

6 - Training documentation

6.1: Diary for trainers

Trainers' Diary Form

All-staff training

Please complete a new diary form for each school in which you conduct training.

Please give the separate attendance form to a staff member at the school (e.g. the person you are liaising with at the school and/or staff member attending the training) to complete and ensure they return it to you after completion.

Please return the diary form and the attendance sheet together within 48 hours of the training session via post to Farah Jamal (Institute of Education, [REDACTED]) or scan and email to (f.jamal@ioe.ac.uk).

Addressed and stamped envelopes are provided to you.

SECTION 1: GENERAL INFORMATION

Identifying Information	
Name of trainer	
Name of school	
Date of all-staff training	
Training start time:	Training end time:

SECTION 2: TRAINING TOPICS

Rate the extent to which each of the training topics has been covered

What is restorative justice and restorative practice?		
Covered as intended	Covered less than intended	Did not cover at all

The importance of language		
Covered as intended	Covered less than intended	Did not cover at all

What we do to challenge bad behaviour/ nature of challenge?		
Covered as intended	Covered less than intended	Did not cover at all

The importance of emotions		
Covered as intended	Covered less than intended	Did not cover at all

The importance of listening		
Covered as intended	Covered less than intended	Did not cover at all

Maintaining the relationship after difficult conversation		
Covered as intended	Covered less than intended	Did not cover at all

SECTION 3: TRAINING MATERIALS/ACTIVITIES

Select which training materials/ activities were used in this training session	
Power point slides	<input type="checkbox"/>
DVD	<input type="checkbox"/>
Paired activity	<input type="checkbox"/>
Small group activity	<input type="checkbox"/>

SECTION 4: PARTICIPATION

Was participation/discussion dominated by particular voices (e.g. head teachers or particular staff; males/females etc)?

In general, how enthusiastic to do you think staff were at this training session?			
Very enthusiastic	Moderately enthusiastic	Minimally enthusiastic	They were not interested

SECTION 5: CHANGES TO THE ALL-STAFF TRAINING PROCEDURE

Were there any alterations made to the way the all-staff training was conducted in this school? (See examples below)?
Yes (complete the questions below) <input type="checkbox"/> No (the diary form is completed) <input type="checkbox"/>

Were these alterations/deviations related to...?		
Procedure (e.g. timing, location, the order of group/paired activities;	Describe the alteration _____	Reason for alteration – <i>Tick all that apply</i>

<p>the order of topics covered etc.)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		<p><input type="checkbox"/>Logistical (e.g. related to capacity, resource, time etc.)</p> <p><input type="checkbox"/>Locally appropriate (e.g. made sense based on culture, environment, and/or participants)</p> <p><input type="checkbox"/>Overlooked/ forgot</p> <p><input type="checkbox"/>Other: _____</p> <p><input type="checkbox"/>Don't know</p>
<p>Participants (e.g. the number of attendees, key staff missing, staff members leaving during the session, other adults present, students present etc.)</p>	<p>Describe the alteration</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Reason for alteration - <i>Tick all that apply</i></p> <p><input type="checkbox"/>Logistical (e.g. related to capacity, resource, time etc.)</p> <p><input type="checkbox"/>Locally appropriate (e.g. made sense based on culture, environment, and/or participants)</p> <p><input type="checkbox"/>Overlooked/ forgot</p> <p><input type="checkbox"/>Other: _____</p> <p><input type="checkbox"/>Don't know</p>
<p>Content (e.g. did not cover some of the content/slides; covered additional restorative content; covered additional training not related to restorative topics etc.)</p>	<p>Describe the alteration</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Reason for alteration - <i>Tick all that apply</i></p> <p><input type="checkbox"/>Logistical (e.g. related to capacity, resource, time etc.)</p> <p><input type="checkbox"/>Locally appropriate (e.g. made sense based on culture, environment, and/or participants)</p> <p><input type="checkbox"/>Overlooked/ forgot</p> <p><input type="checkbox"/>Other: _____</p> <p><input type="checkbox"/>Don't know</p>

6.2 - Observation guide for training

Researcher observation

All-staff training

Please complete a new form for each school in which you observe training.

SECTION 1: GENERAL INFORMATION

Identifying Information	
Name of researcher	
Name of school	
Date of all-staff training	
Training start time:	Training end time:

SECTION 2: TRAINING TOPICS

Rate the extent to which each of the training topics has been covered

What is restorative justice and restorative practice?			
Extensively covered	Moderately covered	Minimally covered	Did not cover this

The importance of language			
Extensively covered	Moderately covered	Minimally covered	Did not cover this

What we do to challenge bad behaviour/ nature of challenge?			
Extensively covered	Moderately covered	Minimally covered	Did not cover this

The importance of emotions			
Extensively covered	Moderately covered	Minimally covered	Did not cover this

The importance of listening			
Extensively covered	Moderately covered	Minimally covered	Did not cover this

Maintaining the relationship after difficult conversation			
Extensively covered	Moderately covered	Minimally covered	Did not cover this

SECTION 3: TRAINING MATERIALS/ACTIVITIES

Select which training materials/ activities were used in this training session	
Power point slides	<input type="checkbox"/>
DVD	<input type="checkbox"/>
Paired activity	<input type="checkbox"/>
Small group activity	<input type="checkbox"/>

SECTION 4: PARTICIPATION

Was participation/discussion dominated by particular voices (e.g. head teachers or particular staff; males/females etc)?

In general, how enthusiastic to do you think staff were at this training session?			
Very enthusiastic	Moderately enthusiastic	Minimally enthusiastic	They were not interested

6.3: Satisfaction survey for in-depth training

Restorative Practice Participant Survey

This survey is part of the evaluation of the Learning Together programme. It should only take a couple minutes. Your responses will only be seen by the research team. Your name and your school name will never feature our reporting.

School Name: _____

Circle one response for each question

1) Do you feel you learnt useful skills at this training?			
Yes, definitely	Yes, probably	No, not really	No, definitely not

2) Do you feel confident in putting into practice the skills you have learnt today?		
Yes	No	Unsure

3) Do you intend to put the skills you learnt to use in your everyday practice?		
Yes	No	Maybe

4) Would you recommend this training to a colleague?	
Yes	No

5) Overall, how would you rate this training?			
Excellent	Good	Fair	Poor

