Resource
Stages of the Restorative Community Conferencing Process

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Stages of the RCC Process

Stage 1: Preparation

1. **Build relationship with the responsible youth (RY)**
   Once the RY agrees to participate in the conference, facilitators will spend time building a trusting relationship with the RY. In these meetings, the facilitators will get to know the RY, their interests, passions, etc. This information can also be used later in creating a plan that utilizes the RY’s interests while holding them accountable for the harm they caused.

2. **Have RY reflect on experience**
   After building a strong trusting foundation, over a series of meetings the facilitators will discuss the harm with the young person. In these meetings, the RY will reflect on their experience and the impact of their actions on the person harmed (PH) and community.

3. **RY writes apology letter**
   After reflecting on the harm they caused, the RY will write an apology letter to the PH. This will be read during the conference.

4. **Build relationship with the person harmed**
   Once the PH agrees to participate in the conference, facilitators will spend time building a trusting relationship with them. In these meetings, facilitators will get to know the PH, their interests, passions, etc.

5. **Prepare PH for the conference**
   Preparing the PH is an important part of the preparation stage. Prep often takes place over a series of meetings and includes explaining the process, learning dietary restrictions, identifying support people, helping the PH with what to say during the conference, etc.

6. **Lead Circles of Support activity with RY**
   This activity helps the RY identify support people who they would want to be present during the conference. Support people can include family members and/or caregivers, friends, mentors, community members, etc.

7. **Reach out to community members and support people for RY and PH**
   Facilitators will reach out to community members and support people identified by the PH and RY about attending the conference.

8. **Prep community members and support people for RY & PH**
   Facilitators will prepare the various support people attending the conference on behalf of the RY and PH. Prep includes explaining the process, learning dietary restrictions, expectations of being a support person in the space, helping them think through what to say and how to show up, etc.

9. **Prep RY for conference**
   Preparing the RY for the conference happens throughout Stage 1, and over a series of meetings. Prep for RY includes explaining the process, learning dietary restrictions, helping RY think through what to say, etc.

10. **Coordinate logistical needs for conference**
    Facilitators will need to book a confidential, neutral, and accessible space to hold the conference, schedule the conference on a time/date that works for all participants, order refreshments that meets everyone’s dietary restrictions, and beautify the space (flowers, altar, etc.).
Stage 2: Conference

1. **Welcome and Purpose**
   Facilitators will welcome everyone to the space, honor the indigenous people of the land, and detail the purpose, outcome, and process of the conference.

2. **RY reads apology letter**
   The RY will read the apology letter they wrote in Stage 1 out loud to the room.

3. **PH shares impact**
   The PH will share how the harm impacted them. During this time they can also ask questions to the RY about the harm.

4. **RY shares what happened**
   The RY will share about the harm and answer questions directed at them from the PH.

5. **PH and RY support people and community members share impact**
   The support people and community members there on behalf of the PH and RY will have the opportunity to share how the harm impacted them and can also ask questions at this time.

6. **Create the plan**
   Once everyone has had an opportunity to share, participants will discuss a plan for the RY to make things right. The plan will be created based on all participants’ needs and will use the Specific, Measurable, Attainable, Realistic, Timely (S.M.A.R.T.) goal-setting technique.

7. **Closing**
   Facilitators will lead a closing ceremony once the plan has been created and expectations have been outlined.

Stage 3: Plan Completion

1. **Support RY in identifying steps toward plan completion**
   Facilitators will work with case managers and other wraparound support to create an outline for plan completion. This will include steps toward plan completion, resources, and additional support needed.

2. **Follow up with RY as needed**
   Facilitators will follow up with RY over the next few months to check in on progress toward plan completion. If additional support or changes to the plan need to be made then the facilitators will help manage that process.

3. **Closing meeting with RY and support people**
   Once an agreement has been made that the plan is complete, facilitators will hold a closing meeting/celebration with the RY to celebrate the conclusion of the process. PH is welcome to attend if desired/appropriate.