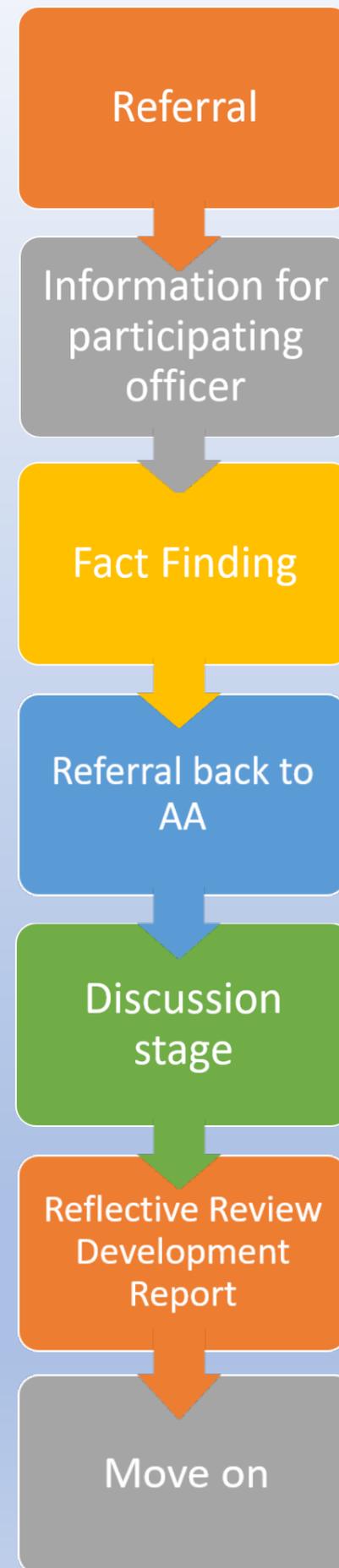
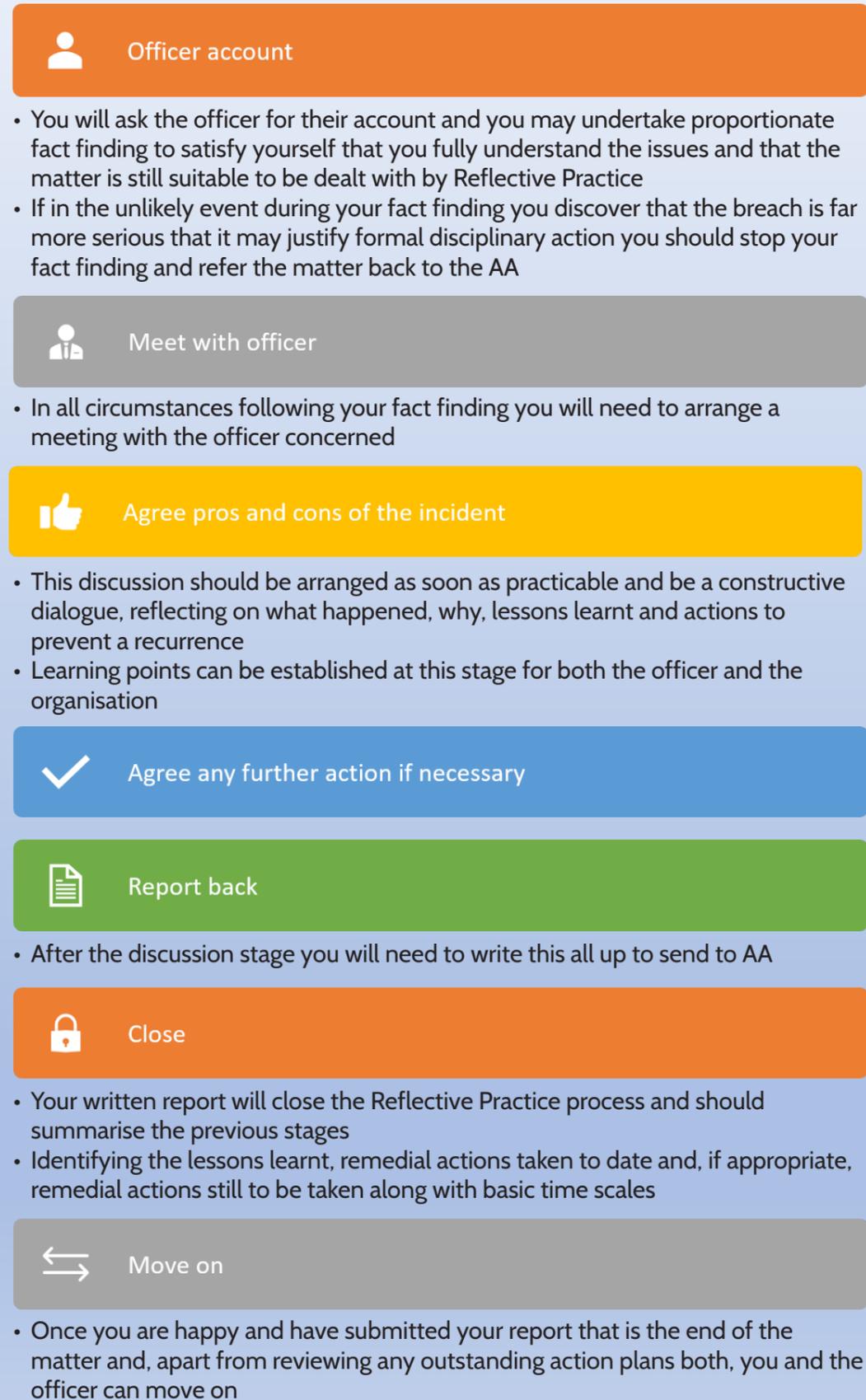


# Reflective Practice Review Process for reviewing officer and participating officer



- 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)

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- 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