



CHECKLIST 1.

NOMS RJ Implementation: Management & Planning Checklist

CONTACT DETAILS OF MANAGER COMPLETING CHECKLIST		
Name of responsible manager:		
Contact details (location):		
Telephone number:		Email address:
Date of project commencement:	Date of 'sign off':	
CHECKLIST		
Action	Date achieved	Notes
<input type="checkbox"/> Responsible Senior Manager identified		
<input type="checkbox"/> Convening a RJ Planning Group		
<input type="checkbox"/> Developing a communication strategy		



CHECKLIST 2.

NOMS RJ Implementation Checklist: Case Identification and RJ Process

CONTACT DETAILS OF MANAGER COMPLETING CHECKLIST		
Name of responsible manager:		
Contact details (location):		
Telephone number:		Email address:
Date of project commencement:	Date of 'sign off':	
CHECKLIST		
Action	Date achieved	Notes
<input type="checkbox"/> Identify sustainable legal, 'business', assessment, referral and planning processes to undertake RJ casework		
<input type="checkbox"/> Prepare draft process map(s) and guidance for staff		
<input type="checkbox"/> Use scoping exercise to identify potential cases		
<input type="checkbox"/> Approach and engage potentially suitable cases		
<input type="checkbox"/> Selected staff to prepare anonymised case material for discussion of 'their' cases at RJ training		
<input type="checkbox"/> Devise means to ensure that lessons are learned from practice for future engagement with offenders and victims		
<input type="checkbox"/> Adjust processes in light of early experience and learning		



CHECKLIST 3.

NOMS RJ Implementation: Establish need and match with staffing resource

CONTACT DETAILS OF MANAGER COMPLETING CHECKLIST		
Name of responsible manager:		
Contact details (location):		
Telephone number:		Email address:
Date of project commencement:	Date of 'sign off':	
CHECKLIST		
Action	Date achieved	Notes
<input type="checkbox"/> Identify eligibility/selection criteria for target group within your population (refer to NOMS Commissioning Intentions)		
<input type="checkbox"/> Agree suitability criteria to exclude unsuitable cases		
<input type="checkbox"/> Undertake 'scoping' exercise with sample of cases to estimate need		
<input type="checkbox"/> Match resource to need and establish priorities		
<input type="checkbox"/> Identify staff and other resources available for delivery		
<input type="checkbox"/> Select staff for training		
<input type="checkbox"/> Identify potential cases for first cohort*		

* See checklist 2 for detailed guidance



CHECKLIST 4.

NOMS RJ Implementation: Information sharing protocols and agreements

CONTACT DETAILS OF MANAGER COMPLETING CHECKLIST		
Name of responsible manager:		
Contact details (location):		
Telephone number:		Email address:
Date of project commencement:	Date of 'sign off':	
CHECKLIST		
Action	Date achieved	Notes
<input type="checkbox"/> Identify all information requirements for safe and effective processing of cases from commencement to closure of RJ processes		
<input type="checkbox"/> Negotiate with sources of necessary information to make it available to 'project' staff in a timely and secure manner		
<input type="checkbox"/> Ensure information is transmitted and stored in a secure and safe manner to comply with legislative requirements		
<input type="checkbox"/> Agree information sharing protocols with relevant agencies providing information and data to ensure the safe and effective processing of cases		
<input type="checkbox"/> Train staff to maintain confidentiality as required to protect victims and offenders, ensure compliance with legislation, and undertake training using live case material in anonymised form		



CHECKLIST 5.

NOMS RJ Implementation: Risk assessment checklist

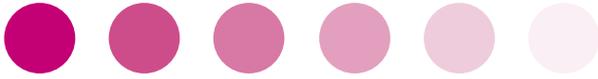
CONTACT DETAILS OF MANAGER COMPLETING CHECKLIST		
Name of responsible manager:		
Contact details (location):		
Telephone number:		Email address:
Date of project commencement:		Date of 'sign off':
CHECKLIST		
Action	Date achieved	Notes
<input type="checkbox"/> Clarify and establish the nature of risk assessment as a continuous process throughout the RJ process		
<input type="checkbox"/> Identify who and what needs to be risk assessed		
<input type="checkbox"/> Set out clear risk assessment processes in relation to the offender		
<input type="checkbox"/> Set out clear risk assessment processes in relation to the victim		
<input type="checkbox"/> Set out clear risk assessment processes in relation to the victim and offender supporters		
<input type="checkbox"/> Set out clear risk assessment processes in relation to the risk to staff		
<input type="checkbox"/> Set out clear risk assessment processes in relation to the conference venue		
<input type="checkbox"/> Ensure information can be gathered to enable adequate risk assessments to take place		
<input type="checkbox"/> Identify points at which risk assessments are required		
<input type="checkbox"/> Establish risk assessment processes and procedures required – provide clear written guidance		
<input type="checkbox"/> Establish risk assessment processes and procedures required – provide training to relevant staff		
<input type="checkbox"/> Establish risk assessment processes and procedures required – provide documentation on which risk assessments can be recorded		
<input type="checkbox"/> Establish risk assessment processes and procedures required – ensure risk assessments are shared with others involved in facilitating RJ process		



CHECKLIST 6.

