



C/o NCB NI
The NICVA Building
61 Duncairn Gardens
BELFAST
BT15 2GB

T: 028 9087 5006
E: info@niabf.org.uk

www.endbullying.org.uk

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NIABF Membership – Applications 2016

The Northern Ireland Anti-Bullying Forum (NIABF) will consider any applications for Membership at the Forum meeting on Wednesday 16 March 2016.

Any organisation that wishes to apply for Membership should send a letter of application to the Chair (Dr Noel Purdy) at the address above, by Friday 4 March. Applications should confirm agreement with NIABF's Mission, Vision and Aims, detail how the organisation's work relates to anti-bullying practice and commit to working with other Members to progress the Anti-Bullying Strategy, in accordance with the NIABF Terms of Reference 2013-16 (attached).

Please note that Membership applications will only be considered by the Forum each March, therefore any applications received after Friday 4 March will not be considered until 2017.

For more information please contact:

Lee Kane

Regional Anti-Bullying Coordinator

Email: leekane@niabf.org.uk

Tel: 028 9087 5006



Terms of Reference 2013-16

The Northern Ireland Anti-Bullying Forum defines bullying as the repeated use of power by one or more people intentionally to harm, hurt or adversely affect the rights and needs of another or others.

1. The Northern Ireland Anti-Bullying Forum

The Northern Ireland Anti-Bullying Forum, also known as NIABF, was established in August 2004 and formally launched in November 2005. It is an independent body comprising statutory and non-statutory organisations involved directly or indirectly in the reduction of bullying and creating a safe environment for children and young people.

Mission

The Northern Ireland Anti-Bullying Forum is working towards a society where children and young people can live free from bullying.

Vision

- * A society where bullying is unacceptable
- * A culture where every child and young person is safe, and feels safe, from bullying
- * Every child and young person is respected in their diversity
- * A society with a preventative, responsive and restorative anti-bullying ethos
- * A society where the views and contribution of children and young people are respected
- * Everyone has a role to play in taking a stand against bullying

Aims

NIABF will develop a strategic plan every three years, cutting across funding periods. This will be considered annually in the development of operation plans. The current aims of NIABF are:

- * To further develop the Northern Ireland Anti-Bullying Forum as the lead inter-agency forum in the planning and implementation of a coordinated approach to all aspects of anti-bullying policy and practice
- * To promote the voices of children and young people as valued participants in NIABF policy and practice
- * To influence and support schools and other settings in the development of effective anti-bullying policy and practice
- * To inform and influence public policy, legislation and opinion on all matters relating to anti-bullying.

Scope

While NIABF recognises that bullying behaviour occurs in many aspects of life, affecting adults as well as children, the remit of the Northern Ireland Anti-Bullying Forum will extend only to bullying among children and young people. It is not specifically concerned therefore with other aspects of 'good behaviour' except insofar as these promote an anti-bullying ethos.

2. The Structure of the Northern Ireland Anti-Bullying Forum

Membership

- * Membership of the Northern Ireland Anti-Bullying Forum shall be limited to a maximum of thirty member organisations at any one time.
- * Membership of the Northern Ireland Anti-Bullying Forum is open to regional organisations whose work relates to children and young people and who have a particular interest or expertise in bullying.
- * Applications for membership should be made, in writing, to the Chair through the secretariat. Applications should confirm agreement with NIABF's Mission, Vision and Aims, detail how the organisation's work relates to anti-bullying practice and commit to working with other Members to progress the Anti-Bullying Strategy, in accordance with these Terms of Reference.
- * Membership applications will only be considered at the March meeting of the Forum. Successful applicants will be informed within 10 working days from the date of the meeting, and invited to join the Forum at the June meeting. Organisations will not be considered NIABF members until after this meeting.
- * Each Member is expected to ensure that its representative:
 - * maintains continuity of representation
 - * is able to represent the expertise, concerns and relevant knowledge base of the organisation
 - * has the authority to speak on behalf of the organisation
 - * reports back to their organisation on the work of the Forum
 - * works to secure endorsement by their organisation on policy positions or approaches adopted by the Forum
 - * promotes NIABF in external settings where appropriate.
- * If a representative is not present at two or more meetings in one calendar year the organisation will be asked by the Chair or Secretariat to provide a new representative. If no representative attends the following meeting the organisation will be considered to have resigned their membership.

