

# **POLICY ON MEDIATION WITHIN THE SCHOOL COMMUNITY**

## **POLICY STATEMENT**

Mediation can lead to improved interpersonal relationships.

## **PURPOSE**

- a. This policy is to offer a neutral process which can be followed when any staff member of the school community finds that undesirable conflict exists between any of those members and is difficult to resolve.
- b. This conflict may be the result of: e.g.; harassment, intimidation, threats, and aggression.
- c. At all times the mediation process is completely confidential.

Mediation occurs when it is agreed to by both parties.

## **GUIDELINES**

1. When a situation arises the parties concerned may invoke this mediation process bearing in mind there are alternative strategies; e.g.; complaints process
2. A mediator may be appointed externally. This is done by ruling out any that are unacceptable to the parties concerned, followed by mutual agreement on the key mediator to be appointed.
3. Meetings are arranged at which support people are welcome (with speaking rights at the discretion of the mediator). The purpose is, hear points of view, clarify problems and work towards strategies to solve the conflict.
4. At all times the mediator acts as a chairman and neutral facilitator.
5. At the conclusion of the meeting a written summary may be prepared with the content agreed to by both/all parties. It may contain a summary of the conflict with working strategies and a review process. Alternatively an agreement may be reached on a handshake.
6. While the mediation process is invoked the parties agree to commit themselves to that process and use their best endeavours to reach a solution within that process.
7. If no acceptable solution is found the mediator should make available other strategies in helping to solve the problem. The complaints policy may then be invoked.

## **REPORTING**

There will be no reporting however, but an effectiveness review will require mediators to keep statistical abstracts listing the numbers of times mediation has been used and whether the outcome was successful or not.

## **REVIEW**

The intention is that this policy is initially implemented by staff only involvement.

Adopted: 27 April 1999

Reviewed: October 2007