



Centre for Research
on Violence Against Women and Children



Working With Communities.

The Change Panel Pilot Project

Application, Assessment, Facilitation and Evaluation Manual

**Investigator: Colleen Purdon, Grey Bruce Court
Coordination Committee**

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ISBN#

Grey Bruce Court Coordination Committee

Change Panel Pilot Project

Application, Assessment, Facilitation and Evaluation Manual

Information for Service Providers and Defence Counsel
Change Panel Time Frame
Offender Application Package
Offender Assessment Package
Victim Participant Package
Supporter Participant Package
Facilitator's Package
Evaluation Tools

***Project funded by Justice Canada
and the Centre for Research on Violence Against Women and Children***

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Introduction to the Manual

The processes and tools in this manual were developed in three stages:

1. A preliminary set of tools for participants and observers, as well as a package for the Facilitator, were created in 2000 in order to conduct a one-time pilot of the model.
2. A comprehensive Project “Package” that included application, assessment, Victim safety and facilitation processes and tools was created in 2001 at the beginning of the Evaluation of Victim Safety Project. Several revisions to this manual were made as the project evolved and Change Panels were held.
3. The third version of the manual was created in 2003 at the end of the project, and includes revisions to tools and processes and the evaluation and observation tools that were used during the project.

We hope this manual will be of use to other communities who are interested in restorative measures as an approach to domestic violence.

We are indebted to Dr. Joan Pennell and Dr. Gale Burford for the work they have done, and the tools and processes from their research *Family Group Decision Making: New Roles for ‘Old’ Partners in Resolving Family Violence* (1995), to the work of Art Lockhart and Lynn Zammit in *Restorative Justice: A Manual for Teachers, School Administrators, Police, Court Personnel, Community Organizations and Concerned Citizens* (2001), and to the members of our project Advisory Team and Project Evaluation Team for their contributions to the tools and processes in this manual.

If you require any information about the manual or the Change Panel project, please contact: Colleen Purdon, Project Coordinator at (519) 376-7145 or e-mail cpurdon@bmts.com.

Change Panel Process – Information for Service Providers and Defence Counsel

Introduction

The Change Panel Process is a time-limited pilot project of the Grey Bruce Court Coordination Committee (GBCCC) with funding from Justice Canada and the Centre for Research on Violence Against Women and Children. The GBCCC is a large multi-sector committee that is currently piloting the First Charge Intervention Process, a series of coordinated early interventions for Victims and Offenders at the time of a first charge of domestic assault. The Change Panel is part of the First Charge process and we will conduct eight Change Panels over the next months to evaluate victim safety. The GBCCC appreciates the cooperation and support of Defence Counsel and community service providers for the pilot evaluation of the Change Panel.

The Change Panel model is based on restorative measures principles, and is an early intervention for Offenders who are charged for the first time with Level One domestic violence-related charges. It offers a complementary process to the criminal justice system that will be of interest to Offenders who recognize that they have caused harm and are interested in change. Participation in the Pilot Change Panel is voluntary. The attached application and information package outlines in detail the way the Change Panel is conducted, and how an Offender can apply for participation.

Potential Benefits for Participants

- The Change Panel brings the Offender, the Victim(s), family members, support people and invited agency supports together to look at the whole picture and find agreement on a plan for change.
- The process is respectful and can be a powerful and positive experience for all.
- The Offender works with the panel participants to develop his own plan for change, instead of having a plan dictated to him by the courts as part of a sentence.
- The successful completion of the Change Plan may have a positive impact on criminal court consequences for the Offender. Possible outcomes for minor assaults may include: Stay of Charges, Absolute Discharge, or a Conditional Discharge.
- Offenders who successfully complete their plan may face fewer court appearances.

- Offenders and Victims who wish to stay together, or who are separated but want to improve communication and lessen conflict, may benefit from this process.
- Offenders may be able to access needed programs and supports more quickly and effectively through this process.

Important Points

1. Information shared in the Change Panel Process is privileged and cannot be used in any future court action.
2. The Change Panel is not mediation. The Facilitator and panel participants do not advocate or promote reconciliation as a goal of the process.
3. The safety of Victims of crime is of paramount importance. If the Victim or the Facilitator believes that there is a safety risk at any time in the process, the matter will be returned to Court.

Change Panel Time Frame and Process

Offender Charged.

Bail Hearing: Offender is released to First Appearance with or without conditions.

Change Panel Information Given to the Offender: The Application package is available from Duty Counsel; the Grey Crown Attorney office; The Men's Program Grey / Bruce; Probation office. Call the Change Panel Coordinator at 372-2720 for additional copies.

Change Panel Request Form and Application: Offender completes and submits to Crown Attorney office.

Request Review and Assessment: Crown reviews request form and recommends Change Panel Assessment. If changes in conditions are required for participation in the Change Panel (e.g. no contact order), these are made. Crown forwards Application and Crown Brief to Change Panel Project Coordinator. Charge is adjourned 6 weeks for completion of the following:

1. Change Panel Coordinator contacts the Offender to schedule an Assessment.
2. Change Panel Coordinator contacts the Victim to discuss her involvement.
3. Assessment is completed with the Offender. If the Offender meets criteria, he completes the Participation Agreement and provides names of support people

and involved agencies. Offenders who do not meet criteria return to normal court process.

4. Offender completes three "Education for Change" sessions at the Men's Program.
5. All Change Panel participants are contacted and prepared by a trained Facilitator.
6. Change Panel takes place with Offender, his support people, Victim(s) and her support people, Facilitator and any agency/staff involved with family. Change Plan with time line and monitoring plan is completed. All participants and the Crown Attorney are provided with a copy of the Change Plan.

First Appearance:

No Plea: The Crown Attorney notifies the Court that the Change Panel has taken place, and the time frame for completion of the Change Plan (usually between four to six months). An adjournment is requested to allow the Offender to complete his Change Plan. The Change Plan includes the provision that if for any reason he does not comply with the plan, the matter will be returned to court and regular court procedures.

Guilty Plea: If the Offender pleads guilty, the Change Plan will be considered for sentencing.

Completion of Change Plan: Offender carries out his Change Plan, monitored by the Change Panel Coordinator and Men's Program. A final review of the plan completion is conducted and a written report on outcomes is prepared for the Crown Attorney.

Disposition of the Charge: Outcomes are presented for consideration by the Court.

Change Panel Pilot Project

Offender Application Package

Offender Application Form
Participant Information Package
Offender Consent Form

Pilot Change Panel Process Application

PART ONE: Offender Request for Participation

Name: _____

Address: _____

Telephone: _____

I request that I be considered for participation in the pilot of the Change Panel process relation to the following offence(s):

that occurred on _____, at _____
(Date) (Location)

I acknowledge that:

- (1) I have been advised of my rights to be represented by counsel;
- (2) I accept responsibility for the acts or omissions as attached in the copy of the synopsis that form the basis of the offence stated above.

I understand this is a pilot process and that my participation is voluntary. I may choose not to participate at any time in the process, and the charge will then proceed normally through the Court system. I understand I will need to successfully complete an assessment before the Change Panel process takes place.