Chair & Vice-Chair

- * A Chair and Vice-Chair will be elected from within the membership of the Forum.
- * One post will be held by a representative from the statutory sector. The other will be held by a representative from the non-statutory sector.
- * The term of office will be three years.
- * Posts are held by the individual representative and not by the organisation they represent. If the Chair or Vice-Chair ceases to be the representative for their organisation prior to the end of their term, the post will be considered vacant.
- * Any NIABF Member may propose a vote of no confidence in either the Chair or Vice-Chair. Support from at least three-quarters of Members present would result in the removal of the individual from office.

The NIABF Chair has the following responsibilities:

- * to chair quarterly NIABF meetings, ensuring that Members conduct the business of the agenda in an orderly fashion
- * to assist the Regional Anti-Bullying Coordinator in drawing up an agenda for each meeting, to be circulated at least 3 working days prior to the meeting
- * to represent NIABF at events and make public statements on its behalf when satisfied that position reflects current consensus or agreed policy within the Forum
- * to assist the Regional Anti-Bullying Coordinator to develop a strategy and workplan for NIABF
- * to sign-off all NIABF publications or to delegate this to another NIABF Member

The NIABF Vice-Chair has the following responsibilities:

- * to act as Chair and preside over NIABF meetings in the absence of the Chair
- * to assist the Chair in other duties as and when requested
- * to serve as Chair when a motion involving the regular Chair is being discussed
- * to represent NIABF at events and make public statements on its behalf when satisfied that position reflects current consensus or agreed policy within the Forum

Host & Secretariat

The Northern Ireland Anti-Bullying Forum will be hosted under the following terms:

- * The hosting of the NIABF will henceforth be on a three-year fixed term basis, subject to the continuing availability of Department of Education funding.
- * The current host is NCB and the current hosting arrangements will continue until 31st March 2016 under the funding terms set out in the Letter of Offer from the Department of Education.
- * Subject to funding, the subsequent hosting agreement will run from 1 April 2016 – 31st March 2019.
- * The hosting of the NIABF is open to any member organisation.
- * The host organisation may re-apply to host the NIABF, and there are no restrictions on the number of terms an organisation can host the NIABF.
- * The role and requirements of the host organisation are as set out in the *NIABF Hosting Requirements* document.
- * The process and schedule by which a new host is to be selected are as set out in the *Appointment of NIABF Host Organisation* document.
- * Any recommendation by the NIABF for its future hosting must be agreed by the Department of Education before implementation.
- * Should the appointed host organisation decide to relinquish this position or become unable to continue as host during the three-year fixed-term agreement, a new host organisation will be sought from within the membership following the same agreed process.
- * Should the NIABF be dissatisfied with the current host during the three-year fixed-term agreement, the NIABF reserves the right to terminate the hosting agreement by a majority of three-quarters of its membership (to include a majority of representatives from both the statutory and non-statutory sectors).

Regional Anti-Bullying Coordinator

The Northern Ireland Anti-Bullying Forum, through the host organisation, will appoint a coordinator and such other staff as necessary. Line management for the coordinator will be provided by the host organisation, and strategic direction by the Forum through the Chair. The Regional Anti-Bullying Forum Coordinator job description is available from NCB NI.

3. Ways of Working of the Northern Ireland Anti-Bullying Forum Meetings

- * The Forum will meet quarterly, in March, June, September and December.
- * Additional meetings may be scheduled where the need arises.
- * Decision making within the Forum will be based on consensus. Where this is not possible, a simple majority vote will apply.
- * Standing agenda items will be:
 - * Regional Anti-Bullying Coordinator Report
 - * Task Group updates
 - * Inter-Board Update

- * Members can add items to the agenda by informing the Chair and the Coordinator at least two weeks in advance of any meeting.
- * At each meeting one representative will give a short presentation of the work being taken forward by their organisation in relation to bullying.
- * Individuals or organisations that are not NIABF Members may be invited to specific meetings with the prior knowledge and agreement of the Chair.