NOMS RJ Implementation: Engagement Process – victim and offender

CONTACT DETAILS OF MANAGER COMPLETING CHECKLIST		
Name of responsible manager:		
Contact details (location):		
Telephone number:		Email address:
Date of project commencement:	Date of 'sign off':	
CHECKLIST		
Action	Date achieved	Notes
<input type="checkbox"/> Prepare staff to engage initial cohort of offenders pre-training, or have identified suitable cases on paper		
<input type="checkbox"/> Ensure staff attend training with brief anonymised case information in accordance with guidance		
<input type="checkbox"/> Prepare draft information sheets for key participants: victims, offenders, Offender Managers, magistrates, judges, other referring agencies		
<input type="checkbox"/> Notify key agencies of project, e.g. Victim Support, Courts, Police		
<input type="checkbox"/> Ensure processes and venues are victim and offender friendly, i.e. locations for conferences, reception procedures, transport arrangements, access arrangements, provision of interpreters, assistance with childcare etc.		
<input type="checkbox"/> Develop system of user feedback from first engagements and conferences, using prescribed (for those involved in NOMS Capacity Building Programme) feedback form.		
<input type="checkbox"/> Use feedback to develop and improve systems and processes		
<input type="checkbox"/> Ensure participants give written consent to participation in RJ processes, including consent to participation in the research and evaluation		
<input type="checkbox"/> Specific considerations for prison-based conferences		



CHECKLIST 7.

NOMS RJ Implementation: Recording systems and evaluation

CONTACT DETAILS OF MANAGER COMPLETING CHECKLIST		
Name of responsible manager:		
Contact details (location):		
Telephone number:		Email address:
Date of project commencement:		Date of 'sign off':
CHECKLIST		
Action	Date achieved	Notes
<input type="checkbox"/> Identify activities and processes which need to be recorded in order to facilitate effective, accountable and safe practice		
Prepare recording systems to:		
<input type="checkbox"/> Record key monitoring and evaluation data as required by the Service Level Agreement* and local needs (and in accordance with the data requirements set out in Appendix 7A)		
<input type="checkbox"/> Gather and record risk assessments		
<input type="checkbox"/> Record offender contacts		
<input type="checkbox"/> Record victim contacts		
<input type="checkbox"/> Keep written records of participants' consent to take part in both RJ intervention and the evaluation		
<input type="checkbox"/> Record the progress of the case		
<input type="checkbox"/> Record details of alternatives to full conferences (i.e. nature of alternative, outcome and effectiveness)		
<input type="checkbox"/> Record user feedback from first engagements and conferences (using prescribed* feedback form – Appendix 7D)		
<input type="checkbox"/> Ensure relevant quality standards are being met		
<input type="checkbox"/> Give access to those who need information and prevent access by those who don't		
<input type="checkbox"/> Make quarterly data returns to the research team – a.crossley@bbk.ac.uk (as detailed in Appendix 7A)		



CHECKLIST 8.

NOMS RJ Implementation: Integration with Offender Management

CONTACT DETAILS OF MANAGER COMPLETING CHECKLIST		
Name of responsible manager:		
Contact details (location):		
Telephone number:		Email address:
Date of project commencement:	Date of 'sign off':	
CHECKLIST		
Action	Date achieved	Notes
<input type="checkbox"/> Ensure that all relevant OM staff have a basic knowledge of RJ principles, aims and models of delivery via training events, briefings or team meetings		
<input type="checkbox"/> Ensure that information available from OASys is used to inform planning and delivery of RJ processes		
<input type="checkbox"/> Ensure that information available from case recording systems is used to inform planning of RJ processes		
<input type="checkbox"/> Ensure that the Offender Manager is fully integrated into the RJ process and enabled to support the offender to achieve successful completion		
<input type="checkbox"/> Ensure that the offender supervisor (where relevant) is fully integrated into the RJ process and enabled to support the offender to achieve successful completion		
<input type="checkbox"/> Ensure that RJ is integrated into the sentence plan and adopt the ASPIRE and SEEDS models of offender engagement		
<input type="checkbox"/> Ensure that outcome agreements are linked to sentence plans and regularly reviewed as part of the sentence planning and delivery process		
<input type="checkbox"/> Following the RJ intervention, ensure that there is a system in place to inform victims of progress, where this is agreed		
<input type="checkbox"/> Align RJ referral and delivery processes against relevant offender management's local and national standards		
<input type="checkbox"/> Ensure there is a method of identifying, recording and responding to the diversity needs of the offender as relevant to the RJ intervention		