Signature of Offender

Date

Signature of Witness

Date

Next Court Appearance: _____

Officer-in-Charge _____

Police Division _____

Synopsis of Offence must be attached

PART TWO: Acknowledgement and Recommendation of Crown Attorney

Based on the Crown Brief prepared at today's date:

- (1) In my opinion, sufficient evidence exists to proceed with the prosecution of the offence(s) in respect of which this request for the Change Panel is made;
- (2) I am satisfied (not satisfied), that it may be appropriate to use the Change Panel process in relation of the offence(s) referred to in this request;
- (3) I recommend (do not recommend) that the applicant be assessed by the Change Panel Coordinator to determine the suitability of the person for the Change Panel process.

Date

Crown Attorney

Participant Information

What is the Change Panel?

The Change Panel is a facilitated meeting where a person who has caused harm through abuse, the people who have experienced the abuse, family members and support people, and community supports, come together to make a plan to stop further abuse. The Crown Attorney and Coordinator of the Men's Program screen and recommend Offenders for participation in the Change Panel. Participation in the Change Panel is voluntary, and participants may end their involvement at any time in the process. The Offender must take responsibility for his actions, take part in an assessment process and attend three sessions of the Education for Change Program in order to participate in the Change Panel. The Change Panel may occur after a First Appearance at Court, or before sentencing. Successful completion of the Change Panel Process may have a positive impact on the court proceedings.

Everyone who comes to the Change Panel agrees to participate in a way that is respectful and safe for everyone. The Change Panel supports:

- breaking the silence around abuse and taking positive action to stop it;
- maintaining the dignity and respect of all family members;
- putting plans in place to meet the safety and support needs of victims of abuse;
- holding the abusive person responsible for the harm caused and for change; and
- putting plans in place to support him to maintain abuse-free relationships.

Why is this a Pilot Process?

The Change Panel is a model developed by the Grey Bruce Court Coordination Committee (GBCCC) to support families in the prevention of further violence and abuse. The GBCCC has an Evaluation Committee and a Project Advisory Committee to test the model as a whole and to evaluate the Change Panel Process for victim safety. The experiences and information from this pilot will be used to improve and refine the model, and ensure that it is a safe and effective process for victims of domestic violence. Your participation in this pilot will provide valuable information for the future implementation of the Change Panel. You may choose to discontinue your involvement in the pilot at any time in the process. All participants in the pilot need to sign a consent form that is attached to this information package.

How Do I Apply to Participate in the Change Panel?

Complete the Application Form above and return it to the Crown Attorney office. Call the **Men's Program at 372-2720** for more information about the Assessment and to begin the Education for Change program.

What is the Purpose of the Change Panel?

The Change Panel brings together people who have been affected by the abuse to repair the harm that has been done, and to put in place a plan that will prevent further harm and abuse.

What are the Ground Rules for Participation?

All participants in the Change Panel agree:

- to speak and act in a respectful way;
- there will be no violence or abusive language;
- not to interrupt other participants or the Facilitator; and
- to listen to the views of all participants

What Happens in the Pilot of the Change Panel?

Step One: Assessment

An Offender who requests a Change Panel and has been recommended by the Crown Attorney submits an application for an assessment. The Project Coordinator completes the assessment with the Offender and discusses the Change Panel Process, safety concerns, cultural considerations, links with community agencies and support people. If the Offender is assessed as suitable for the Change Panel and the Victim agrees to participate, a Participant Agreement is completed, along with a Consent Form for participation in the pilot project. Participation in the Change Panel is voluntary.

Step Two: Preparation for the Change Panel

The Coordinator contacts the woman and the man individually to prepare them for the Change Panel, and to identify support people who will participate directly or will contribute information for the panel. A decision is made about how children in the family will be involved. When a list of panel participants and a date for the panel has been established, the Coordinator contacts a trained Facilitator to complete the preparation process. The Facilitator contacts each participant in the panel to review the panel process and ground rules, and to ensure safety plans for all participants are in place.

Step Three: The Change Panel

The invited participants come to the Change Panel and are seated according to a set seating plan in a circle. An observer from the Project Advisory Committee and the Project Evaluation Team will sit outside the circle and will not take part in

the discussion. The Facilitator conducts the Change Panel with the following agenda:

Welcome and review of panel ground rules.

Introductions and presentations are made.

Participants speak in turn in the circle.

Participants work together on a plan to prevent further harm and abuse.

Facilitator writes up the plan developed by the participants.

Participants agree to a Change Plan for the Offender, a monitoring and evaluating plan, and a date for completion of the Change Plan.

Participants sign the Change Plan to indicate their agreement with it.

Step Four: Follow-Up after the Change Panel

The Coordinator contacts the woman directly after the Change Panel to check on her safety, and to discuss any further safety issues. The plan developed at the Change Panel is sent to the Crown Attorney. The Change Plan is monitored, and a final evaluation report is prepared by the Coordinator at completion which is sent to the Crown Attorney for consideration in the Court proceedings.

Offender Consent: Pilot Change Panel Process

The Grey Bruce Court Coordination Committee is conducting a pilot of the Change Panel Process as part of the implementation of the First Charge Intervention Process. The purpose of this pilot is to research and evaluate the Change Panel model in Grey County. A primary focus of the research will be to evaluate the safety of Victims of domestic violence who are involved in the Change Panel model. The pilot will be conducted by an Evaluation Team made up of: Sally Dobson, Ann Schneider, Rozella Johnson, Clark Schneider, and Anne Collins. The project coordinator is Colleen Purdon. David Hay is the Crown Attorney who will be involved in this pilot project.

Consent

I agree to voluntarily participate in the pilot of the Change Panel Process. I have received and read the Participants Package and agree to the Ground Rules and Process described in it.

I consent to members of the Pilot Evaluation Team and Project Advisory Team observing the pilot Change Panel and making notes to evaluate the process.

I consent to the Change Panel Coordinator consulting with Project Advisory Committee to discuss and evaluate Victim safety issues. I understand that all Project Advisory Committee members have signed a Confidentiality Agreement and will protect the identity of participants in this pilot project.

I understand that any information that is disclosed in the pilot about the abuse of a child under the age of 16 that has not been brought to the attention of the CAS will be reported as required by law.

I understand that the information gathered in this pilot will be used to refine and develop the Change Panel model and to evaluate Victim safety and the findings will be published in a final report. I understand that my name and all identifying information and will be kept confidential in the final report.

I agree to keep the information that is shared in the pilot Change Panel Process confidential, and expect that other participants will not disclose my name or other personal information without my express permission.

