**Pre-Forum Interview** - **Questions for Accused**

1. ***Explaining about the process:***

Thank participants for meeting. Introduce yourself and your co-facilitator. Say a few brief words about yourself and your work as a facilitator, as appropriate, to help build rapport and trust.

* Explain that this is a voluntary and confidential process. Explain how the confidentiality and “without prejudice“ ground rules mean they can be totally honest and open without any information later being used against them.
* If an agreement can be formed and signed then no further actions will be required upon the completion of the terms of the agreement. However if you do not attend the forum, or no agreement is signed at the forum, this matter will be returned to the referring agency.
* The forum is a respectful and structured process, we actually follow a script. (You can show the script, or read examples of questions from the script). Everyone has the opportunity to share perspectives with no interruptions.

1. ***Assisting the Accused Prepare for the forum:***

* Can you give me a brief explanation of what happened?
* Who was involved? How?
* Do you have a history or a relationship with the other party? (Expand on this if necessary)
* Was alcohol or drugs involved (if appropriate) Is there a substance abuse issue?
* Is there anyone else we should speak to about this?
* Who would you like to bring with you for support? (Generally parent, relative, teacher, coach, friend, worker, etc.)
* Who do you think was affected by this incident? How do you think they were affected?
* What do you think would solve the issue?
* Is there any other information that we need to know to help make things right?

1. ***Sharing some details***

* Explain Time frame- give estimated duration- (minimum 2 hours)
* Snack food- Are there food allergies?
* Canvass dates for forum: time, date, place
* Ensure correct spelling of names

**Questions for Complainant/Victim:**

Thank participants for meeting. Introduce yourself and your partner. Say a few brief words about yourself and your work as a facilitator, as appropriate, to help build rapport and trust.

Our job is to ensure this is a confidential and structured process. If at anytime you feel uncomfortable or in need of a break, we will stop the forum. We hope to come to an agreement that will hold the accused accountable for their actions. (If they are unable to complete the terms of this agreement, this matter will be returned to the referring source.)

* Can you briefly tell me what happened? And how you have been affected.
* What have you thought about since the incident?
* Do you have any concerns about what else the offender might do?
* Who else has been affected?
* Was there a previous history or ongoing relationship between you?
* Have you tried other ways to resolve this situation? What was the outcome?
* What other information do we need to know?
* Were you harmed physically? Do you have damage estimates/ insurance involved?
* Do you have any questions about the person who harmed you? Actions? Motivations?
* What would you like to see as an outcome from the forum process?

**Supporters:**

* Do you remember your first thoughts when you heard about this?
* How do you feel about what has happened?
* How have you been affected?
* What other information do we need to know?

***Sharing some details***

* Explain Time frame- give estimated duration- (minimum 2 hours)
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