



## Sample Restorative Justice Conference Script

*Note: For purposes of this script, “harmed party” and “responsible party” are the terms used. Harmed party may be synonymous with Complainant, Victim, Survivor, etc. “Responsible Party” may be synonymous with Respondent, Accused, etc. This does not mean the “Responsible Party” is responsible for violating any University policies and does not mean they were not also harmed.*

### Introduction

**Facilitator 1:** Welcome everyone. Please silence your cell phones. This restorative justice conference will last approximately 2 hours. I would like us to first introduce ourselves, by the name we wish to be called by during this process, and our pronouns. I’ll go first by way of example.

**Facilitator 1:** My name is \_Facilitator 1\_ and I will be co-facilitating today’s conference.

**Facilitator 2:** My name is \_Facilitator 2\_ and I will also be co-facilitating today’s conference.

**Facilitator 2:** Thank you for attending. At today’s conference, we will be focusing on the incident that happened on \_ (date) \_, which occurred \_ (location) \_. We will focus on the impact of the incident, what harm was caused, and how that harm might be repaired. We will also focus on what can be done to reassure us the behavior will not be repeated.

**Facilitator 1:** This conference is voluntary. We do not have to reach an agreement today, and if we do not, the case will be referred back to the \_\_\_\_ Office. I am hopeful that we will reach an agreement. Does anybody have any questions or concerns so far?

**Facilitator 2:** One goal of this conference is to create an environment in which everyone can speak freely and fully about how they feel about what happened. As facilitators, our job is to ensure that everyone here has a voice. Sometimes we will have open dialogue in which everyone can participate as they wish; at other times we will go around the circle inviting each person to offer their perspective. When we do, a person can always pass if they do not have anything they want to say at that time.

**Facilitator 1:** As facilitators, it is important for us to create an environment of trust, so that we all can speak honestly about the incident. To enable this, will everyone agree that what is said in this circle will stay in the circle—that we will not talk about what people have said here to others?

**Facilitator 2:** Great. We are going to begin today by hearing from the harmed party, and then we will hear from the responsible party and support people. Right now, our focus is on *identifying and understanding the impacts of what happened/the harm* that was caused. Later in the conference we will go around again and brainstorm ways to address and or repair the harm.



## Harm Identification Process

*Facilitator 1 asks the following questions, while Facilitator 2 writes down the harms (on a posterboard if in person or on a shared document if on Zoom) as they hear them and will later check for accuracy.*

### To harmed party:

- At the time, what were you thinking and feeling?
- What have you thought about since?
- What impact has this incident had on you?
- What has been the hardest thing for you?
- Is there anything else you would like to share or ask at this time?

### To responsible party:

- At the time, what were you thinking and feeling?
- What have you thought about since?
- What do you understand the harm to be?
- Who has been impacted?
- What impact has this incident had on you?
- Is there anything else you would like to share or ask at this time?

### To support persons (if applicable):

- What brings you to the conference today?
- What has been the most difficult thing for you about this incident?
- What are the harms you would like to see addressed?
- Is there anything else you would like to share or ask at this time?

*Facilitator 1:* Now that we have had a chance to hear from each other. Is there anything anyone would like to share at this time?

[Allow time for responses]

*Facilitator 1:* Thank you for your participation and vulnerability thus far. We have all spoken about the harms caused by this incident and are now at the stage of identifying what can be done to make things right. First, I want to check in with everyone. We are about half-way through the conference. Is everyone OK to move on to this next stage? Does anyone need a break before we do?

[Allow time for responses and a break, if necessary]



## Agreement Process

*Facilitator 2 asks the following questions, while Facilitator 1 writes down the ways to address harms (on a posterboard if in person or on a shared document if on Zoom) as they hear them and will later check for accuracy.*

*Unlike the first half of the conference, the brainstorming phase can be less structured and more open to collaborative discussion of ideas.*

**Facilitator 2:** We are now going to brainstorm ways to address the harms we just identified. This stage is just about coming up with ideas. We will write all suggestions down and later we can decide to make changes before finalizing an agreement that is satisfactory to everyone.

### To harmed party:

- Looking at this list of harms, what do you think can be done to repair them? How can the plan meet your needs?
  - When would this have to be completed? In what way?
- What else would you need to see from [responsible party] to restore your confidence in them?

### To responsible party:

- Looking at this list of harms, what do you think can be done to repair them?
  - When would this have to be completed? In what way?
- What else can you do to demonstrate that you can be a positive member of our community?

### To support persons (if applicable):

- Looking at this list of harms, what do you think can be done to repair them? How can the plan meet your needs?
  - When would this have to be completed? In what way?
- What else would you need to see from [responsible party] to restore your confidence in them?

**Facilitator 2:** While we are discussing this specific incident today and how the responsible party can address the harms and needs, are there things in this community that encourage or support this behavior that anyone would like to see addressed?

[Allow time for responses]

**Facilitator 2:** What does everyone think of what we have come up with so far? Let's make sure we have a plan that best addresses our concerns and is also fair and reasonable.

[Discuss and distill down to actionable plan – each commitment should be **Specific, Measurable, Achievable, Relevant, and Time-Bound**]



**To responsible party:**

- Would you be able to agree to these suggestions?
- Do you have any concerns that we should address?

**Facilitator 2:** Now that we have reached an agreement, I want to discuss who will be privy to this agreement. What do each of you agree to share or keep private?

[Allow time for responses]

**Facilitator 2:** Great. Thank you for your thoughtfulness. I will take the next 5-10mins to write this agreement before having the [harmed party and responsible party] sign it. In the meantime, we encourage you to take a break, get some water, or use the restroom.

[Allow time to draft the agreement]

**Facilitator 2:** I have the final draft of the agreement. I will read it now in its entirety to ensure everyone is comfortable with what's written. When I am finished reading the agreement, I will ask the [harmed party and responsible party] to sign it.

[Harmed party and responsible party sign the agreement]

**Closing**

**Facilitator 1:** Thank you for your hard work today. In closing this conference, I'd like to go around the circle and ask each person to share closing thoughts about how things went. I'll start by saying...

[Allow time for responses]

**Facilitator 2:** This concludes our conference. Thank you so much for your respectful participation today. You will receive the agreement from us via email within the next day or two. You may all leave now and have a wonderful day.