**Hand Out 1: Examples of Restorative Questions**

**Main Restorative Chat Questions**

* What happened?
* What were you thinking/feeling at the time?
* What do you think/feel about it now?
* Who has been affected by what happened and in what way?
* What has been the hardest thing for you?
* What needs to happen to put this right?
* What will you do differently next time?

**Alternative and Preparation Questions and Statements**

**Pre Chat Statements and Questions**

* We all need some time to think about what just happened.
* We need to speak about this when we have had some time to think about how this happened?
* Take some time and we will talk about this xxxx
* This needs to be sort out I can see you are not ready right now – we need to talk about this later.

**Enquiry Questions**

* What happened?
* What else happened?
* What happened just before this?
* Where were you when this happened?

**Intent Questions**

* What were you thinking/feeling at that moment
* What did you want to happen?/What were you trying to achieve?
* What were you thinking when this happened?
* What were you trying to tell X?
* What was going through your mind when …..
* What were you thinking at that point?

**Emotional Reflection Questions**

* What do you think/feel about this now?
* What’s in your mind now?
* Now that you’ve had time to think and calm down how does that change things?

**Intent Questions**

* What were you thinking/feeling at that moment
* What did you want to happen?/What were you trying to achieve?
* What were you thinking when this happened?
* What were you trying to tell X?
* What was going through your mind when …..
* What were you thinking at that point?

**Reflection on Harm Caused**

* Who do you think has been affected by this and in what way?
* How has this affected you?
* How do you think this has affected others?

**Resolution Questions**

* What needs to happen to put this right?
* How can we put this right?
* What can you do so x feels happy this won’t happen again?
* What did you want X to do?
* What would you needs to go on the contract?

**Future Questions**

* What will you do differently next time?
* What do you need to change to ensure this doesn’t happen again?
* What needs to change in the future so everyone feels happy/safe?

**Hand Out 2: Restorative Circles Language Suggestions**

**Check-in -** At the beginning of the day or class, have a quick opening circle where everyone one has the opportunity to tell the circle something about their day so far. Questions for a check-in could be:

**Stage One Learn the Process**

* When did you last eat? (better than what did you have for breakfast)
* What is your favorite shape, color, movie, song, season, actor, birthday party theme, afternoon club, activity, cartoon character, book, sport, animal, food, hobby
* What is the most important thing that you learned yesterday?
* Which animal would you want to be?
* If you could travel anywhere, where would you go?
* If you could see any band, which one would it be?
* If you were an Alien on our planet for the first time, what is the first thing you would you do/eat/see?
* If you could be any superhero which one would it be?
* If you could have a superpower, which one would it be?
* Which musical instrument would you like to play?
* What is the best thing that ever happened to you?
* What makes you laugh?
* If you could make a wish, which one would it be?

**Stage Two Develop Skills**

* If you could change your name, what would you pick?
* What are you looking forward to (over the weekend, the summer, this week)?
* What was the highlight of your day yesterday? How did that make you feel?
* What do you want to improve/work on today? How will you feel when you achieve this?
* What is the best thing about being in grade \_\_\_? About being \_\_\_ years old?
* What is your favorite thing about yourself? Your friend? The person sitting next to you?
* What makes you happy/sad/excited/worried/laugh?
* What makes you feel good about yourself?
* How can we help each other today?
* Role Model Monday/Target Tuesday/Change the world Wednesday/Good deed day Thursday/Surprising fact Friday

It can be useful to add “***and how are you feeling?***” or perhaps ***“how do you feel about that?”***

**Check-out**

At the end of a day or a class, have a quick closing circle where everyone one has the opportunity to tell the circle something about their day. Questions to start check-out could be:

* How was your day?
* Tell us one thing you liked about this school today?
* Tell us one thing you learnt today?
* What are you looking forward to tomorrow?



