

RJC Code of Practice for Trainers and Training Organisations

Introduction

This Code of Practice has been developed to support restorative trainers and training organisations in the delivery of high quality restorative practice training and to maintain and strengthen quality in restorative learning delivery. The Code builds on the 2011 RJC Trainers' Code of Practice, and sets out the minimum requirements for restorative practice trainers.

Training, particularly for facilitators or practitioners, is the bedrock of quality restorative practice. It is imperative that training for both future trainers and practitioners or facilitators is delivered to a consistently high standard and covers the core principles of restorative practice in sufficient detail. Trainers who sign up to this Code do so because it is a recognised benchmark of quality for the public, course participants and commissioners.

Aim

This Code is intended to:

- protect and inform individuals receiving restorative training and those involved in the delivery of restorative training and services
- set out the minimum standards for restorative trainers

Use of this Code

- The RJC will not admit any trainer to its Trainers Register who has not confirmed their adherence to this Code.
- This Code may be used by commissioners and course participants to understand the requirements of trainers who are RJC members.
- The RJC will not award its TAS quality mark to any training providers who are unable to confirm they adhere to this Code.
- The RJC may request further information from trainers to verify that an applicant meets the requirements of this Code before an application to join the Trainers Register is accepted and the trainer listed.

Definitions

For the purposes of this Code 'trainers' shall mean restorative trainers (lead, junior and sole) and training organisations.

Code requirements

The following requirements apply to all RJC registered restorative trainers:

- a) Trainers must have a good working knowledge of the range of restorative processes.

Guidance: Trainers are expected to have a good understanding of the various forms of restorative practice, including direct and indirect interventions and both formal and informal processes. They should be able to apply this knowledge in a practical setting.

- b) Trainers must not deliver training on any subject outside of their professional skill, knowledge and understanding.

Guidance: A trainer must only deliver training in an area where she or he has relevant knowledge, skills and understanding.

- c) Trainers must ensure that their knowledge and professional development is kept up to date by undertaking relevant CPD.

Guidance: CPD in restorative practice or effective training delivery may be undertaken in a variety of ways, including seminars, conferences, training courses, lectures, peer evaluation and private study of relevant materials such as academic journals and articles. It is recommended that an RJC registered trainer undertakes at least six hours of CPD each year. Details of the RJC's CPD programme of events can be found at www.restorativejustice.org.uk/CPD-events.

- d) Trainers must ensure that they have Professional Indemnity Insurance (PII) in place for the period during which they are offering and delivering training services.

Guidance: The RJC does not endorse particular PII providers. It is important to obtain appropriate advice on the level of cover required. Training should not be delivered until PII is fully in place.

- e) Trainers must ensure that they co-deliver training with at least one other trainer where the number of participants exceeds 12.

Guidance: Class sizes of more than 24 learners are advised against as it is important to ensure that each learner is given the opportunity to fully contribute and take part.

- f) In advertising training services to potential clients, trainers must make references and evaluations from previous courses available on request.

Guidance: Trainers should ensure that in the provision of feedback or evaluation to a potential client, they have either anonymised the personal details of the evaluator or obtained consent for the disclosure of the evaluation.

- g) Trainers must ensure that course outcomes are clearly set out in training materials.

Guidance: Course outcomes should clearly link to identified learner needs which will have been established during the training needs analysis process (see h) below). The link between need and intended course outcome should be made clear to the training commissioner so that any gaps can be identified at an early stage.

- h) Trainers must complete the following steps before delivery of each restorative training session:

1. Conduct a training needs assessment to establish the learning needs of the participants.

Guidance: The training needs assessment will seek to ascertain the level of understanding of the learning group so that materials can be tailored accordingly. Participant assessment does not have to be formal assessment and may simply be the trainer's assessment of a participant's performance.

2. Ensure that learners are assessed during the session and that learners are advised that feedback on this assessment may be provided to the client.

Guidance: 'Assessment' in this context is defined as assessment by the trainer of the learner's performance during training. It may but does not have to include formal assessment. Trainers should ensure that learners are advised that they will be assessed during the course in advance of the session.

3. Provide the client with:
 - a. a session plan summary detailing:
 1. course length
 2. method of training delivery
 3. method of learner assessment
 4. any access requirements if needed (for example, interpreters or reasonable adjustments)

Guidance: Trainers should ensure that clients are provided with information regarding the length of the course, how it will be delivered and how learners will be assessed (for example trainer observation of learners during course). Trainers should ensure that they identify any learner access needs prior to delivery of the session so that appropriate adjustments to the venue can be made.

- b. advice on setting up ongoing organisational support following the training

Guidance: Such support may include mentoring, supervision and development opportunities for staff following training.

- c. pre-reading materials for participants covering the RJC principles of restorative practice and (if necessary) relevant RJC standards and guidance

- i) Trainers must make themselves available to learners during training to answer questions and provide feedback and advice.
- j) Trainers must ensure that information disclosed by participants during a training session is kept private and confidential, subject to the requirements of the law, and that written records relating to a participant are provided on request by that participant.
- k) Following delivery of a training session, trainers must provide feedback to the client.
Guidance: This may be provided in writing and may include recommendations for a participant's further professional development.
- l) Feedback from training participants, covering training content and delivery, must be obtained by the trainer following delivery of a training session.
Guidance: Training evaluation forms can be used for this purpose. A sample training evaluation form can be found in annex A of this handbook.
- m) Trainers must ensure that courses are reviewed on a regular basis to ensure content is kept up to date and is relevant to each learner group.
- n) Trainers must ensure all learners are treated fairly and without discrimination.
Guidance: In this context 'without discrimination' means without discrimination on the basis of the characteristics set out in the Equality Act 2010 (age, gender, disability, ethnicity, sexual orientation, gender re-assignment, marital or civil partnership status, or religion or belief). Trainers should ensure that there is equality of access to restorative training and that training methods are respectful to all participants, their opinions and views.
- o) Trainers must comply with reasonable requests for information from the RJC.
Guidance: Such requests may be made by the RJC in order to support exercises aimed at monitoring Code compliance or to support the proper investigation of complaints and appeals. Compliance with an RJC request for information includes responding to requests within a reasonable timeframe and providing information requested.

Breach

- Evidence of breach of this Code by trainers or training organisation may result in the suspension or permanent removal of individual trainers and training organisations from the RJC Trainers Register.
- The RJC Complaints Policy and associated Complaints Procedure set out the ways in which evidence of breach may be submitted to the RJC, how the RJC will investigate any alleged breaches and what sanctions may be applied. The relevant policies can be downloaded at www.restorativejustice.org.uk/complaints-and-appeals.

Review

This Code of Practice will be reviewed every three years through a process of consultation and amendment with the RJC Expert Advisory Group. The next review date for this Code is November 2018.