



Safe Children, Safe Schools Community Terms of Reference

Background

The Global Alliance for Disaster Risk Reduction and Resilience in the Education Sector (GADRRRES) established the **Safe Children, Safe Schools Community of Practice (CoP)** as a strategy to engage the widest range of individuals and organisations with news, information, research and resources, to develop knowledge, strategies, and policy and program impacts for child-centred risk reduction (CCRR) and school safety (SS).

Objective

To create a robust and enduring mechanism through which all researchers, practitioners, policy makers and other interested stakeholders working on CCRR and SS can actively collaborate on and contribute to the following goals:

- To ensure children's safety, security, protection, and well-being in relation to all types of hazards and risks, in and on the way to school and other learning environments
- To reduce inequities in access to education and to ensure educational continuity in the face of hazards and risks
- To safeguard education sector investments and assets
- To promote a culture of safety and resilience

Values

We value the following:

- **Diverse Membership:** encourage membership from different sectors and disciplines.
- **Knowledge management:** identify, collate, and distribute new knowledge on CCRR and SS, including experience and research.
- **Capacity Development and Learning:** develop and share capacity development opportunities for members and other stakeholders
- **Innovation:** support the dissemination of new ideas and resources.

- **Collective impact:** strengthen our common agenda and develop and endorse shared measures and standards, to encourage mutually reinforcing activities, and to maintain regular communications to build trust, and to work more collaboratively to the same ends.

Ground Rules

We operationalise our values with the following rules:

1. Members are willing to share challenges, and lessons learned as well as successes.
2. Members strive to create an environment of trust and to foster insightful, non-threatening discussion of ideas and experiences.
3. Membership and topics reflect the objective of the CoP.
4. Members agree to be respectful and to listen and respond to each other with open and constructive minds.
5. Members will not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks -- focus on ideas.
6. Members are encouraged to participate -- community growth depends on the inclusion of every individual voice.
7. Just listening is OK too – we respect that people have different styles of membership.
8. Members commit to seek opportunities for consensus, compromise and creative solutions.
9. Members will contribute to an atmosphere of problem solving rather than rigid position-taking.
10. Members will attempt to build on each other's strengths and help support and broaden each other's understanding.

Operating principles

1. The language of the CoP will be English (we hope to expand this).
2. The CoP will be moderated to maintain quality, decorum, and adherence to the objective, operating principles and ground rules.
3. GADRRRES member focal points are expected to contribute regularly to the community, sharing information about upcoming and recent meetings, events, trainings, research, publications, programs, and other news.
4. Individual members are similarly invited to share as well as to initiate discussions and pose questions to the group.
5. Members can manage the frequency they receive CoP updates (via the homepage).
6. Views expressed are those of individuals and/or organisation they represent.

Membership

Membership is open to anyone who shares our objective and values and is willing to observe the ground rules. Individual practitioners, policymakers, advocates, influencers, academicians, researchers, teachers, and students are invited to participate.

Results Overview

To accomplish this objective, the CoP will achieve three results.

1. **Create an online mechanism for the community** that enables members to share knowledge and expertise, expand each other’s network of contacts, explore creative solutions to common problems, and develop an understanding of CCRR and SS programming and policy development and implementation and best evidence-based practices.
2. **Facilitate collaborative sharing and learning** about CCRR and SS programming, policy development and implementation, and best practices through a variety of interactive community activities that collectively support meaningful, productive interactions among members.
3. **Develop an online bibliography on Zotero and a resource collection on PreventionWeb** that will become a comprehensive repository of contributions from CoP members and others.

Result 1: Create an online mechanism for the community

The online community platform is hosted by PreventionWeb at <https://cc.preventionweb.net/scss> The community platform is primarily email-based (scss@cc.preventionweb.net) with the option to also log into the community webpage.

It provides the key functionalities we seek, such as discussion through email or an option to log into the website and contribute, community member profiles, archives, the ability to schedule tasks and create sub-communities and a searchable library (or the opportunity to link directly to PreventionWeb collections), and it is free of charge.

Result 2: Facilitate collaborative sharing and learning

The CoP will provide a structured forum for members to share knowledge and learn in a collaborative manner.

Regular communications and community activities will help gain buy-in from members and maintain their interests throughout the life of the CoP. Community members will be encouraged to fulfil participation requirements as part of their commitment to the CoP objectives, recognising that in any community there will be a range of frequency of participation. We will collect participation data and responses from members as these activities progress and adjust our expectations accordingly.

While we understand that many people like to be engaged in CoPs to access knowledge and not necessarily actively participate, we have set some guidance for community members who would like to be active. Any level of participation is warmly welcomed.