**Hand Out 4: Alternative Primary Questions**

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| * **Introduction** * **Order of questions: Wrongdoer – Harmed Person – Harmed Persons Supporters – Wrongdoers Supporters** * **Contract: allow participants make their own contract** * **Ask if anyone has any think else to say** * **Refreshments**   **1** |

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| **What happened?**  Tell me about it?  Tell me where you were and what everybody did?  What did you do when that happened?  How did that happen?  **2** |

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| --- |
| **What were you thinking/feeling at the time?**  What did you think when it happen?  What were you thinking when it happened?  **3** |

|  |
| --- |
| **What have your thoughts been since?**  What do you think about it now?  What do you think now about what happened?  What else could you have done?  **4** |

|  |
| --- |
| **Who has been affected by what happened?**  Who else has been hurt and upset by this?  Who’s been upset?  Who got hurt?  Who got upset?  **5** |

|  |
| --- |
| **What do you think needs to happen to make things right?**  What could you do to make it right?  What could we do to make it right?  What could you do to make it ok?  How can we do to make it better/right/ok?  **6** |

**Hand out 5: Ideas for a Restorative Inclusion Room**

* Reflection sheets given to pupils on entry to start them thinking restoratively
* Pupils are allowed time out to calm down
* All those in inclusion room check in and out am (after 10.30) and pm before they go home
* Restorative rules for inclusion considered and agreed each day
* Circle time each day looks at
  + What has happened?
  + What were you thinking?
  + What could have been done differently?
  + What needs to happen to put things right?
* If a conference is needed inclusion room staff could use time in inclusion to prepare and run conference

**Hand Out 6: Ideas for a Restorative Resolution Circle or Restorative Detention Circle**

1. Check in / Restorative rules considered and agreed
2. Resolution circle to look at
   * + What has happened?
     + Who’s been affected
     + What things needs to happen to put things right?
     + Or if they have already met with their harmed person how they put this right? (if this has already happened)
3. If one of the participants cannot think of an answer the question is opened up to the circle for support and the pupil needs to choose two of the circles suggestions to resolve their own conflict.
4. Check out reflecting on what has been agreed will happen next – this can be recorded.

This is for wrong doers only – it does not replace a meeting between the harmer and harmed but for some pupils will give them the opportunity to consider how they need to put things right and for some schools can still be viewed as a detention

**Hand Out 7: How to Avoid Removals from Class**

* Training for all/pilot staff.
* Staff to create restorative rules with classes.
* Challenging groups/class to check in at beginning of each class.
* If behaviour deteriorates pupil is asked to
  + Take time out
  + When possible teacher goes out to speak to pupil
  + Using restorative chat script attempts to resolve conflict
    - What happened?
    - What were you thinking?
    - What do you think now?
    - What needs to happen to put this right?
  + If pupils responds appropriately they are returned to class if not they are removed

**Member of staff removing any pupil is expected to take part in a restorative conversation to see if a conference is appropriate**

**Hand Out 8 - SCHOOLS’RESTORATIVE CONFERENCE SCRIPT**

**Facilitator Guide – Acknowledged Harm/Accepted Responsibility**

|  |  |
| --- | --- |
| Step 1  Step 2  Step 3  Step 4  Step 5  Step 6  Step 7  Step 8  Step 9  Step 10  Step 11  Step 12  Step 13  Step 14 | Welcome, as you know my name is xxxx and I have been asked to facilitate this meeting. *(Introduce participants if necessary).* I have spoken to all of you about the incident *(briefly outline what happened)* I remind you that you are here to discuss what happened, not the character of anyone involved. I will invite you all in turn to talk about how you and others may have been affected by what happened. This will help everyone understand what needs to be done to help put things right. I would also like to remind you of the ground rules that we discussed in preparation to ensure that this meeting runs safely and respectfully. Do you remember what we discussed? (If necessary read them out e.g. turn taking, listening to others, not interrupting, no shouting, respect for everyone) Are you still happy to agree to those ground rules?  **START WITH WRONGDOER(S)** - I would like to start by asking ……….…   * Can you tell us about what happened and how you became involved?   + What happened next OR what else? *(ask this until their story unfolds*) * What were you thinking at that time? * What do you think about it now? * Who has been affected/upset by this and in what way? * What’s been the hardest thing for you?   **TURN TO HARMED PERSON(S)** - I would like to start by asking ……….…   * Can you tell us about what happened and how you became involved?   + What happened next OR what else *(ask this until their story unfolds)* ? * What were you thinking at that time? * What do you think about it now? * Who has been affected/upset by this and in what way? * What’s been the hardest thing for you?   **THEN ASK REMAINING PARTICIPANTS IN TURN THE SAME QUESTIONS *(if necessary theme in views of those not present)***  **GO BACK TO THE WRONGDOER(S)** – you have just heard how xxxx and others have been affected by what you did   * Do you all see that harm/upset that has been caused? * Is there anything you want to say at this stage? * Do you think that something needs to be done to repair that harm/put it right? If so what?   **GO BACK TO THE HARMED PERSON** – What do you think needs to happen?  **GO BACK TO THE WRONGDOER(S)** – What do you think of what xxxx has suggested?  ***If necessary* - RETURN TO PERSON HARMED AND THEN OTHER SUPPORTERS** - What would you like to see come out of today’s meeting?  ***If necessary* - RETURN TO WRONGDOER** – Is there anything you would like to add?  ***M A K E C O N T R A C T – Ask participants to sign***  **OPTIONAL QUESTIONS** – Would you do anything differently now?/What other choices could you have made?/What have you learned from the meeting?  **FINAL INVITATIONS TO SPEAK** – before I close the meeting is there anyone else who wishes to say or ask something?  **FOLLOW UP** – As part of this process you have agreed not only to keep to this contract but to come together to review how the contract is progressing.  **CLOSING THE MEETING** - Thank you for participating in this meeting, I hope that your time together has helped you deal with this matter |

