of the affected party?
  - 6. Is there anything else that you would like to share?

32. What do you believe is the nature of the harm(s) which resulted from these events taking place? Who has been affected by it/them (yourself and/or another party) and how?
- i. Responsible party
  - ii. Others who were there when the events took place
  - iii. Affected party
  - iv. Support persons
33. What are some of your personal needs which you hope can be provided for as a result of this conference? (i.e. financial loss, sense of safety, loss of respect...)
- i. Affected party
  - ii. Others who were there when the events took place
  - iii. Responsible party
34. Do you have any sense of personal obligations which you hope can be articulated or agreed upon in this conference? This is not the time to agree or act on these obligations, simply a time to articulate them (i.e. repayment, apology, replacement of damaged items...)
- i. Responsible party
35. Please take an opportunity to speak about anything that is on your mind at this point. What are some thoughts or feelings you would like to share?
- i. Affected party
  - ii. Others who were there when the events took place
  - iii. Support persons
  - iv. Responsible party

### **Brainstorm Solutions**

36. Reiterate previously articulated desired outcomes, harms, needs and obligations.
37. Can you see some ways that we might be able to draw a line between some of the outcomes, harms, needs and obligations we see here? Which obligations could meet needs which arise from these harms and lead us toward fulfilling our desired outcomes?
- i. Responsible party
  - ii. Affected party
  - iii. Others who were there when the events took place
  - iv. Support persons

38. Which of these connections can we translate into agreements? Are there any of these which you would like to see put into action? These are all subject to consensus.
- i. Affected party
  - ii. Responsible party
  - iii. Others who were there when the events took place
  - iv. Support persons
39. Of these proposed agreements, which do you feel like you can personally commit to? Any of these which receive consensus will be written into our formal agreement.
- i. Responsible party
  - ii. Affected party
  - iii. Others who were there when the events took place
  - iv. Support persons
40. How does everyone feel about the ratified agreements we have listed here? Are we missing anything? Does anything need to be rephrased?
- i. Affected party
  - ii. Responsible party
  - iii. Others who were there when the events took place
  - iv. Support persons

### **Formalize Agreement**

41. By what date do you believe the agreements we've made can be accomplished? In the case of an ongoing agreement, when can it begin?
- i. Responsible party
  - ii. Affected party
42. Complete Conference Agreement Form and have responsible and affected parties sign it.

### **Engage in Community**

43. Lead in an open prayer. Allow all participants to pray as they feel comfortable and close with a prayer of thankfulness.
44. Have responsible party serve food. At this time, leave to make copies of the agreement for responsible and affected parties.
45. Distribute Agreements and remind participants that there will be a follow up conversation after the agreement end date.

## **Dismiss Participants**

46. Thank all participants for their time and hard work during this process. Distribute Facilitator, Community Life Director and Dean of Students business cards and invite participants to be in contact with any questions or concerns arising from the conference.



**In the matter of** \_\_\_\_\_  
(responsible party names)

We, the participants of this restorative group conference, hereby agree to the following actions as a means of healing the harm caused by \_\_\_\_\_ towards \_\_\_\_\_ and/or The King's University College community:

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- 
- 
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- 
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- All agreements will be completed by \_\_\_\_\_ (mm/dd/yyyy)
- Responsible and affected parties will contact \_\_\_\_\_ upon completion of agreement. (Hearing Officer)

Conference Summary/Notes:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, we the undersigned hereby agree to hold and be held accountable to the conditions of this agreement.

\_\_\_\_\_  
(responsible party)

\_\_\_\_\_  
(affected party)

\_\_\_\_\_  
(responsible party)

\_\_\_\_\_  
(affected party)

\_\_\_\_\_  
(responsible party)

\_\_\_\_\_  
(affected party)

\_\_\_\_\_  
(Co-Facilitator)

\_\_\_\_\_  
(Facilitator)



✓	<b>Steps to complete after Conference</b>
	Return completed case file (entire contents of RJ binder) to Hearing Officer
	Return the RJ Supply Bag to the Student Life Office
	Report items in need of replenishment
	Contact the Hearing Officer if you need to report any special events or circumstances that resulted during or as a result of the conference