**Outline for Facilitator’s Introduction**

1. Introduce yourself

2. Introductory statement to review why we are here

3. Circle guidelines

4. Introductions: Invite each person to introduce themselves and say what they are hoping for from this meeting, going around the circle. Using a talking piece may support this process, in which case be certain to introduce the talking piece.

 4a. (Optional) A simple ice breaker can be used to put everyone at ease and to foster greater sense of community in the circle.

5. Review of the facts: facilitator reads a condensed version of “just the facts” of what happened. This could be taken from a school discipline referral notice or a police report.

6. Offender acceptance of responsibility: IMPORTANT: Know in advance that the offender will accept responsibility for their piece of the incident. Then and only then ask them if they accept responsibility for their actions in the incident just described.

 6a. If the preparation has been done well this is usually accomplished without any problems.

*Example of an Introductory Script*

1. Welcome. My name is*(Facilitator’s Name)* and I’ll be facilitating this restorative conference. I want to thank everyone for participating in this process.

2. The purpose of this meeting is to explore and come to a deeper understanding about the impact of this incident. We will come to a set of agreements and create a written plan about how to put things right.

3. Now I will review the 3 Circle Guidelines that we ask everyone to follow: Listen from the Heart, which means to listen in an open and non-judgmental way; Speak from the Heart, which means we speak our truth, we speak honestly and with respect; and Confidentiality, what is said in the circle remains in the circle. Can we all agree to these? Great.

4. Let’s do introductions around the circle. This is the talking piece. The person holding the talking piece is the one who is speaking. I’d like everyone to share their name, and what they’d like to see happen today. I will go first…

 (after introductions, put the talking piece down.)

5. I am going to read a summary of the school discipline report.

6. (turning to the offender) Do you take responsibility for your part in this? Ok, now I will begin with asking you a few questions…