**Hand Out 9 - Primary Student Reflection Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pupil** | **Class** | **Date** | **Staff Member** |

|  |
| --- |
| **What happened?**  **C:\Users\Lynne Russell\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\9X93C71M\MC900438251[1].wmf** |
| **What were you thinking?**  **C:\Users\Lynne Russell\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\9X93C71M\MM900043731[1].gif** |
| **What do you think about it now?**  **C:\Users\Lynne Russell\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\UO6FAOA5\MC900084256[1].wmf** |
| **What needs to happen to put this right?**  **C:\Users\Lynne Russell\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\SJDEA6Z0\MC900438591[1].jpg** |
| **How could you make sure this doesn’t happen again?**  **C:\Users\Lynne Russell\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\LQQKDAB1\MC900438465[1].jpgC:\Users\Lynne Russell\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\LQQKDAB1\MC900438465[1].jpgC:\Users\Lynne Russell\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\LQQKDAB1\MC900438465[1].jpg** |

|  |  |  |
| --- | --- | --- |
| Respect/Disrespect | Polite | Truth |
| Responsibility | Appropriate/Inappropriate | Frustration |
| Angry | Worried | Sad |
| Pleased | Fair | Jealous/left out |
| Honesty | Sad | Leader |
| Positive/Negative | Angry | Proud |
| Consequence | Accountable | Motivation |
| Reliable/Unreliable | Realised | Acceptable/not acceptable |
| Empathy | Options | Communication |
| Tolerance/tolerant | Choice | Independent |
| Community | Consistent | Considerate |
| Make worse/make better | Support | Optimism |
| Encouragement/encouraging | Work together | Perseverance |
| Control | Time out | Co-operate |
| Upset | Puzzled | Concerned |
| Lonely | Safe | Cross |
| Calm | Concerned | Ashamed |

**Hand Out 10 - Restorative Shared Vocabulary**

**Hand Out 11 - Restorative Conference Contract**

Incident date: ……....……….… Conference date: ……..…………………

Description of Incident: …………………………………..………….…………..

Participant 1: ……………….……………..……..……………………….

Participant 2: ……………….……………..……..……………………….

Participant 3: …………….………………..……..……………………….

Participant 4: …………………..………………………………………….

We have agreed the following:

1.

2.

3.

4.

5.

6.

7.

Signed by participants: ……...……………………………..………..……………….

………………………………………..…..…………….……

…………………………………………………..……………

………………………………………………..………………

Date for follow up: ……………………………………

**Hand Out 12 - Conference Preparation Record Sheet**

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| **What happened?** |
| **What were you thinking?** |
| **What do you think now?** |
| **What needs to happen to put this right?** |
| **What could you put on the contact?** |
| **What could the other person put on the contact?** |
| **What has been the hardest thing for you?** |
| **What could you do differently next time?** |
| **Facilitators Notes: - It will be good to consider - Who has been affected by this behaviour, what are the needs of those affected by this behaviour and how will they be met by the restorative work you are planning?** |