Community-of-practice activities will include:

Activity	Frequency	Description	Benefits to CoP Members
Complete online profile	Once	Profile will include community member’s current position, affiliation and contact details to help other members to reach out to them to collaborate.	<ul style="list-style-type: none"> ● An expanded network of contacts with expertise and knowledge in a closely related field whom they can directly contact. ● Visibility within CoP members.
Posting	Ongoing	Community members will	<ul style="list-style-type: none"> ● Up-to-date information about news

news, information, events, publications		share news of interest as it occurs	and information of interest to CoP members <ul style="list-style-type: none"> • Data to be mined for GADRRRES quarterly newsletters
Posting to active discussions divided by topics	Ongoing	Topics of interest will be identified, and members can post to any topic. ¹ A CoP facilitator will ensure lively discussions and feed discussion boards with new ideas as necessary to facilitate discussions. Members are also encouraged to start new topics and discussions. The facilitator will encourage members to post to discussion boards and manage their preference to control the frequency of the email updates they receive. The facilitator will also archive old and inactive discussions, which can be accessed by members at any time.	<ul style="list-style-type: none"> • A platform to discuss problems and crowd-source creative solutions to issues with their practices, policies and research. • Access to strategies that work for others. • Feedback from other members on their current practices, policies or research. • Seek collaboration on discrete activities.
Live chats with an expert	Quarterly for at least 2 different time zone groups	CoP members submit questions to an expert on a topic related to issues from discussion boards and will receive responses in real time. Chats will be approximately one hour.	<ul style="list-style-type: none"> • Expert advice on specific issues and areas of interest. • Immediate responses to questions • Knowledge gained through responses to questions posed by other members. • Feedback from an expert on their current practices.
Skills and knowledge webinars	Quarterly for at least 2 different time zone groups	Webinars will teach a practical skill that addresses a common problem and themes from community discussions.	<ul style="list-style-type: none"> • Concrete skills that applicable to their own work. • Immediately implementable skills.
Face-to-Face Meetings (eg. Side events etc.)	Bi-Annually (Global and/or Regional)	These can be in the form of breakout sessions or workshops for CoP members at existing conferences (such as Global Platform for DRR, regional conferences etc.)	<ul style="list-style-type: none"> • In person workshops with experts in their field. • Face-to-face interaction with other CoP members. • Opportunity to share best practices.
Impact monitoring	Annual survey	Members respond to survey regarding value of the CoP, knowledge gained and applied from the CoP, and suggestions for improvement	<ul style="list-style-type: none"> • Understanding of research utilisation and the promotion of evidence-based practice. • Identification of best practices. • Ground-truthing and learning to apply to CoP health

¹ The list of topics for discussion boards, will be developed from member surveys and discussions with CoP advisors. Members will be encouraged to suggest topics on an ongoing basis.

Facilitator activities will help to animate the community and stimulate discussion. During the CoP's early stages the facilitator will also feed discussions when needed, connect members who have intersecting activities, and identify highly active members to encourage them to take on leadership roles within the community.

Result 3: Develop a resource collection on PreventionWeb and an online bibliography on Zotero

The CoP Facilitators will lead the development of a resource collection on PreventionWeb to serve as a comprehensive, searchable repository of research, guidance and tools focused on CCRR and SS, populated with contributions from CoP members. CoP members will be encouraged to upload contributions on a regular basis.

In addition, CoP Facilitators will lead on the development of a freely available online crowd-sourced bibliography of CCRR and SS research. This is already underway at https://www.zotero.org/groups/1857446/ccrr_css? Members will be encouraged to continually populate this with the latest research.

Project	Frequency	Description	Benefits to Members
Comprehensive resource library	Rolling	Update with resources from CoP and maintain for usability and search ability.	<ul style="list-style-type: none"> • Access to a highly extensive repertoire of research and materials that is intuitively navigable. • A platform to easily organise their own resources.
Online bibliography	Rolling	Update with new research identified and produced by CoP members.	<ul style="list-style-type: none"> • Access an extensive bibliography of all the CCRR and SS research • A platform to access research to inform decision making.

Monitoring and Evaluation

The GADRRRES steering committee and CoP Facilitators will regularly assess and update our targets accordingly for achievability, practicality, and effectiveness throughout the CoP's development.

Activity	Activity Frequency	Method & Reporting Frequency	Targets
Registration	Continuous	Report monthly numbers invited and joining the CoP every 6 months.	<ul style="list-style-type: none"> • At least 500 individuals will be invited upon launch • At least 250 individuals will join by June 30th 2019
News posts	Continuous	Report monthly numbers every 6 months	<ul style="list-style-type: none"> • At least 20 items will be compiled into GADRRRES quarterly newsletter
Discussion posts	Continuous	Posts and comments count (we will use the	<ul style="list-style-type: none"> • At least 5 discussions are active quarterly

