


RJ PRACTICES

How to  RESTORATIV for Facilitators

In just **4** STEPS:

1. Getting you up and running!
2. Inviting people to join.
3. Starting a  RESTORATIV circle.
4. Closing the circle

Before we begin let's define who is who?



The Facilitator This is you! ☺

The Responsible Party Also known as the 'harmer', this person is agreeing to participate in the Restorativ process

The Affected Party Also known as the 'harmed', this person is agreeing to participate in the Restorativ process

Community Members These are any supporting parties related to the case or the involved persons (this could include teachers, parents, guardians, police, probation officers, etc.)

Administrator This is the person that coordinates the case information and manages one or more Facilitators.

Let's also get you familiar with the App:

It works in the order specified below. As you move through the process you may find that you cannot proceed to the next step, this will most likely be because the previous part of the process has not been completed by one of the parties above.

ONBOARDING THE RESPONSIBLE PARTY – this requires the registration of the 'harmer' and includes completing the agreement to participate and completing the assessment.

ONBOARDING THE AFFECTED PARTY – this requires the registration of the 'harmed' and includes completing the agreement to participate and completing the assessment.

ONBOARDING COMMUNITY MEMBERS – if needed, these parties will also need to be registered onto the App.

SCHEDULING THE OPENING CIRCLE – this requires identifying a date for all parties to attend the opening circle.

OPENING CIRCLE - all parties need to be in attendance.

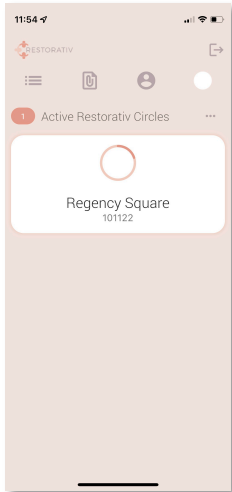
PASSING THE VIRTUAL TALKING PIECE – the App is designed so that only one party can speak at any given time and the Facilitator passes the virtual talking piece by inviting a participant to contribute to the conversation.

UPLOADING THE REPARATION AGREEMENT – once the reparation agreement has been agreed in the Circle process it can be uploaded into the App.

CLOSING THE CIRCLE – Once the agreement has been uploaded, you will be able to close the circle.

It is important that each stage in the above process is completed before moving onto the next stage (e.g. the circle cannot be closed if the reparation agreement has not been uploaded)

STEP 1 Getting you up and running!

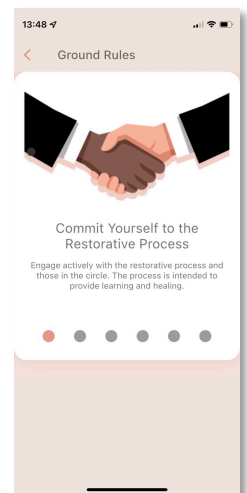


1. On your mobile device, search for "Restorativ" in the App Store or on the Google Play Store.
2. Your administrator will have already created a profile for you. On the App login screen simply type your email and hit "go". This will trigger a one-time password to be sent to your email. (This is done to maximise the security of accessing sensitive case data).
3. You're in! Now familiarise yourself with your landing page. There will be four icons at the top of the screen, these are your navigation points.
 - a. Dots and dashes will bring you to our safe social network for Restorativ users. Here you can post updates / ask questions / read thoughts and make comments, all in a secure environment. This will be your default home screen.
 - b. Paperclip is your organisation's document repository, it will contain general information and training materials, whatever your organization feels would be useful.
 - c. The head and shoulders is your profile – Go on and add a picture of yourself! We do not collect any information or data about you other than your name and email (and we don't send any spam emails, your picture and data is safe).
 - d. The white circle will show you the cases you are assigned to.
4. Above these icons you will find the log out button.

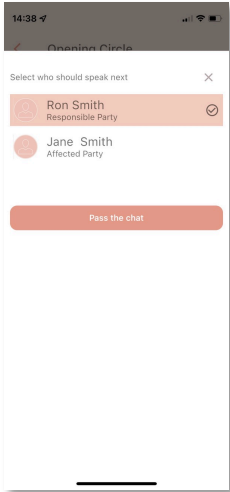
To make the most of the App, make sure to keep up to date with your network and add new social posts and comment on the posts of others. Help create an active and supportive Restorativ community.

