

## Terms of Reference (August 12<sup>th</sup>, 2015)

**Vision:** A safe, respectful and caring community that fosters healthy relationships for all.

**Mandate:** To bring together community stakeholders to create and support a Safe City Plan of Action designed to increase the capacity of community members to effectively and consistently reduce, intervene and respond to bullying across Ottawa.

### Primary Objectives of this Initiative:

1. **Develop partnerships** amongst stakeholders and community organizations in order to create meaningful, consistent and sustainable changes across Ottawa.
  - a. Formalize the coalition
    - Literature review of community bullying prevention and intervention practices and recommendations
    - Inventory of work completed to date
    - Collective impact statement
    - Common agenda of mutually reinforcing activities
    - Logic model
    - Identify 4 priority areas to begin addressing in the next year
    - Common interest subcommittees based on priority areas, to increase level of expertise and relevance for stakeholders
    - A Safe City Plan of Action that reflects an Ottawa collective understanding of bullying, the distinct needs of Ottawa children and youth, and standards of evidence based best practices. This will be accessible to all through a public website
  - b. Develop initiatives to fill gaps in communities, ensuring accessibility of services
  - c. Respond to “train the trainer” requests for bullying prevention programming
  - d. Enhance and support the evolution of existing prevention and intervention programs
2. **Community development** to build capacity to report, support and respond in bullying situations.
  - a. Create an on-line inventory of evidence based tools and approaches which can be applied to the community
  - b. Support and enhance stakeholder capacity
  - c. Mobilize knowledge of bullying prevention, intervention and response practices and resources in the Ottawa area through presentations, meetings, train the trainer programs, website, and information sharing
  - d. Advocate for policy development
  - e. Align research and practice in services and content of educational programs
  - f. Provide consults to improve service delivery and stakeholder capacity to respond effectively
  - g. Participate in National Bullying Awareness Week

- h. Support and engage school communities
3. **Parent engagement** to build family capacity to report, support and respond in bullying situations.
- a. Organize parent information evenings
  - b. Establish accessible on-line resource to assist parents trying to advocate for their children
  - c. Provide up-to date programming information, system navigation and educational services through an on-line presence (facebook/twitter/website)
  - d. Develop a city-wide “Train the Trainer” workshop for parent educators making services more accessible
4. **Youth Engagement** to build capacity to report, support and respond in bullying situations.
- a. Engage a youth advocacy committee
  - b. Mobilize the youth voice in developing and supporting bullying programs
  - c. Develop outreach strategies on social media
  - d. Create initiatives to engage youth in starting the conversation on bullying
  - e. Provide platform resources to youth via website

**Measurement:**

Assessment of programming will be based on process and outcome measures which will guide practice. We will draw upon satisfaction feedback surveys, goal attainment reports, behavioral surveys, archival records, observations of behavior and environmental conditions, self-reporting, logs, documentation system and analysis of contribution of the initiative, community-level indicators of impact, and interviews with key participants for assessment purposes.

**Ottawa Bullying Prevention Coalition Values:**

1) Community-Based Programs and Resource Development

We believe that by building capacity, developing combined resources, and increasing collaboration between pre-existing community based programs and members, we can reduce the incidence and impact of bullying.

2) Service Standards

We believe that promoting comprehensive, accessible, consistent, and reliable standards of evidence based practices across Ottawa will lead to a better quality of service, thus reducing the incidents and impacts of bullying.

### 3) Inclusivity

We believe that by drawing upon a wide pool of ideas, strategies, resources, and expertise from the Ottawa Community, we are better equipped to build an effective framework. Both stakeholders and service providers will be invited to share their experiences, to identify strengths and challenges of existing bully prevention programs, and to assist in creating a flexible framework designed to support unique and diverse needs.

### 4) Social Justice

We believe in supporting values and implementation of health equity programming, and in teaching children to think critically about issues of social justice and fairness. Bullying affects millions of children in every community across Canada, but those who are victimized are most often part of marginalized groups who are excluded from many of the privileges offered to the rest of society in adulthood. It is not coincidental that bullying is rooted within forms of racism, sexism, ableism or homo/trans phobia which are ingrained within the normative society.

### 5) Best Practices and Accountability

Following each step in the process of change, the coalition will consider and evaluate procedures to ensure best practice. Throughout each phase of the Initiative, end users and service providers will be invited to provide feedback which will be used to increase accountability, transparency, and to shape future directions and decisions.

#### **Responsibilities of the Ottawa Bullying Prevention Coalition include:**

1. Share, collaborate and coordinate initiatives relating to bullying prevention and intervention in Ottawa in order to establish a comprehensive Safe City Plan of Action
2. Foster relationships and partnerships to connect stakeholders and organizations from across the city in order to form a more cohesive response to bullying
3. Provide accessible and valuable support to children, youth, parents, and community members in bullying prevention, intervention and treatment
4. Identify existing services, resources and gaps to prevent and address bullying
5. Develop and delivering trainings based on priority area; cyberbullying and parent engagement
6. Engage and support parents and youth in the community to address bullying prevention and intervention.

#### **Meetings:**

- Members of the Coalition will meet quarterly
- Advisory committee will meet monthly
- Sub-committees based on priority areas will meet as needed

#### **Decision-Making:**

When considering decisions or actions that impact or interfere with the Coalition as a whole, decisions will be made through consensus or a vote by all members of the Coalition. Each participating organization will be given one vote, with the exception of our funding body, Trillium Foundation, which has two votes.

Decisions that are relevant only to particular sub-groups will be made through a vote within that particular group alone. On an ongoing basis, all members of the Coalition will be made aware of the decisions, actions, and plans made by each sub-group for review across the Coalition.

**Composition/Membership:**

The members of the Ottawa Bullying Prevention Coalition include (but is not limited to) Community Health Centres (CHC) and Community Resource Centres (CRC), Ottawa Police, City of Ottawa (Recreation and Public Health), CHEO, OCYI, Youth Net, Children’s Aid Society, Crossroads Children’s Centre, Rainbow Heath Coalition, Ottawa Public Library, Catholic and Public Board representatives, Dila, Family Services Ottawa, Youth Services Bureau, No More Bullies-CFRA, Community Suicide Prevention Network of Ottawa, Red Cross, PLEO, University of Ottawa, Carleton University, Pprevnet etc.

This coalition is further organized into sub-groups that address key priorities of the initiative. These priorities and sub-groups include supporting school communities, partnerships, parent engagement, and community development.

**Ottawa Bullying Prevention Coalition:**

Members of the Coalition and Initiative are individuals with professional expertise and/or lived experiences, and are services providers, researchers, and/or concerned community members that aim to address bullying prevention and intervention across the Ottawa area. The Coalition welcomes all levels of government, funding bodies, business sectors, community and religious groups, and members of the media.

**Process for Review of Terms of Reference:**

These terms of reference will be reviewed on a yearly basis or as needed.

Last Reviewed: \_\_\_\_\_

Next Review Scheduled By: \_\_\_\_\_ --