

SAMPLE: Reflective Script for School Administrators

Important Context Considerations for Administrator

- Who needs to be included?
- Have OH&S processes been addressed (if necessary)?
- Given the dynamics, can all participate in one debrief or does this need to be phased?
- Do you require facilitation support? (comfort level, possible bias, too close to situation...)
- Timeliness is important, how soon can this occur?
- Do you have a safe and comfortable location for debrief?

Introductions (5 minutes)

Facilitator:

"Thank you all for joining today's reflective debrief session. Our goal is to reflect on a recent incident, identify the facts, consider the impact, and create actionable steps to prevent future occurrences. This reflective process will allow us to address the incident constructively and strengthen our school culture."

Step 1: The Descriptive Stage (10 minutes)

Facilitator:

"Let's begin by focusing on what happened. During this stage, we will focus only on the facts—no conclusions, no judgments. We are simply describing the incident." Use guide for questions

Step 2: The Interpretive Stage (15 minutes)

Facilitator:

"Now that we've discussed the facts, let's move into the interpretive stage. Here, we'll explore why this happened and how the incident has impacted those involved, including students, staff, and the learning environment and the culture of our school. We also want to reflect on how it made us feel as educators and how we responded." Use guide for questions.

Facilitator:

"Take a few moments to think about how this incident affected the school environment and what emotional impact it had. You may write down or share your thoughts."

Step 3: Now What – The Action Planning Stage (20 minutes)

Facilitator:

“Now that we’ve reflected on the incident and its impact, let’s focus on creating an action plan. The goal is to address the behavior and prevent its recurrence. We also want to think about how we can better support students and maintain a positive school culture.” Use guide for questions

Facilitator:

“Let’s take 10 minutes to brainstorm action steps. Consider what we can do both in the short term and long term to support everyone involved and create a safer, more inclusive school environment.”

Closing and Next Steps (5 minutes)

Facilitator:

“Thank you all for your reflections and contributions today. Moving forward, let’s ensure that we communicate our action plan clearly to all staff and stay aligned in supporting students. If there are any follow-up actions, I’ll make sure we coordinate those. Let’s remain committed to maintaining a positive and inclusive school culture.”

Closing question for the group:

“Before we close, does anyone have final thoughts or suggestions about how we can further support each other or our students?”

Facilitator:

“Thank you again, and I look forward to working together on these next steps.”

End of Debrief