I HAVE CAREFULLY READ AND I UNDERSTAND THIS AGREEMENT, AND I FREELY AND VOLUNTARILY CONSENT AND AGREE TO PARTICIPATE IN THIS PILOT PROJECT

Name of Participant

Signature of Participant

Witness Signature

Date

Offender Assessment Package

Assessment Interview Form
Release of Information Form
Offender Participation Agreement

Offender Assessment Interview

Name	_____
Address	_____
Phone	_____

Charge	_____	Date of Charge	_____
Police Service and Investigating Officer			
Bail Conditions/Conditions of Release			

Legal Counsel			
Name of Legal Counsel		_____	
Plan for Legal Counsel		_____	

First Appearance Date		_____	
Plea Entered		_____	
Admits Responsibility for Actions and Harm _____			

Completion of Three Education for Change Groups	_____

Men's Program Contact Person	_____

Review of Participant Package Completed	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Review of what Offender Wants from this Process				

Victim Safety Issues Identified by Applicant

Action that the Offender will take to ensure Victim safety

Offender Support People

Name	Relationship	Contact Information

Community Supports/Agency Staff involved with the Offender

Name	Agency	Contact Information

Review of Cultural Consideration and Needs for Change Panel

Name of Applicant _____
Date of Assessment _____

Accepted for Change Panel **Yes**

Timeframe for Panel Process

- Participant Agreement Signed
- Release of Information Form Signed
- Consent to Voluntary Participation in Pilot Form Signed
- Agreement that Change Panel is Privileged and Cannot be Used in Court Proceedings
- Crown Attorney Notified
- Men's Program Notified
- Victim Notified

Acceptance for Change Panel Deferred

Date of Review for Participation _____

Date of Remand _____

- Additional Information Needed for Decision

- Crown Attorney Notified
- Men's Program Notified
- Victim Notified

Not Accepted for Change Panel Process

Reasons for Not Accepting

- Crown Attorney Notified
- Men's Program Notified
- Victim Notified
- Safety Planning Discussed with Victim

Assessment Completed By

Name _____

Signature _____

Date _____

Release of Information– Change Panel Pilot Project

The Grey Bruce Court Coordination Committee is conducting a pilot of the Change Panel, as part of the First Charge Intervention Process model that is being developed in this community. This release of information will allow the Change Panel Project to contact sources of information for the purpose of preparing participants for the Change Panel.

I, _____ give my permission for
(Name of Change Panel participant)

the exchange of information between the Change Panel Project and

in regards to _____

I give my permission for the information to be disclosed, or transmitted to

_____, for preparation for the
(Change Panel Project)

Change Panel.

(Participant)

(Signature)

(Witness)

(Signature)

Dated the _____ day of _____, 2003.

Offender Participation Agreement

I agree to voluntarily participate in the Pilot Change Panel Process. I understand I may choose not to participate at any time in the process, and the matter will then proceed normally through the Court system.

I agree to complete three sessions of the Education for Change program before the Change Panel is held.

I understand that the Project Coordinator will share information with the Change Panel Facilitator, other members of the Project Evaluation Team and Project Advisory Team, and that this information will be held in confidence.

I will attend the Change Panel with my supports. I understand that the Project Coordinator, in consultation with the Project Evaluation Team and the Project Advisory Team, will make the final decision on who will attend the Change Panel.

I agree to uphold the Ground Rules for Participation during the Change Panel Process and to work with the participants at the Change Panel to develop a written Change Plan to repair the harm and prevent further abuse.

I understand that the Project Coordinator will complete a formal report on the outcome of the Change Panel Process for review by the Grey Crown Attorney office to assist in making recommendations to Court.

I agree that the information that is shared in the Change Panel Process is privileged and cannot be used by me or by my legal counsel in criminal, family or civil court proceedings.

I, _____, have read and understood the above.
By signing below, I agree to participate in the pilot Change Panel Process.

Signature of Participant

Date

Signature of Witness

Date

Change Panel Pilot Project

Victim Participant Package

Participant Information Package
Pilot Consent Form
Victim Safety and Safety Plan
Release of Information Form
Participant Agreement

Participant Information

What is the Change Panel?

The Change Panel is a facilitated meeting where a person who has caused harm through abuse, the people who have experienced the abuse, family members and support people, and community supports, come together to make a plan to stop further abuse. The Crown Attorney and Coordinator of the Men's Program screen and recommend Offenders for participation in the Change Panel. Participation in the Change Panel is voluntary, and participants may end their involvement at any time in the process. The Offender must take responsibility for his actions, take part in an assessment process and attend three sessions of the Education for Change Program in order to participate in the Change Panel. The Change Panel may occur after a First Appearance at Court, or before sentencing. Successful completion of the Change Panel Process may have a positive impact on the Court proceedings.

Everyone who comes to the Change Panel agrees to participate in a way that is respectful and safe for everyone. The Change Panel supports:

- breaking the silence around abuse and taking positive action to stop it;
- maintaining the dignity and respect of all family members;
- putting plans in place to meet the safety and support needs of Victims of abuse;
- holding the abusive person responsible for the harm caused and for change; and
- putting plans in place to support him to maintain abuse-free relationships.

Why is this a Pilot Process?

The Change Panel is a model developed by the Grey Bruce Court Coordination Committee (GBCCC) to support families in the prevention of further violence and abuse. The GBCCC has an Evaluation Committee, and a Project Advisory Committee to test the model as a whole and to evaluate the Change Panel Process for victim safety. The experiences and information from this pilot will be used to improve and refine the model, and ensure that it is a safe and effective process for victims of domestic violence. Your participation in this pilot will provide valuable information for the future implementation of the Change Panel. You may choose to discontinue your involvement in the pilot at any time in the process. All participants in the pilot need to sign a consent form that is attached to this information package.

What is the Purpose of the Change Panel?

The Change Panel brings together people who have been affected by the abuse to repair the harm that has been done, and to put in place a plan that will prevent further harm and abuse.

What are the Ground Rules for Participation?

All participants in the Change Panel agree:

- to speak and act in a respectful way;
- there will be no violence or abusive language;
- not to interrupt other participants or the Facilitator; and
- to listen to the views of all participants

What Happens in the Pilot of the Change Panel?

Step One: Assessment

An Offender who has been identified by the Crown Attorney or Coordinator of the Men's Program submits an application for an assessment. The Project Coordinator completes the assessment with the Offender and discusses the Change Panel Process, safety concerns, cultural considerations, links with community agencies and support people. If the Offender is assessed as suitable for the Change Panel and the Victim agrees to participate, a Participant Agreement is completed, along with a Consent Form for participation in the pilot project.

Step Two: Preparation for the Change Panel

The Coordinator contacts the woman and the man individually to prepare them for the Change Panel, and to identify support people who will participate directly or will contribute information for the panel. A decision is made about how children in the family will be involved. When a list of panel participants and a date for the panel has been established, the Coordinator contacts the Facilitator to complete the preparation process. The Facilitator contacts each participant in the panel to review the panel process and ground rules, and to ensure safety plans for all participants are in place.

Step Three: The Change Panel

The invited participants come to the Change Panel and are seated according to a set seating plan in a circle. An observer from the Project Advisory Committee and the Project Advisor will sit outside the circle and will not take part in the discussion. The Facilitator conducts the Change Panel with the following agenda:

- Welcome and review of panel ground rules.
- Introductions and presentations are made.
- Participants speak in turn in the circle.

- Participants work together on a plan to prevent further harm and abuse.
- Facilitator writes up the plan developed by the participants.
- Participants agree to a Change Plan for the Offender, monitoring and evaluating plan, and a date for completion of the Change Plan.
- Participants sign the Change Plan to indicate their agreement with it.

Step Four: Follow Up after the Change Panel

The Coordinator contacts the woman directly after the Change Panel to check on her safety, and to discuss any further safety issues. The plan developed at the Change Panel is sent to the Crown Attorney. The Change Plan is monitored, and a final evaluation report is prepared by the Coordinator at completion, which is sent to the Crown Attorney for consideration in the Court proceedings.