Task Groups

- * The Forum may establish thematic Task Groups at the request of any Member or the Coordinator to progress operational and/or strategic issues.
- * Task Groups will be made up of NIABF Members and non-member organisations with a specific interest or expertise in the given area.
- * Each NIABF Member will take a place on at least one Task Group. The representative on the Task Group may be a representative other than that on the Forum itself.
- * Each Task Group will select a Chair. This Chair must be a member of the Forum. The Chair will be responsible for reporting on the work of the Task Group at quarterly NIABF meetings.
- * Each Task Group will develop an Action Plan which must be agreed by the Forum before any work is progressed.
- * The Coordinator will support the work of the Task Groups, however he/she will not attend all Task Group meetings.

Communications

Internal Communications

- * All communications across the Forum, including circulation of meeting papers, will go through the Coordinator.
- * Any Member wishing to circulate information or documents relating to bullying to all Forum Members should forward these to the Coordinator.
- * An updated list of NIABF Members, along with contact details, will be maintained on the Members section of the NIABF website.
- * Wherever possible, Members will be consulted and invited to give comments on documents, publication or resources produced by NIABF.

External Communications

- * Where appropriate, NIABF will issue statements to media regarding bullying.
- * The Chair, Vice-Chair and Coordinator only are authorised to make public statements on behalf of the Forum, and only where s/he is

satisfied that positions reflect the consensus or agreed policy within the Forum.

- * Other Members may represent the Forum only when authorised to do so by the Chair, and only where s/he is satisfied that positions reflect the consensus or agreed policy within the Forum.
- * All public statements must be reported to the Coordinator for recording at the earliest opportunity.
- * Members are requested to reference their membership of NIABF, including use of the NIABF logo/strapline on materials, when discussing bullying. Guidance on how to use NIABF branding is available.

Complaints

- * Complaints regarding the Forum, or any individual in their capacity as an NIABF Member, should be made in writing to the Chair at the earliest opportunity.
- * The Chair will acknowledge receipt of this complaint within one week and, where applicable, inform all those involved.
- * The Chair will investigate the complaint, including holding discussions with all those involved, within four weeks. All complaints will be resolved using a restorative approach.
- * The Chair will report to the next NIABF meeting on the complaint and the outcomes of the investigation.
- * Where Members are not satisfied that the complaint has been dealt with appropriately the complaint will be referred to an external facilitator for resolution.
- * Where the complaint is in relation to the Chair, complaints should be made to the Vice-Chair who will follow the same process as detailed above.
- * Where the complaint is in relation to the work of the Coordinator, complaints should be made to his/her line manager, and resolved in accordance with the host organisation's policy.

Reporting

Quarterly reports on progress of the NIABF Workplan will be produced by the Coordinator and circulated to all Members.

An annual report will be made in line with the end of each financial year and will outline:

- * Structure of the Forum
- * Terms of Reference
- * Review of Strategy
- * Operational Planning
- * Financial Report



Northern Ireland Anti-Bullying Forum

Acting Together To End Bullying

Strategy 2013 - 16

Mission Statement

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Our Vision

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- * Everyone has a role to play in taking a stand against bullying

Aims

Aim 1

To further develop the Northern Ireland Anti-Bullying Forum as the lead inter-agency forum in the planning and implementation of a coordinated approach to all aspect of anti-bullying policy and practice.

Aim 2

To promote the voices of children and young people as valued participants in NIABF policy and practice.

Aim 3

To influence and support schools and others settings in the development of effective anti-bullying policy and practice

Aim 4

To inform and influence public policy, legislation and opinion in all matters relating to anti-bullying