Reflective Practice Review Process for reviewing officer and participating officer



Officer account

- You will ask the officer for their account and you may undertake proportionate
 fact finding to satisfy yourself that you fully understand the issues and that the
 matter is still suitable to be dealt with by Reflective Practice
- If in the unlikely event during your fact finding you discover that the breach is far more serious that it may justify formal disciplinary action you should stop your fact finding and refer the matter back to the AA



Meet with officer

 In all circumstances following your fact finding you will need to arrange a meeting with the officer concerned



Agree pros and cons of the incident

- This discussion should be arranged as soon as practicable and be a constructive dialogue, reflecting on what happened, why, lessons learnt and actions to prevent a recurrence
- Learning points can be established at this stage for both the officer and the organisation



Agree any further action if necessary



Report back

· After the discussion stage you will need to write this all up to send to AA



Close

- Your written report will close the Reflective Practice process and should summarise the previous stages
- Identifying the lessons learnt, remedial actions taken to date and, if appropriate, remedial actions still to be taken along with basic time scales



Move on

 Once you are happy and have submitted your report that is the end of the matter and, apart from reviewing any outstanding action plans both, you and the officer can move on

Referral

Information for participating officer

Fact Finding

Referral back to AA

Discussion stage

Reflective Review Development Report

Move on

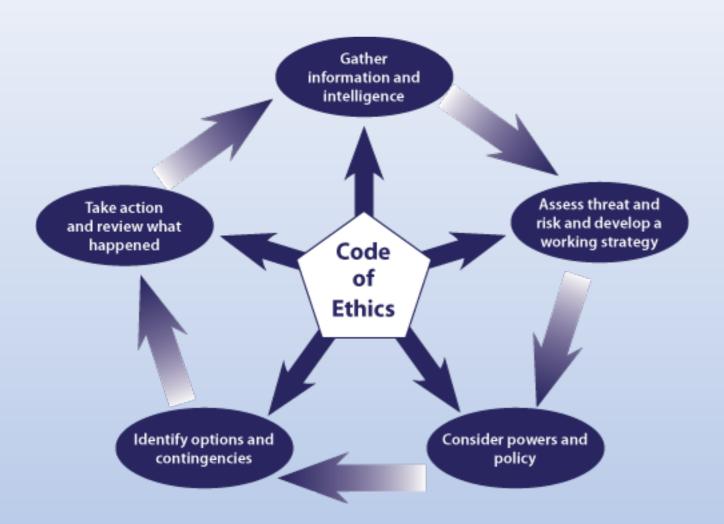
- You will be referred to the Reflective Practice process by your line manager or PSD for underperformance or conduct not amounting to misconduct or gross misconduct
- · You must be told either orally or in writing
- You will be invited to give an account within five working days
- Be open, reflective and consider what you could have done better
- This is about learning not disciplinary proceedings
- Your line manager can, if they believe it would be helpful to the process, conduct a process of factfinding of the circumstances
- If during fact finding substantial new evidence comes to light which suggests the matter is more serious than had previously been thought your manager may refer back to PSD for reassessment
- The discussion should be as soon as practicable
- Constructive dialogue
- Reflection
- Actions to put matters right if appropriate
- Learning points may be identified for both you AND the organisation

The report can include actions such as:

- · Management meetings/mediation
- · Shadowing/mentoring by other officers
- Proportionate restorative action
- Training and learning action plan/PDR entry
- Or no further action if appropriate

 Once your line manager submits the report that is the end of the matter and, apart from a review of any outstanding action plans, you can move on

National Decision Making Model (NDM)



- Honesty and integrity
- Authority, respect and courtesy
- Equality and diversity
- Use of force
- Orders and instructions
- Duties and responsibilities
- Confidentiality
- Fitness for work
- Conduct
- Challenging and reporting improper conduct