Victim Consent : Pilot Change Panel Process

The Grey Bruce Court Coordination Committee is conducting a pilot of the Change Panel Process as part of the implementation of the First Charge Intervention Process. The purpose of this pilot is to research and evaluate the Change Panel model in Grey County. A primary focus of the research will be to evaluate the safety of Victims of domestic violence who are involved in the Change Panel model. The pilot is conducted by an Evaluation Team made up of: Sally Dobson, Ann Schneider, Rozella Johnson, Clark Schneider, and Anne Collins. The project coordinator is Colleen Purdon. David Hay is the Crown Attorney who will be involved in this pilot project.

Consent

I agree to voluntarily participate in the pilot of the Change Panel Process. I understand that I may end my participation in this pilot at any time in the process.

I consent to members of the Pilot Evaluation Team and Project Advisory Team observing the pilot Change Panel and making notes to evaluate the process.

I consent to the Change Panel Coordinator consulting with Project Advisory Committee to discuss and evaluate Victim safety issues. I understand that all Project Advisory Committee members have signed a Confidentiality Agreement and will protect the identity of participants in this pilot project.

I understand that any information that is disclosed in the pilot about the abuse of a child under the age of 16 that has not been brought to the attention of the CAS will be reported as required by law.

I understand that the information gathered in this pilot will be used to refine and develop the Change Panel model and to evaluate Victim safety and the findings will be published in a final report. I understand that my name and all identifying information will be kept confidential in the final report.

I agree to keep the information that is shared in the pilot Change Panel Process confidential, and expect that other participants will not disclose my name or other personal information without my express permission.

I agree to participate in a follow-up evaluation of Victim safety with the Project Coordinator after the Change Panel meeting.

I HAVE CAREFULLY READ AND I UNDERSTAND THIS AGREEMENT, AND I FREELY AND VOLUNTARILY CONSENT AND AGREE TO PARTICIPATE IN THIS PILOT PROJECT

Name of Participant

Signature of Participant

Witness Signature

Date

Victim Safety

History and pattern of the violence:

Potential for the Offender using the Change Process to manipulate or control the Victim, or escape criminal proceedings:

Whether the Victim or the Victim's children feel at risk, or are intimidated by the presence of the Offender, in the event the Victim does not chose to attend:

Victim's assessment of the potential for violent or abusive behaviour by the Offender or herself during the Change Panel process:

What the Victim will need in terms of interventions from the Facilitator to be safe during the Change Panel:

Victim's assessment of potential for change for the Offender:

Risk of retaliation if the man is not satisfied with the outcome or process of the Change Panel:

The coordinator may decide, after the interview with the woman, that the involvement of the man in the Change Panel Process presents a risk of harm to the woman, and will then contact the Evaluation Team for further discussion.

Safety Plan

The following Safety Plan has been developed. This plan may be changed or reviewed by the woman at any time. It will not be disclosed to the Offender.

Release of Information – Change Panel Pilot Project

The Grey Bruce Court Coordination Committee is conducting a pilot of the Change Panel, as part of the First Charge Intervention Process model that is being developed in this community. This release of information will allow the Change Panel Project to contact sources of information for the purpose of preparing participants for the Change Panel.

I, _____ give my permission for
(Name of Change Panel participant)

the exchange of information between the Change Panel Project and

in regards to _____

I give my permission for the information to be disclosed, or transmitted to

_____, for preparation for the
(Change Panel Project)

Change Panel.

(Participant)

(Signature)

(Witness)

(Signature)

Dated the _____ day of _____, 2003.

Release of Information for a Child – Change Panel Pilot Project

The Grey Bruce Court Coordination Committee is conducting a pilot of the Change Panel, as part of the First Charge Intervention Process model that is being developed in this community. This release of information will allow the Change Panel Project to contact sources of information for the purpose of preparing participants for the Change Panel.

I, _____ give my permission for
(Name of Change Panel Parent Participant)

the exchange of information about my child _____

between the Change Panel Project and

_____ in regards to _____

I give my permission for the information to be disclosed, or transmitted to

_____, for preparation for the
(Change Panel Project)

Change Panel.

(Child's Parent/Guardian)

(Signature)

(Witness)

(Signature)

Dated the _____ day of _____, 2003.

Victim Participation Agreement

I agree to voluntarily participate in the Pilot Change Panel Process. I understand that I can discuss and decide with the Project Coordinator the way in which I will participate at any time during the Change Panel Process. I understand that I may choose not to participate at any time, and my decision will not result in the loss of service or support by project staff.

I understand that the Project Coordinator will share information with the Change Panel Facilitator, other members of the Project Evaluation Team and Project Advisory Team, and that this information will be held in confidence.

I will attend the Change Panel with my supports, or I will work with the Project Coordinator to present my views in an alternative way at the Change Panel. I understand that the Project Coordinator, in consultation with the Project Evaluation Team and the Project Advisory Team, will make the final decision on who will attend the Change Panel.

I agree to uphold the Ground Rules for Participation during the Change Panel Process and to work with the participants at the Change Panel to develop a written Change Plan that will support the Offender ending abusive behaviours.

I understand that any information shared in the Change Panel is privileged and cannot be used by anyone in criminal, family or civil court proceedings.

I understand that my safety and that of my children (if applicable) is of primary importance in the Change Panel. I agree to develop and use my Safety Plan and work with the Project Coordinator, police and other supports to seek assistance when I am in danger of harm or abuse.

I, _____, have read and understood the above.
By signing below, I agree to participate in the pilot Change Panel Process.

Signature of Participant

Date

Signature of Witness

Date

Child Victim Participation Agreement

I give permission for my child to voluntarily participate in the Pilot Change Panel Process. I understand that I can discuss and decide with the Project Coordinator the way in which my child will participate at any time during the Change Panel Process. I understand that my child may choose not to participate at any time, and the decision will not result in the loss of service or support by project staff for me or for my child.

I understand that the Project Coordinator will share information with the Change Panel Facilitator, other members of the Project Evaluation Team and Project Advisory Team, and that this information will be held in confidence.

I will ensure that my child attends the Change Panel with a support person who will be able to care for my child in the event my child wishes to leave the panel. If my child chooses not to attend, I will discuss with the Project Coordinator other ways that my child may present his/her experiences and views at the Change Panel. I understand that the Project Coordinator, in consultation with the Project Evaluation Team and the Project Advisory Team, will make the final decision on who will attend the Change Panel.

I will review the Ground Rules for Participation with my child, and will explain to my child that he/she is free to leave the room with the support person at any time in the proceedings.

I understand that any information shared by my child in the Change Panel is privileged and cannot be used by anyone in criminal, family or civil court proceedings.

I understand that my safety and that of my children is of primary importance in the Change Panel. I agree to develop and use my Safety Plan, and work with the Project Coordinator, police and other supports to seek assistance when I am concerned about danger of harm or abuse to me or my child.

I, _____, the parent/guardian of _____ have read and understood the above. By signing below, I agree to participation of my child in the pilot Change Panel Process.

Signature of Child's Parent/Guardian

Date

Signature of Witness

Date

Change Panel Pilot Project

Supporter Participant Package

Participant Information Package
Pilot Consent Form
Participant Agreement

Participant Information

What is the Change Panel?

The Change Panel is a facilitated meeting where a person who has caused harm through abuse, the people who have experienced the abuse, family members and support people, and community supports, come together to make a plan to stop further abuse. The Crown Attorney and Coordinator of the Men's Program screen and recommend Offenders for participation in the Change Panel.

