**Guidance for Accrediting SEND Mediators**

The forms in this document are intended to be used to support the process of accrediting an SEND mediator. They cover all the necessary requirements to meet the standards laid down by the College of Mediators and the Civil Mediation Council and should be read in conjunction with these standards. They provide a checklist of the skills and knowledge required to be a competent SEND mediator and which need to be demonstrated throughout the practice component of SEND mediation training.

When using these forms, it is helpful to bear in mind the following:

* It is expected that skills and knowledge are acquired over time by mediating in a number of cases and working with different mediators. It may well be that not all the criteria are met within each case, but they should be demonstrated over the whole period. The forms can be used to record skills that are observed and to identify gaps in practice and learning needs. Together, they provide an evidence base.
* They are intended to be used flexibly bearing in mind variations in practice e.g. different providers involve mediators in the preparation and set up of a mediation case to varying degrees. The forms can be adapted to reflect these variations though key mediation skills and contextual knowledge components should remain.
* Practitioners undergoing accreditation will usually be experienced mediators. The main purpose of this process is to assess: knowledge of the SEND context and an ability to apply it; familiarity with service procedures and the model used; advanced mediation skills, particularly working with groups and balancing a wide range of needs and interests.

There are four forms in total:

1. Pre-Mediation Form
2. Mediation Form
3. Post-Mediation Form
4. Accreditation Form

Forms 1 to 3 can be completed by anyone who is working alongside the mediator and observing their practice, or offering support or feedback. This could be a co-mediator, a supervisor, a regional manager or a service director as appropriate.

Form 4 certifies that a mediator has met all the training and practice requirements and can be accredited as an SEND mediator. It should therefore be signed by someone who is themselves an experienced SEND mediator, has observed them at least once, has played a specific role in mentoring the new mediator and supported them to reflect on their practice.

|  |  |  |  |
| --- | --- | --- | --- |
| FORM 1**PRE-MEDIATION** | **Mediator:** | **Co-mediator / Supervisor /Manager:** | **Date:****1st / 2nd / 3rd Case**  |
| **Process Management**Make initial contact with parties Identify issues for mediationScreen for safety / suitabilityDetermine:- information required from whom- who should attend the meetingEnsure child /YP views are incorporated appropriatelyEncourage the active participation of the child / YPEstablish informed consentEnsure compliance with SENCOP timescalesOrganise meeting date, time, venue as required by the serviceEnsure the mediation is accessible to those with SENDInform participantsPrepare for obvious sticking pointsMaintain accurate records as required by the service |  |
| **Skills and Knowledge**Engage effectively with all partiesBuild trust and rapportListen Actively: reflect, summarise, show understanding, clarifyingExplain mediation process, principles, mediator roleChallenge appropriatelyRemain impartialGive information about SEND Tribunal + COPSignpost where necessary |  |
| FORM 2**MEDIATION** | **Mediator:** | **Co-mediator / Supervisor /Manager:** | **Date:****1st / 2nd / 3rd Observation** |
| **Process Management**Arrive punctually to prepare roomCarry appropriate formsConduct pre-meetings as requiredEstablish arena (incl. ground rules)Manage introductionsClarify ConfidentialityEstablish issues for each party and agree a mutual agendaAllow time for issues to be exploredAssist in the identification and evaluation of potential optionsBuild and secure agreementManage timeOffer breaks as appropriateUse separate meetings effectivelyConfirm outcome + next stepsIssue of Mediation CertificateEnd mediation when necessaryClose positively  |  |
| FORM 2**MEDIATION** | **Mediator:** | **Co-mediator / Supervisor /Manager:** | **Date:****1st / 2nd / 3rd Observation** |
| **Skills and Knowledge**Engage effectively with all partiesCreate a safe environment:* Positive welcome
* Offer reassurance
* Explain what will happen
* Show confidence

Listen Actively: reflect, summarise, show understanding, clarifyEnsure all have opportunity to speakEnsure the views of the child / YP are considered and understoodFacilitate constructive exchangeBuild understandingManage interruptions + high conflictAcknowledge emotionAddress power imbalanceNavigate through the processMaintain impartialityChallenge appropriatelyReality test proposalsApply knowledge of SEND contextWork within an ethical frameworkWrite clear SMART agreement |  |
| FORM 3**POST-MEDIATION** | **Mediator:** | **Co-mediator / Supervisor /Manager:** | **Date:****1st / 2nd / 3rd Observation** |
| **Process Management**Send out final agreements or other paperworkComplete case recordsClose file |  |
| **Skills and Knowledge**Communicate clearly with all partiesClear feedback to serviceClose case in a timely manner |  |
| **De-brief and Supervision**Key StrengthsKey breakthrough pointsKey challenges and learning pointsDiscussion of outcomeIdentification of* Skills gaps
* Knowledge gaps

Plan for meeting learning needs |  |

|  |  |
| --- | --- |
| FORM 4**ACCREDITED MEDIATOR****Special Educational Needs and Disability** | **Mediator:****Supervisor /Manager:** **Date:** |
| **This is to certify that** *Name of Mediator* **has successfully completed the required training and gained the necessary experience to practice as an SEND Mediator:****❒ Foundation Training in Mediation** (minimum 40 hours)Date of training: Training Provider**:****❒ Specialised Training in SEND Mediation** (minimum 12 hours) Date of training: Training Provider**❒ Casework** (minimum 12 hours)Has worked as lead / co-mediator in the following cases  Case 1: *date* Case 2: *date* Case 3: *date* *Name of Mediator* has been observed mediating by *Name of Observer(s)* and has engaged in de-briefing and feedback sessions in order to reflect on and learn from their practice.I, *Name of Observer,* confirm that *Name of Mediator* has therefore achieved a high standard of practice and has met all the necessary requirements of the College of Mediators and the Civil Mediation Council to be accredited as an SEND Mediator.**Signed:****Manager / Supervisor Mediator** |