STEP 2 Inviting people to join.

1. Click on the circle icon.
2. One or more cases will be displayed here. Click on one of them and read the case summary.
 - a. In this space you can also log the hours you are working on this case. We have made this very simple, just click on the + sign and add the number of hours and the date.
3. Once you have read the summary, it is time to onboard the Affected Party/Parties (the harmed) and the Responsible Party/Parties (the harmer/s). To do this, you need to.
 - a. Click + Responsible Party and add their details (name and email) and Restorativ will create a one-time profile for them.
 - b. The Responsible Party (harmer) will review the participation agreement and the ground rules and agree to abide by these.
 - c. Uniquely on Restorativ the Responsible Party (harmer) will be asked to take a short 10-minute empathy type assessment. (Note: The Responsible Party (harmer) will be given the results of their assessment in the form of a tree type and a short summary. There is no bad result just an empathy type.)
 - d. Once completed, as facilitator, you will be able to see the full assessment report on the Responsible Party (harmer) which will help you understand the most effective way to manage the process that is tailored to the needs of the Responsible Party throughout the Circle.
 - e. Once the Responsible Party (harmer) is onboarded (Note: this must be completed in full) you can now onboard the Affected Party (harmed). Click + Affected Party. This is very similar to the Responsible Party (harmer) and gives them a one-time profile for the duration of the case.
 - f. If you choose to include other participants, you can click + Community Member. Community members will need to agree to the ground rules to complete their onboarding process.



STEP 3 Starting a RESTORATIV circle.



1. You can now schedule the first circle (**Note: Circle functions will not work unless you have onboarded at least the Responsible Party (harmer) / Affected Party (harmer)**). You can use the calendar function to set up a date and time to run the circle.
2. You can now click 'Start the conversation'. (Note: The Circle cannot begin until you have clicked on the 'Start the conversation' button.)
3. Now the circle / initial case discussion between parties can begin. It is assumed that all participants will have been prepared for this process. The Facilitator will have two choices to manage the circle:
 - a. Virtual, or
 - b. Face to face by engaging '**Note taking**' mode by clicking on the PENCIL icon.Note: Restorativ has been designed to manage virtual Circle sessions to improve efficiency and reach, however we know there are times when a Circle needs to be face to face. In this case, the Facilitator (you) can engage 'Note Taking' mode. This will require that as Facilitator, you keep a log of what happened in the face-to-face session. Your notes will be viewable by all parties once uploaded.
4. Virtual Circle:
 - a. Once all parties are online the circle can begin. A virtual talking piece is used and controlled by the Facilitator.
 - b. To start, the Facilitator needs to open the conversation with a first introductory message (e.g. welcome everyone and remind all participants of the ground rules, which can be viewed at any time by clicking Handshake icon).
 - c. Next the Facilitator passes the ability to talk to the Affected Party (harmed) first. They can type as much or as little as they need to. **IMPORTANT:** The Facilitator will see what is written and will need to 'approve' it before it is shared with the other participants in the Circle.
 - d. Next the Facilitator can add a comment / or reinforce an idea before handing the writing ability to the Responsible Party (harmer). Again, prior to release to the participants, the Facilitator will need to review what has been written and approve.
 - e. This process continues with Community Members, etc. until the Facilitator feels that all parties are ready to define a Reparatory Agreement.
 - f. At this point the circle is paused.

STEP 4 Closing the circle

1. Close the Circle (i.e. case)
 - a. The Facilitator can choose to gather the parties to the case for all to review the Reparation Agreement. The Responsible Party (harmer) can choose to amplify their intentions for reparation by adding a comment (as before, the Facilitator can control who talks and review what is shared to all the participants). The Affected Party (harmed) is offered the chance to close the circle by adding their own final comment.
 - b. Once complete, the Facilitator can close the circle and it will be archived in the App.
2. The Facilitator can carry out this process in 'Note Taking' mode if the circle is completed face-to-face. It will be the responsibility of the Facilitator to add notes to the system to keep a record of the face-to face-process.
3. All case details are confidential and access to Restorativ is protected through bi-metric and one-time password management.
4. We do urge you to use the social networking functions for social support, to celebrate successes and challenges (with any identifying details removed), to ask questions, to post interesting ideas you have seen, and anything else you think will benefit practitioners. Let's create a thriving Restorativ community!

