

Restorative Justice

Quality Assurance & Assessment Framework for RJ Facilitators

The aim of this framework is to ensure Restorative Justice (RJ) is delivered to a high standard in Sussex in line with the Best Practice Guidance (BPG) and to provide mechanisms' for support and development for facilitators.

Framework

Conferences will be delivered in line with the Best Practice Guidance (BPG).

Where possible, a progressive programme of familiarisation for facilitators will be identified to include, observing other RJ facilitators deliver conferences, delivering low level RJ practices under supervision from an experienced RJ facilitator; to increasing responsibility to deliver more complex cases with adequate support. Progressing further, to delivering processes with minimal supervision.

There is an induction checklist setting out facilitator's requirements. Induction for new facilitators will include –

- Initial receipt of letter from the Agency RJ lead welcoming the facilitator and setting out expectations
- Initial RJ Facilitators Course (minimum 24 hours contact training)
- Support upon completion, acknowledgement by the Agency lead and signposting to material on the SRJP website <http://www.sussexcriminaljusticeboard.org.uk/sussex-restorative-justice-partnership>
- Local Procedures Workshop (6 hours)
- Coaching and mentoring arranged by a lead agency, but can be delivered by any experienced facilitator
- E-Cins case management training / coaching
- Support via Divisional RJ Hub staff

RJ processes will only be conducted by suitably trained staff and in most circumstances by two facilitators.

Further induction training will depend upon each agency but may include –

- Initial induction course as prescribed by specific agencies
- Lone working and risk management
- Staff safety awareness
- Issue of the RJC Best Practice Guidance and other related procedural documents as listed on the SRJP website <http://www.sussexcriminaljusticeboard.org.uk/sussex-restorative-justice-partnership/facilitators>

As well as support provided by lead organisations, peer support and supervision is provided to assess the eligibility of potential RJ conferences, and supervised at the Multi-Agency Divisional RJ meetings. These take place monthly at the three RJ Hubs located at Bexhill, Brighton and Bognor Regis. Not all cases will need to be heard at these meetings and straight forward cases will be allocated straight to facilitators to proceed.

RJ cases will be continually assessed for suitability by the allocated RJ facilitator/s to ensure a positive outcome is achievable. Cases will be managed using the appropriate forms found on the Sussex Restorative Justice Partnership website and any risks or issues escalated as appropriate.

Facilitators are responsible for recording all information relevant to the progression of a case on E-CINs, including logs of contact with participants, key contacts, and any supervision and support received. Facilitators should complete all required forms and upload them to E-CINs.

RJ facilitators must conduct an informal de-brief with their co-facilitator on finalisation of the case to identify both positive and developmental areas. Facilitators will manage this process between them and provide one another with feedback. Making notes from a verbal meeting is the best way to do this.

Supervisors, or suitably trained RJ practitioners, together with usual 1-1 supervision meetings, should carry out observations in the work place. This must be in agreement with the RJ facilitator & participants and any learning should be shared as appropriate.

RJ facilitators should aim to manage at least two cases in any twelve month period. Should this not be achieved a development plan may be considered.

All RJ facilitators have a professional duty to ensure their skills and knowledge is current. This should be achieved by conducting an ongoing process of research and practice in the workplace, keeping up to date with national research and standards, together with attending local and national events when possible. This process should be reflected and evidenced within the individual's supervision session.

RJ Facilitators and supervisors should encourage observations when it is appropriate. This helps newer facilitators gain experience and allows for further feedback and development opportunities.

Evaluation of conferences will take place with feedback opportunities for all participants to provide feedback and comments to facilitators through the participant feedback questionnaire.

Organisations will use a range of methods to communicate 'Best Practice' and support the professional development of RJ facilitators.

Within the prison, 'Workshops' and 'Circle Time' will be incorporated into the development of RJ, which will include 'Listeners' and 'Peer Mentors' from within the prison community. Victim Support/PACT will provide peer support and mentoring services for their RJ practitioners. Topics will be focused on relevant issues to encourage a supportive and learning environment.

Within each of the RJ Hubs will be a mix of skills and abilities and collaboration with colleagues will be encouraged to ensure more complex cases are fully explored. Those which are deemed as being Sensitive and Complex should only be delivered by practitioners who have had sensitive and complex training, in line with the Best Practice Guidance.

Additionally, available within the RJ partnership are some nationally accredited RJC and MOJ group of expert staff who are able to provide further advice. The names and details of whom are to be provided to practitioners by RJ leads.

Case supervision and escalation is described under separate processes found within the facilitator's area of the SRJP website