		data collected during the first 2 months to help us set future targets). Reported every 6 months.	<ul style="list-style-type: none"> ● At least 30 members post comments to at least one discussion quarterly ● 15% of members actively participate by posting news or discussion posts.
Live chats with an expert	Quarterly	Short (2-minute) surveys to experts and participants after each session. Reported every 6 months.	<ul style="list-style-type: none"> ● At least 100 members attend 1 or more chats per year
Skills and knowledge webinars	Quarterly	Short (2-minute) surveys to participants after each session. Reported every 6 months.	<ul style="list-style-type: none"> ● At least 100 members attend 1 or more webinars per year
Conference	Annually	Surveys for participant and presenters at the conclusion of the meeting. Reported annually.	<ul style="list-style-type: none"> ● At least 75% of attendee responses are positive with respect to the usefulness and organisation of the conference/workshop(s)
Update on implemented practices and lessons learned	Annually	CoP member survey. Reported annually.	<ul style="list-style-type: none"> ● 60% of members responding to annual survey have read and utilised at least one research publication as a result of CoP involvement. ● 60% of members responding to annual survey have implemented a new evidence-based practice or improved on their current practice as a result of CoP involvement.
Resource library	Every 6 months Annually	Submission counts Reported every 6 months. CoP member survey Reported annually.	<ul style="list-style-type: none"> ● At least 10 new resources are added to the online collection every 6 months. ● Use and satisfaction of CoP members with the PreventionWeb library will be included in annual CoP survey.
Online Crowd-Sourced Bibliography	Every 6 months Annually	Submission counts. Reported every 6 months. CoP member survey Reported annually	<ul style="list-style-type: none"> ● At least 10 new bibliographic details added to the bibliography every 6 months. ● Use and satisfaction of CoP members with the Zotero bibliography included in annual CoP survey.

Sustainability

While interest in child-centred risk reduction (CCRR), school safety (SS) and related research have increased over the past 10-15 years, there are significant gaps in both research utilisation, and in practice-based research. Guidance materials and tools to support the use of research are both underdeveloped and untested, and monitoring and evaluation of CCRR and SS program impacts remain inadequate. Lack of communication and collaboration hinder our progress in an area that has many strong and capable advocates. While there have been sporadic efforts to launch and maintain online CoPs, and plenty of interest from practitioners (NGOs), academics, governments and other stakeholders, these have not been resourced or able to follow best-practices in launching and sustaining a vibrant CoP.

Save the Children will provide the initial support and facilitation to the CoP with support from C&A and the C&A Foundation until at least June 2020, to be reviewed in the first quarter of 2020. The CoP facilitation team include:

Marla Petal – Sponsor

Provides domain expertise and supports thought leadership contributions.

Kate McFarlane – Facilitator / Moderator

Moderates contributions, manages CoP implementation activities, facilitates and supports CoP contributions and facilitates discussions.

Elizabeth Wilke – Coordinator

Manages CoP homepage, membership and IT (working with PreventionWeb) as well as supports facilitator in moderation.

Because the CoP's developmental phase will require more time, we estimate that this will require a time commitment of 15 to 20 hours per week (between the team) during the CoP's first two to three quarters and reduce to 10 to 15 hours per month once the community's foundation has been established. The facilitator and coordinator will coordinate with PreventionWeb to handle any technical and usability issues.

Communications and Roll Out

An initial roll out plan for the CoP is included below. By late 2019, a more detailed communications plan will be developed to support the uptake of the CoP by its members as well as to publicise success stories from the CoP to attract new members and promote community growth.

Benchmark	Prospective Date
Online bibliography goes live (ready for submissions)	2018
Prevention Web Resource collections go live (ready for submissions)	March, 2019
CoP goes live	May, 2019
Publicising CoP to expand membership	April, 2019
CoP launched	May, 2019 (at Global Platform for DRR, GADRRRES side)

	event)
I st Quarterly chat with an expert	July/August 2019
I st Quarterly webinar	September 2019
CoP member survey	October 2019
Detailed communications/activity plan	December 2019
Review of CoP sustainability	February 2020
I st regional CoP meeting	By end of 2020

Terminology

Whilst GADRRRES has used the phrases *Comprehensive School Safety (CSS)* and *disaster risk reduction (DRR)* which are familiar to a wide audience of academics and practitioners, these terms have left behind a wider audience that shares the same concerns but has felt that “comprehensive” didn’t include conflict and interpersonal violence, and that “disasters” overlooked the smaller scale and the everyday hazards that don't seem to overwhelm local ability to respond or cope (for example, drownings, road accidents, regular monsoon rains, slower-onset and invisible hazards such as coastal erosion, air pollution) that similarly threaten children’s safety and equitable access to education. Instead we are emphasising here a responsiveness to *all* the hazards and risks that impact children in and on the way to school (as well as at home and in their communities). We have dropped the words “comprehensive” and “disaster” in the interests of inclusivity.

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
0.1	Kate McFarlane, Save the Children	February 13 2019			Draft CoP TOR, reviewed by Marla Petal, Save the Children