Participation in the Change Panel is voluntary, and participants may end their involvement at any time in the process. The Offender must take responsibility for his actions, take part in an assessment process and attend three sessions of the Education for Change Program in order to participate in the Change Panel. The Change Panel may occur after a First Appearance at Court, or before sentencing. Successful completion of the Change Panel Process may have a positive impact on the court proceedings.

Everyone who comes to the Change Panel agrees to participate in a way that is respectful and safe for everyone. The Change Panel supports:

- breaking the silence around abuse and taking positive action to stop it;
- maintaining the dignity and respect of all family members;
- putting plans in place to meet the safety and support needs of Victims of abuse;
- holding the abusive person responsible for the harm caused and for change; and
- putting plans in place to support him to maintain abuse free relationships.

Why is this a Pilot Process?

The Change Panel is a model developed by the Grey Bruce Court Coordination Committee (GBCCC) to support families in the prevention of further violence and abuse. The GBCCC has an Evaluation Committee, and a Project Advisory Committee to test the model as a whole and to evaluate the Change Panel Process for victim safety. The experiences and information from this pilot will be used to improve and refine the model, and ensure that it is a safe and effective process for victims of domestic violence. Your participation in this pilot will provide valuable information for the future implementation of the Change Panel. You may choose to discontinue your involvement in the pilot at any time in the process. All participants in the pilot need to sign a consent form that is attached to this information package.

What is the Purpose of the Change Panel?

The Change Panel brings together people who have been affected by the abuse to repair the harm that has been done, and to put in place a plan that will prevent further harm and abuse.

What are the Ground Rules for Participation?

All participants in the Change Panel agree:

- to speak and act in a respectful way;
- there will be no violence or abusive language;
- not to interrupt other participants or the Facilitator; and
- to listen to the views of all participants

What Happens in the Pilot of the Change Panel?

Step One: Assessment

An Offender who has been identified by the Crown Attorney or Coordinator of the Men's Program submits an application for an assessment. The Project Coordinator completes the assessment with the Offender and discusses: the Change Panel process, safety concerns, cultural considerations, links with community agencies and support people. If the Offender is assessed as suitable for the Change Panel and the Victim agrees to participate, a Participant Agreement is completed, along with a Consent Form for participation in the pilot project.

Step Two: Preparation for the Change Panel

The Coordinator contacts the woman and the man individually to prepare them for the Change Panel, and to identify support people who will participate directly or will contribute information for the panel. A decision is made about how children in the family will be involved. When a list of panel participants and a date for the panel has been established, the Coordinator contacts the Facilitator to complete the preparation process. The Facilitator contacts each participant in the panel to review the panel process and ground rules, and to ensure safety plans for all participants are in place.

Step Three: The Change Panel

The invited participants come to the Change Panel and are seated according to a set seating plan in a circle. An observer from the Project Advisory Committee and the Project Advisor will sit outside of the circle and will not take part in the discussion.

The Facilitator conducts the Change Panel with the following agenda:

- Welcome and review of panel ground rules.
- Introductions and presentations are made.
- Participants speak in turn in the circle.

- Participants work together on a plan to prevent further harm and abuse.
- Facilitator writes up the plan developed by the participants.
- Participants agree to a Change Plan for the Offender, monitoring and evaluating plan, and a date for completion of the Change Plan.
- Participants sign the Change Plan to indicate their agreement with it.

Step Four: Follow-Up after the Change Panel

The Coordinator contacts the woman directly after the Change Panel to check on her safety, and to discuss any further safety issues. The plan developed at the Change Panel is sent to the Crown Attorney. The Change Plan is monitored, and a final evaluation report is prepared by the Coordinator at completion, and sent to the Crown Attorney for consideration in the Court proceedings.

Supporter Consent : Pilot Change Panel Process

The Grey Bruce Court Coordination Committee is conducting a pilot of the Change Panel Process as part of the implementation of the First Charge Intervention Process. The purpose of this pilot is to research and evaluate the Change Panel model in Grey County. A primary focus of the research will be to evaluate the safety of Victims of domestic violence who are involved in the Change Panel model. The pilot is conducted by an Evaluation Team made up of: Sally Dobson, Ann Schneider, Rozella Johnson, Clark Schneider, and Anne Collins. The project coordinator is Colleen Purdon. David Hay is the Crown Attorney who will be involved in this pilot project.

Consent

I agree to voluntarily participate in the pilot of the Change Panel Process. I understand that I may end my participation in this pilot at any time in the process.

I consent to members of the Pilot Evaluation Team and Project Advisory Team observing the pilot Change Panel and making notes to evaluate the process.

I consent to the Change Panel Coordinator consulting with Project Advisory Committee to discuss and evaluate Victim safety issues. I understand that all Project Advisory Committee members have signed a Confidentiality Agreement and will protect the identity of participants in this pilot project.

I understand that any information that is disclosed in the pilot about the abuse of a child under the age of 16 that has not been brought to the attention of the CAS will be reported as required by law.

I understand that the information gathered in this pilot will be used to refine and develop the Change Panel model and to evaluate Victim safety and the findings will be published in a final report. I understand that my name and all identifying information will be kept confidential in the final report.

I HAVE CAREFULLY READ AND I UNDERSTAND THIS AGREEMENT, AND I FREELY AND VOLUNTARILY CONSENT AND AGREE TO PARTICIPATE IN THIS PILOT PROJECT

Name of Participant

Signature of Participant

Witness Signature

Date

Supporter Participation Agreement

I agree to voluntarily participate in the Pilot Change Panel Process as a support person.

I understand that the Project Coordinator will share information with the Change Panel Facilitator, other members of the Project Evaluation Team and Project Advisory Team, and that this information will be held in confidence.

I will attend the Change Panel as a support person. I understand that the Project Coordinator, in consultation with the Project Evaluation Team and the Project Advisory Team, will make the final decision on who will attend the Change Panel.

I agree to uphold the Ground Rules for Participation during the Change Panel Process.

I agree to work with the other participants at the Change Panel to develop a written Change Plan that will support the Offender ending abusive behaviours.

I understand that the safety of the Victims, and of all participants, is of primary importance in the Change Panel. I agree to support the safety of Victims throughout the Change Panel Process, and during the follow-up and monitoring of the Offenders Change Plan.

I agree to keep the information that is shared in the pilot Change Panel process confidential, and expect that other participants will not disclose my name or other personal information without my express permission.

I, _____, have read and understood the above.
By signing below, I agree to participate in the pilot Change Panel Process.

Signature of Participant

Date

Signature of Witness

Date

Change Panel Pilot Project

Facilitator's Package

Facilitator's Guide for the Pilot Change Panel
Participant Contact Form
Seating Plan
Panel Preparation Checklist
Facilitator's Script
Change Plan Agreement Form
Participant Evaluation Form
Facilitator's Safety Evaluation Tool

Facilitator's Guide for the Pilot Change Panel

Introduction

Justice Canada and the Centre for Research on Violence Against Women and Children are funding the GBCCC to conduct an initial pilot of the Change Panel Process, a restorative measures process that is part of the FCIP model. An Advisory Committee, made up of six women who have experienced domestic violence, will provide consultation, observations and advice for this project. You have agreed to be part of the Project Evaluation Team as a trained Facilitator. We expect that each Facilitator will conduct two panels (approximately 10 hours of time for each panel), and will work with the Evaluation Team to determine findings for this research project. The pilot will screen men who have been charged with Level One domestic violence-related offences. The Grey Crown Attorney will decide if a case is suitable for application, then the Offender will make his application and be assessed for participation. The goal of this project is to test and evaluate the Change Panel Process for victim safety. The outcomes of this project are of interest to provincial and federal policy makers, and for the further development of the FCIP model.

