

# Peer Mediation Guidelines

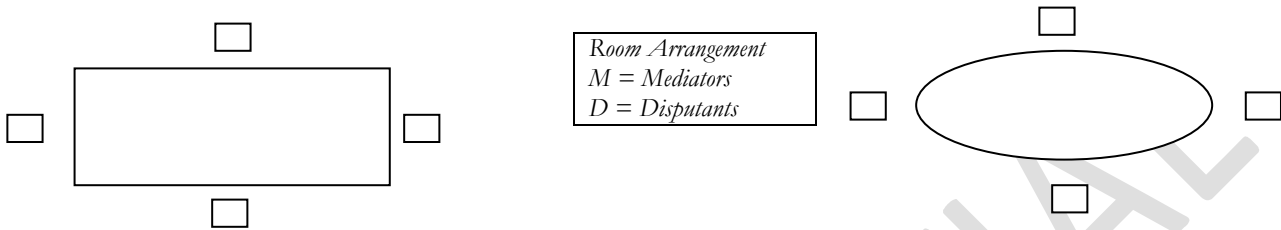
## Pre-mediation Checklist

Mediators will meet at least a day before the mediation to set up the environment and discuss roles of each mediator.

Indicate the location of the mediation: \_\_\_\_\_

## Seating Arrangement

Mediators should prearrange the seating of the disputants. Disputants should not be seated next to each other, a mediator should be close to the door, and any objects that can be thrown should be removed.



## Mediators and Responsibilities:

Lead Mediator	Co-Mediator

Disputant #1



#2



Date of Meeting: \_\_\_\_\_

\_\_\_\_\_

Please check what was covered in the Pre-Mediation Meeting:

- Ground rules
- What is mediation and role of mediator?
- Purpose of mediation

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Date of Mediation

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## Peer Mediation Guidelines

### Mediation Script

1. Welcome the students, introduce yourselves, and ask them to identify their names.
2. Read opening statement- opening statement must include:

Ground rules: check off as you read each rule.

Confidentiality and exceptions Definition of mediation Roles of the mediator Purpose of mediation
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- Everything said in this room must and will be kept confidential EXCEPT for information regarding:
  1. Drugs, alcohol, or weapons on school property and school events;
  2. Child abuse, or violence to self or others.
- Please listen to one another without interrupting.
- Please speak one at a time.
- Please talk respectfully to and about one another. No put-downs, name calling, or fighting.
- Carry out your part of the agreement.
- Keep everything said here to yourself.
- At this time, please turn off your cell phones.
- Ask: Do we need to add any other rules?* \_\_\_\_\_

\*Disputants will have already heard this information for the second time and will sign that they agree to follow all the ground rules.

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Disputant #1

Disputant #2

3. Decide which disputant will speak first (this can be based on who is the most upset or who requested the mediation).

\_\_\_\_\_ will speak first. \_\_\_\_\_ will be taking notes while each person speaks. When the mediation is over the notes will be destroyed.

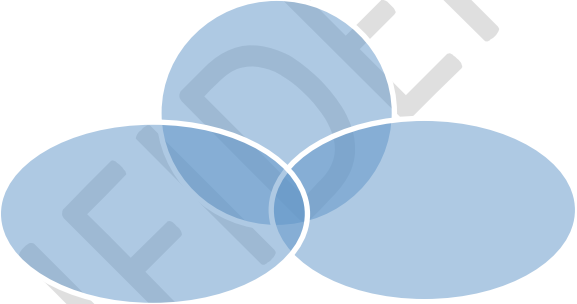
4. Allow each disputant to tell his or her story and use your active listening skills. After each person speaks, repeat back to him or her the information you heard and correct information in your notes.

*Notes Section on the next page*

### Mediator's Notes

Disputant #1	Disputant #2
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## Peer Mediation Guidelines

<p>Make notations of nonverbal language and responses to the other's story, hidden agenda items, similarities in their stories.</p>	<p><b>Initial Story</b></p>	<p><b>Initial Story</b></p>	<p>Some questions include: Please tell us what happened? Can you tell me more? Skills include: Attending, Open-ended questions, paraphrasing, clarifying, summarizing</p>
<p>Summary of needs and common interests. Listen for hidden agendas</p>	<p><b>Feelings/Needs</b></p>	<p><b>Feelings/Needs</b></p>	<p>Some questions to ask: How did you feel at the time and how do you feel now? What do you think are the real issues behind the conflict? What are the needs of the two parties? "I hear you saying...and I hear you saying...It seems like...is the problems and this is what you need"? Is that correct. Skills include: Neutral language, Reflecting, Conflict De-escalation</p>
<p>Try to get parties to communicate. If not, this could be a possible mediator's pause.</p>	<p><b>Possible Solutions</b></p>	<p><b>Possible Solutions</b></p>	<p>Possible Questions: What would they like to happen? What ideas have people got to make it better? Skills: Brainstorming</p>
<p>Insert common needs and solutions here...</p>			<p>Possible Questions: What do you think is keeping the two of you from reaching an agreement? Seems like you both want?</p>
<p>Possible Impasse-be the agent of reality</p>	<p><b>Doable Requests</b></p>	<p><b>Doable Requests</b></p>	<p>Some Questions: What do want to happen after this mediation is over?" and "What would it take for that to happen?"</p>
<p>Who What When Where How Future</p> <p>If they do not want to agree, ask them "What will happen if you don't solve this problem? or "Is _____ getting you what you want"?</p>	<p><b>Action Plan</b></p>	<p><b>Action Plan</b></p>	<p>**Do you agree with this action plan? Do you believe the problem is solved? What can you do differently to keep this from happening again?</p>

Have disputants reflect back to each other what they have agreed to do to solve the problem.

## Peer Mediation Guidelines

Wrap Up: Say, "To prevent rumors from starting, if your friend asked what happened, tell them only that you solved your problem in mediation. Can you agree to do that?"

### Confidential Agreement

Mediators: \_\_\_\_\_

Date: \_\_\_\_\_

Disputant #1 _____ Male <input type="checkbox"/> Female <input type="checkbox"/> Age _____ Grade _____ Race _____	Disputant #2 _____ Male <input type="checkbox"/> Female <input type="checkbox"/> Age _____ Grade _____ Race _____
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Who brought the conflict to mediation? Please Circle

Disputant # 1                      Disputant #2

Referred by:	
___ Student	___ Administrator
___ Teacher	___ Self
___ Counselor	___ Other

Type of Conflict:

Rumor     Threat     Name calling     Fighting/Hitting     Argument     Harassment   
 Property loss/Damage     Relationship Issues     Misunderstanding     Other

Description of the Conflict

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Was the Conflict Resolved: Yes  No

Terms of the Agreement-Each disputant agrees to follow the plan below:

Disputant #1	Disputant #2

Possible consequences if this confidential agreement is not honored:

\_\_\_ Follow up mediation                      \_\_\_ Law Enforcement  
 \_\_\_ Office Referral                              \_\_\_ Other

## Peer Mediation Guidelines

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Signature

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Signature

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*Follow Up Notes:*

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*Date of Follow Up Evaluation* \_\_\_\_\_

CONFIDENTIAL