



Terms of Reference (May 28th, 2017)

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

Mandate: To bring together community stakeholders to coordinate collaborative initiatives by putting research into practice and overcoming systemic barriers. The coalition will create a Safe City Plan of Action 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 to guide work
 - Common agenda of mutually reinforcing activities
 - Identify 3 priority areas to address in the next year
 - Common interest subcommittees based on priority areas, to increase level of expertise and relevance for stakeholders as required
 - Implementation of 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
 - Asset-Mapping-to support needs of Ottawa's youth, parents, professionals and organizations
 - Work with researchers to support training and education
 - b. Asset-Mapping-to support needs of Ottawa's youth, parents, professionals and organizations. Identify initiatives to fill gaps in communities, ensuring accessibility of services
 - c. Comprehensive trainings to build the community's capacity on prevention and intervention 2 a year; Respond to "train the trainer" requests for bullying prevention programming;
 - d. Using research to enhance and support the evolution of existing prevention and intervention programs, initiatives and resources
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 (OBPC website)
 - 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 requests, website, and information sharing
 - d. Advocate for policy development and implementation (best practice guidelines and interventions)
 - e. Align research and practice in services and content of educational programs, initiatives, resources, etc.
 - f. Provide consults to improve service delivery and stakeholder capacity to respond effectively
 - g. Participate in National Bullying Awareness Week
 - h. Have consistent messaging across sectors including: Pamphlets/cards, OBPC Website, supporting partner websites-OPH-Parenting in Ottawa, etc., Social media: Facebook and Twitter, Instagram, Posters/Ads
3. **Parent Engagement** to build family capacity to report, support and respond in bullying situations.
- a. Organize parent information evenings (English and French)
 - b. Continue to establish accessible on-line resources to assist parents trying to advocate/support their children (OBPC website)
 - c. Provide up-to date resource information, system navigation and educational services through an on-line presence (Facebook/Twitter/Website)
 - d. Continue to deliver a city-wide “Train the Trainer” workshop for parent educators making services more accessible
 - e. Create an inventory of trained professionals to deliver parent workshops on bullying prevention and cyber bullying across the city (ongoing)
4. **Youth Engagement** to build capacity to report, support and respond in bullying situations.
- a. Youth focus groups and consultations on issues directly impacting youth
 - b. Host at least 1 youth event a year to engage youth and mobilize the youth voice in developing and supporting bullying preventions programs/initiatives
 - c. Outreach on social media including Twitter, Facebook and Instagram
 - d. Create initiatives to mobilize information and awareness on effective ways to reduce and respond to bullying
 - e. Provide platform resources to youth via website
 - f. Support youth focused initiatives across the city- Youth Net, YSB, Youth Ottawa, DILA, etc.

Measurement:

Assessment of initiative will be based on process and outcome measures, which will be applied to guide practice. We will draw upon feedback surveys, goal attainment reports, behavioural surveys, archival records, observations of behaviour and environmental conditions, self-reporting, logs, documentation system and analysis of contribution of the

initiative, community-level indicators of impact, OBPC meeting minutes, focus groups and interviews with key participants. All measurements tools will focus on the successful implementation of Safe City Plan of Action:

Evaluation Questions:

1. How successful has the OBPC been at developing the Safe City Plan?
2. Is the Safe City Plan addressing Ottawa's needs around bullying?
3. Is the OBPC successfully implementing the Safe City Plan?
4. Are organizations coordinating and collaborating around implementing of prevention and intervention policies and procedures?
5. Are the public more knowledgeable about bullying?
6. Is their more public understanding of how to recognize, seek resources and report on bullying?

- It is recommended that the Safe City Plan of Action is reviewed yearly;
- Measurement and other feedback is used to make recommendations as needed to improve Safe City Plan of Action;
- The evaluation framework tool will be used as a method to measure the overall effectiveness of the plan.

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, initiative, etc. 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 and implement 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; cyber bullying and parent engagement
6. Engage and support parents in the community to address bullying prevention and intervention.

Meetings:

- Members of the Coalition will meet quarterly
- Key partner meetings (as required)
- 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, 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 Service, City of Ottawa (Recreation and Public Health), CHEO, OCYI, Youth Net, Crossroads Children’s Centre, Ottawa Public School Board representatives, Conseil des écoles publiques de l’Est de l’Ontario, Youth Ottawa, Family Services Ottawa, Youth Services Bureau, Community Suicide Prevention Network of Ottawa, PLEO, Carleton University, Big Brothers and Big Sisters, Pathways to Education, Parents Lifeline of Eastern Ontario, etc.

This coalition is further organized into sub-groups that address key priorities of the initiative. These priorities and sub-groups include supporting 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:_____