The Change Panel Model

Key elements: Application by Offender, Assessment and Acceptance of Offender for Change Panel, Cultural Considerations, Contact with Victims, Assessment of Safety Issues and Initial Safety Plan, Linkages with Community Agencies.

Application and Assessment Process with the Offender: (Completed by the Project Coordinator with the Crown Attorney and Men's Program, and in consultation with the Advisory Committee)

1. Men screened by the Crown Attorney and Men's Program are invited to complete an application for participation in the Pilot Change Panel.
2. The Project Coordinator conducts an assessment with each applicant (see Offender Application, and Offender Assessment Forms).
3. A review is made of the Offender's motivation to participate in the Men's Program and Change Panel Process.
4. The Change Panel Process is reviewed and the Offender agrees to the conditions and ground rules.

5. A review is made of Victim safety issues from the Offender's perspective, and the action he is taking to ensure Victims will be safe from further harm and abuse during the Change Panel Process.
6. Conditions of probation, custody/access orders, and court orders are reviewed.
7. Community agencies involved (mental health services, addiction services, other support services) are determined.
8. The Offender accepts that he has caused harm, that he is responsible for the harm he has caused, and that he is willing to continue to change.
9. Cultural considerations for the Change Panel are reviewed.
10. If the Offender is determined suitable for the Pilot Change Panel Process, a Participant Agreement Form is signed.

Process with Victims

The Coordinator arranges an interview with the Victim; she is welcome to bring a support person with her. The purpose of the interview is to:

1. Provide information to her about the purpose, goals and process of the Change Panel.
2. Assess Victim safety and supports, and develop with her the specific safety and support strategies for herself and children for the Change Panel Process.
3. Listen to the story of the violence that lead to the charging event, the context from the woman's perspective, and the impact of the violence on children, other family members, and other community members.
4. Review conditions in place (probation, custody, access, restraining orders) and compliance to date.
5. Review with the Victim the people she would like to have invited to the Change Panel.
6. Review with the Victim how she would like to participate in the process and how her children can best be included in this process.
7. Review and agree to the Change Panel Process and ground rules.
8. Agree and sign the Consent Form for participation.

Safety Planning with Victims

The Coordinator reviews current safety plans that are in place for Victims and their children, and discusses safety planning for the Change Panel. The following information will need to be explored:

- the history and pattern of the violence;
- potential for the Offender using the Change Process to manipulate or control the Victim, or escape criminal proceedings;
- whether the Victim or the Victim's children feel at risk, or are intimidated by the presence of the Offender, in the event the Victim does not chose to attend;

- the Victim's assessment of the potential for violent or abusive behaviour by the Offender or herself during the Change Panel process;
- what the Victim will need in terms of interventions from the Facilitator to be safe during the Change Panel;
- risk of retaliation if the Offender is not satisfied with the outcome or process of the Change Panel; and
- development of a safety plan for the woman and children.

The coordinator may decide, after the interview with the woman, that the involvement of the man in the Change Panel Process presents a risk of harm to the woman, and will then contact the Evaluation Team for further discussion. A copy of the safety plan is given to the woman. The safety plan is not shared with the Offender.

Community Linkages and Information Sharing

When the decision is reached to conduct a Change Panel, the Project Coordinator ensures that any necessary releases of information for involved agencies are signed.

Preparation for the Change Panel (completed by Facilitator)

Key elements: Invitation of Participants, Exclusions from the Panel, Preparation and Role of Participants, Safety Planning for the Panel Process, Location and Time of the Panel.

Invitation of Participants and the Participant Agreement

The Project Coordinator provides the Facilitator with a list of participants for the Change Panel. The Facilitator contacts the Victim, the Offender, and support people and agency representatives that have been invited to participate in the Change Panel. The Facilitator provides information about the process, and explores the feelings both of the Victim and Offender around participation. The Facilitator identifies any safety issues or concerns about potential participants. The Facilitator makes the final decision on who will attend the conference, taking the wishes of the Victim and Offender into consideration, and discussing the list of participants and any concerns with the Evaluation Team.

Potential participants who pose a safety risk to any member of the panel will not be invited. In general, family members, extended family members, friends, support people and agency representatives are usually invited to attend. The process is as follows:

1. Potential participants are contacted and the Change Panel Process and ground rules are reviewed. When there is agreement, they are invited to participate.
2. Barriers to participation are identified and strategies to address these are discussed.
3. Participants agree to sign the Consent Form before the panel takes place, outlining their agreement with the pilot process, purpose, ground rules, and confidentiality.

Exclusions from the Panel

The following will be excluded from participation:

- anyone not willing to comply with the goals and process of the Change Panel; and
- family members or support people who present a risk of violence to participants.

Participant Preparation for the Panel

The Coordinator prepares each participant for the panel as follows:

1. Providing each participant with clear written and verbal information about the purpose, goals, process and expected outcomes of the pilot Change Panel Process.
2. Briefing each participant on their role at the panel, how the panel is conducted, the date and time, and how follow-up is completed.

List of Potential Participants and Their Roles:

- Facilitator (mandatory)
- Offender (mandatory)
- Offender's Support Person (mandatory)
This can be alumni from the Men's Program, a friend, relative, minister, etc. The support person agrees with the goals and process; is prepared for panel and attends; helps the abuser hear during the panel (encourages honesty, reduces denial and minimizing); acts as a witness/remembering; assists with safety (time-out, calming); reduces isolation; is constructive (not antagonistic or oppositional) in the process; supports change to stop the violence; supports the truth; participates in development of the Change Plan; provides support after the panel and in follow-up accountability.
- Coordinator of the Men's Program (attends in the majority of situations)
This person is prepared for the panel; provides information on Offender's involvement in the Men's Program; and provides advice for development of the man's plan for change.
- Victim/Woman (voluntary)
If the woman does not feel safe with the process, the woman's information (the event, history, impact, details, needs) must be available to the panel, and can be presented by a person of her choice. When the woman chooses to attend, she is informed and prepared, with her information prepared in writing; she participates in the panel when present, and in development of the Change Plan.
- Victim/Child(ren) (voluntary)
Child(ren) have a choice to attend (Coordinator consults with mother to assess this), they are prepared for attendance; information is prepared in advance and may be presented by them or by the support person; when children do not attend, information

is prepared in advance and is presented by Child Advocate, or a support person in form of written statements, video presentation, audio tape presentation, drawings etc.

- **Victim Support Person (mandatory)**
A person chosen by the Victim (a neighbour, friend, relative, advocate, other professional) who supports the goals and process; is prepared and, in some cases, may present information on behalf of the Victim; supports Victim during the panel; acts as a witness/remembering what is said; encourages honesty, reduces denial and minimizing; reduces Victim isolation; is constructive (not antagonistic or oppositional) in the process; supports change to stop the violence; supports the truth; provides follow-up support and accountability.
Specific Role for Children's Support/Advocate - to explain and simplify the process for children; to listen and answer to children's questions; to increase safety for children; and to present information on behalf of the child/ren when they do not attend.
- **Family Members of the Victim or Offender (voluntary)**
Siblings, parents, adult children, grandparents, uncle, stepfamily, etc.; hold the participants in the panel accountable; are prepared for the panel and agree with goals and process; provide information and support during the panel process; participate in the development of the Change Plan; monitor and provide support following the panel; support the Offender during implementation of change; support safety of the Victim(s).
- **Friends, Neighbours, Others of Victims or Offenders (voluntary)**
Close friends, neighbours or other significant people in the lives of the Victims or the Offender who witness the panel process and hold participants accountable; provide information on impact of the violence; provide input for the Change Plan; provide follow-up support.
- **Agency supports (as needed for the panel)**
Participants from community social services and support organizations are invited to attend when they can provide expertise, information and/or support for the Offender's Change Plan Process. Usually staff provides information on their involvement with the Offender, resources that are available and information about the situation (for example, a CAS worker may provide information on the impact of children witnessing violence). In some situations agency support participants will only stay for the initial part of the panel, then leave.

Safety Planning for the Panel Process

There are risks for Victims associated with Change Panel. Careful screening according to risk factors must take place before proceeding with the change panel. If at any time the Coordinator or Facilitator is concerned for the safety of any participant in the Panel process, the panel will be cancelled. Facilitators may consult with the Project Coordinator about safety issues, and members of the Advisory Committee are available for consultation.

In a situation where the panel is cancelled because of safety concerns, the Facilitator will provide this information to the Victim before notifying the Offender to discuss safety concerns and to develop safety plans in the event the Offender blames her for the cancellation.

Conducting the Pilot Change Panel

<p><i>Key elements: Seating Plan, Entry, Introductions and Review of the Process, Conducting the Panel, Script for the Panel, Development of the Change Plan, Agreement on Change Plan.</i></p>
--

Entry, Seating and Welcome

The Facilitator ensures that the Offender and his support people wait in a separate area, while the Victim and her supports, and agency staff are seated. A set seating plan is used with the women and children and their support people to the right, and the man and his support people to the left. Agency support people sit in the middle, or with the Victim or Offender, depending on their relationship for the Change Panel. Once the Victim is seated, the Facilitator brings in the Offender and his supports and they are seated. The Facilitator welcomes everyone and introduces herself.

Review of Goals and Introductions

The purpose, goals and expected outcomes of the panel are reviewed.

The Facilitator:

- Explains the order of presentations (agenda);
- Reviews of the panel ground rules;
- Notes that safety will be addressed throughout the meeting, and that there is a safety and security protocol in place.
- Reminds participants they can leave at any time, but are requested to let the Facilitator know if they are not returning;
- Addresses housekeeping items (toilets, breaks etc.);
- Requests that participants agree to speak one at a time, and reminds everyone they will have an opportunity to speak;

- Acknowledges that it is a difficult thing to come to the panel, and an acknowledges the courage the participants are showing by their presence;
- Briefly summarizes the reasons for the panel taking place.

Panel members are then asked to introduce themselves in the circle.

Conduct the Panel (using a set script and order)

A set script is used for the pilot of the Change Panel, and it is important that the Facilitator follow it. A copy of the script is included in this package. The script components are:

- Introductions and welcome
- Goals of the Change Panel Process
- Review of process and ground rules
- Scripted questions asked to participants in specific order
- Development of the Change Plan
- Agreement on Change Plan
- Conclusion

Follow Up from the Change Panel (Project Coordinator)

Key elements: Resources for Change Plan, Distribution of Change Plan, Implementation and Monitoring of Change Plan, Review of Change Plan.

Resources

The Facilitator notes in the Change Plan any practical assistance and supports that the Offender will need to implement his Change Plan successfully (transportation, counselling, etc.), and how these needs will be met.

Distribution

The Facilitator provides a copy of the Change Plan and the process for monitoring the plan to all participants in the panel process, and to the Project Coordinator. The Change Plan is forwarded to the Crown Attorney, along with the Review Date.

Implementation, Monitoring and Review

The Project Coordinator will monitor the Change Plan with the assistance of the Men's Program. A formal review of the plan will be completed and a report will be sent to the Crown Attorney.

Change Panel Checklist

Date of Change Panel _____

Facilitator _____

Food for Advisors

Cheques for Advisors

Evaluation Tools for Advisors

Money for Panel Participants (travel, childcare)

Participant Evaluation forms

Extra Participant Consent forms

Seating Plan for Facilitator

Money for Hall

Speaking Stone

Facilitator's Script

Blank Change Plan form

Kleenex

Food and Drinks for Participants

Facilitator's Script for the Change Panel Process

Introduction:

Welcome and thank you for coming to the Change Panel and a special thanks for participating in this pilot change panel. You are pioneering a process that can help those here but also can possibly help many other people being impacted by abuse. As you know my name is (name of Facilitator), and I will be facilitating the circle today. As I also mentioned, a member(s) of the Project Advisory Team will be observing today to help us learn from this process. (Introduces observers).

*To begin, I would first like to underline the reasons that we all agreed to be here today. The Change Panel brings together people who have been affected by abuse to repair the harm and pain that has occurred and to put into place the next steps that will prevent further harm and abuse. The **goals of the Change Panel** are as follows:*

- 1. To bring people together in a meaningful way to address events that have created harm;*
- 2. To show that the person who has been harmed can and should have a chance to speak up;*
- 3. To show that the person who has caused the harm can show responsibility and accountability in a meaningful way;*
- 4. To show that the person who has been harmed has the support of the community in the healing process;*
- 5. To show that the behaviour of the person who has caused the harm has affected the members of the community; and*
- 6. To show that having a circle like today with people coming together with compassion, respect and a sense of community is a powerful and meaningful process for everyone.*

Ultimately the circle today is to show that everyone has the capacity to repair the harm

Review of panel format and Participant Introductions

As we agreed prior to this circle, each person will be allowed time to tell how the abusive events have affected them, and the next steps that can be taken to repair the harm. It is important that this is a safe process and to that end we agreed to speak and act in a respectful way and hear the voice of each participant without interrupting.

It is important that everyone's point of view be heard. For this reason we will use a speaking stone. The person who is speaking will hold the stone and then pass it to the next person.

I would now like everyone to introduce themselves.

Questions

Offender

- . To begin the process, would you tell us how you were involved in the events that took place?*
- . What were you thinking or feeling at the time these events took place?*
- . What has been your experience since the events took place?*
- . Who have you seen affected by these events?*

Thank you.

Victim

- . Would you tell us how you were involved in the events that took place?*
- . What were you thinking or feeling at the time these events took place?*
- . What has been your experience since the events took place?*
- . Who have you seen affected by these events?*

Thank you.

Victim Supporters

- . Would you tell us how you were involved in the events that took place?*
- . What were you thinking or feeling at the time these events took place?*
- . What has been your experience since the events took place?*
- . Who have you seen affected by these events?*

Thank you.

Other support people and professionals

- . Would you tell us how you were involved in the events that took place?*
- . What were you thinking or feeling at the time these events took place?*
- . What has been your experience since the events took place?*
- . Who have you seen affected by these events?*

Thank you.

Offender Supporters

- . Would you tell us how you were involved in the events that took place?*
- . What were you thinking or feeling at the time these events took place?*
- . What has been your experience since the events took place?*
- . Who have you seen affected by these events?*

Thank you.

Offender

When everyone has spoken, the Facilitator turns to the Offender and asks:

Is there anything you would like to say to the woman, or to anyone else in the circle before we start to look at repairing the harm? Thank you.

Developing the Change Plan

Victim

Having heard from everyone here today, what needs to happen to repair the harm that has done? What are next steps to prevent further harm?

Thank you

Victim and Offender Supporters, and Agency Supports

The Facilitator then asks the same questions to all participants affected by the abusive behaviour, and thanks them for their contributions.

Offender

. Having heard from everyone here today, what are you capable and willing to do to help repair the harm that has taken place?

. What are the next steps for you to prevent further harm?

Thank you.

Summary of Change Plan

I would like to summarize the stated needs and responsibilities that everyone put forward here today, as well as the plans for change. Is this accurate? Is it do-able? Is it fair?

. Who will monitor it?

. How will we make sure the Change Plan is followed?

. When must it be completed and reviewed for the Final Report to the Crown Attorney?

.

The Facilitator has the responsibility and the right to reject anything in the Change Plan that is not in the interest of the safety of the Victims or does not fit with the purpose or goals of the Change Panel Process.

When there is agreement on the plan, the participants are asked to take time to talk, and have some refreshments in the room while the Facilitator is out of the room writing up the plan.

The Facilitator returns and reads out the Change Plan and asks participants:

- . *Is the Change Plan accurate, do-able and fair? Is everyone in agreement with this plan?*

Closing the Change Panel

The Facilitator asks each person to sign the Change Plan Agreement (beginning with the Victim and ending with the Offender).

Would you like to make a closing comment?

Thank you being part of this pilot process. Please complete this short evaluation of the process before you leave today. (Hands out Evaluation Form)

Change Panel Agreement

The Change Panel took place at _____,

on _____ and was facilitated by _____.

The Participants were:

The participants agreed upon the following Change Plan:

Change Panel Agreement (cont'd)

The Change Plan will be monitored and supervised
by: _____

A review and evaluation report on the completion of the Change Plan will be
complete: _____

Participant Signatures:

Pilot Change Panel Seating Plan

Date _____
Location _____
Facilitator _____

Seat Participants as follows:

- Offender to the left of the Facilitator
- Offender Supports to the left of the Offender
- Victim to the right of the Facilitator
- Victim Supporters to the right of the Victim
- Agency Supports between Victim and Offender Supporters

Pilot Change Panel Participant List

Date and Time _____

Facilitator _____

Location of Change

_____ address

_____ telephone

_____ contact

Panel Participants

Name and Role in Change Panel	Contact Information	Date Contacted	Preparation Complete?	Follow Up
Name and Role in Change Panel	Contact Information	Date Contacted	Preparation Complete?	Follow Up

Change Panel Pilot Project

Project Evaluation Tools

Change Panel Participant Evaluation
Observing for Safety – Observer’s Tool
Victim Follow Up Interview – Evaluation of Safety

Change Panel Project Evaluation

Your answers to the following questions will help us evaluate the pilot Change Panel and develop this model further. Your answers will only be read by the Evaluation Team. Please circle your answers on this form and return it at the end of the Change Panel. Thank you for being part of this pilot, and for your comments.

Your main role in the Change Panel was:

- Person who was abused
- Person who abused
- Family member
- Support person for the person who was abused
- Support person for the person who abused
- Resource or information person
- Facilitator of the Change Panel
- Observer
- Other (please specify) _____

Was your preparation for the Change Panel adequate?

Excellent Good Fair Poor

If there were problems, what were they? _____

Did you like where the Change Panel was held?

Excellent Good Fair Poor

Where would have been better? _____

Were the right people at the Change Panel?

Yes No Don't Know

If no, who else should have been there?

If no, who should have been excluded?

At the Change Panel, did you get the information you needed?

Excellent Good Fair Poor

At the Change Panel, were you able to say what you thought was important?

Excellent Good Fair Poor

Were you satisfied with the way the panel was run?

Excellent Good Fair Poor

Do you think the right people were involved in reaching decisions about the Change Plan?

Yes No Don't Know

Are you satisfied with the plan that was agreed upon at the conference?

Excellent Good Fair Poor

Was the Change Panel a safe and respectful process for you?

Yes No Don't Know

Is there anything else that you think we should know in order to develop Change Panels for the future?

Thank You!

Observing for Safety—Advisor’s Observation Tool

Date of Change Panel _____

Name of Observer _____

Woman’s and Children’s Behaviours	Woman	Child
Changes in the voice (insecure, quiet, nervous, nervous laughter)		
Change in appearance (sudden flushing or paling)		
Body posture (head down, looks small)		
Silence		
Looks to perpetrator for approval		
Sounds rehearsed		
Body tension (fists clenched, arms crossed, hugging body, tightening of the lips, agitation)		
Eye contact (avoids eye contact, looks away)		

Man’s Behaviour	Check when Observed	Total
Vocal intimidation (loud, controlling, threats)		
Nonverbal intimidation (sighs, mumbling, self talk, signals)		
Physical intimidation (threatening gestures, finger pointing, making fist)		
Use of silence to control or intimidate		
Intimidating eye contact (staring at woman or child)		
Body tension (agitation, sweating)		
Sudden flushing, draining of colour		

Other Comments

Victim Follow-Up Interview: Evaluation of Safety

Date of Interview: _____

Date of Change Panel: _____

Name of Woman: _____

Interview conducted by: _____

Reviewed:

- Agreement to participate in a follow up evaluation
- Information on community supports for her and her children.
- Accessed supports to date (List)

- Changes to Safety Plans (Note)

Safety during Preparation Phase

Did you have concerns about your safety or the safety of your children during the preparation phase for the Change Panel?

What would have made you feel safer during the preparation phase?

Did your partner try to influence you or your children during the preparation phase in a way that made it difficult to participate freely?

Project Coordinator follows up on any specific safety concerns identified in the Assessment and Victim Preparation.

Safety Issues Identified	Outcome during Change Panel

Safety during the Panel

When you arrived at the meeting place for the Change Panel did you have concerns about your safety or for the safety of your children?

Did you feel you were treated respectfully and listened to by your partner during the Change Panel?

Were you able to present your story in your own way at the Change Panel?

Did the Change Panel hold your partner accountable for his actions?

Where there any things that happened during the Change Panel that made you feel unsafe?

Where there any things that happened during the Change Panel that made you fear for the safety of your children?

The observers at the Change Panel noted some behaviours of your partner that could be attempts to frighten or control you/your children (list any observations from the notes).

Did you notice these behaviours?
If yes, what impact did they have on you?

Where there other behaviours that frightened or controlled you during the Change Panel?

How did you respond? (list some of the responses from the observers check sheet)

After the Change Panel

Do you feel safer as a result of the Change Panel Process?

Why?

Has your partner followed through with the Change Plan that was agreed upon at the Change Panel to date?

Has his follow through made things safer for you?

Has his lack of follow through made things more unsafe for you?

Overall, how would you rate the safety of the Change Panel for you?

Very safe

safe

somewhat safe

not safe

Would you recommend the Change Panel Process for other women?

Do you have any other comments or suggestions for us?