

Measuring Wellbeing in Schools Information Sheet for Parents and Carers

Please read this Information Sheet, including the Data Protection Privacy Notice (Appendix 1).

Title of Study: Measuring Wellbeing in Schools and Colleges

Department: Evidence Based Practice Unit (EBPU)

Name of the Principal Researcher: Professor Miranda Wolpert

Names of the Researchers: Benjamin Ritchie, Stefano Testoni, Rory Lawless, Meera Patel

Contact Details of the Research Team:

Email: measuringwellbeing@annafreud.org

Phone: 020 7443 2225

Address: EBPU, UCL and the Anna Freud Centre, 47 Brunswick Place, London, N1 6EB

This study has been approved by the UCL Research Ethics Committee: Project ID number 6099/001

Why is your school contacting you?

You are being invited to consider whether to give consent for your child to take part in a study about measuring wellbeing in schools, which includes completing a 15 min online wellbeing survey at school. Before you decide it is important for you to understand why the research is being done and what your child's participation will involve.

What is the project's purpose?

There are two purposes:

- To help schools to review and support the wellbeing of their pupils, by providing schools and their partner organisations (e.g. local authorities, associated charities) with anonymised reports of survey findings
- To carry out research into the use of wellbeing surveys in schools to support the wellbeing of pupils

Why is my child being invited?

Your child attends a school that has agreed to take part in this project. The parents and carers of all pupils in the relevant year groups are being contacted with this invitation.

What will happen if my child takes part?

Information about your child and other participating children that is already collected by your child's school will be shared with the researchers and stored securely. The researchers will send a list of survey access codes back to the school, which will allow pupils who are taking part to access the online survey.

Your child will be invited to fill in the online survey about how they are feeling. You can see all the questions in Box 1 below. The survey takes 15 minutes to complete on average.

Does my child have to take part?

No. Taking part in the study is entirely voluntary and if you do not give consent for your child to take part there will be no loss to them.

If you give consent for your child to participate, completing the online wellbeing survey is still up to them. It will be made clear to all pupils when they are given access to the online survey that they do

not have to answer any questions that they don't want to, and they do not have to take part at all if they don't want to.

What are the possible benefits of taking part?

Your child's school will receive an anonymised report of the survey findings to help them review and support pupil wellbeing.

What are the possible risks or disadvantages of taking part?

There are no known risks or disadvantages to taking part.

What if something goes wrong?

If you feel that something has gone wrong with the conduct of the research and you wish to make a complaint, please contact the Principal Researcher, Professor Miranda Wolpert (contact details above). Following this, if you feel that your complaint has not been handled to your satisfaction, you can contact the Chair of the UCL Research Ethics Committee: ethics@ucl.ac.uk

Will information about my child be kept confidential?

Yes. Pupil data will always be kept confidential and will be collected, stored and analysed using secure computer systems. For further details of how data about your child will be collected, stored and analysed, please see the Data Protection Privacy Notice (Appendix 1).

What will happen to the results?

Findings from the surveys may be presented at conferences or used as part of publications such as booklets, academic articles and reports for school partner organisations (e.g. local authorities, associated charities). **No information presented or published will identify any pupils involved.**

Further information

If you have any questions, or would like more information about the research, please email us at measuringwellbeing@annafreud.org or call us on 020 7443 2225.

BOX 1: Questions pupils will be asked in the survey

(These will be presented in a child friendly format online)

At home there is an adult who: is interested in my school work; believes that I will be a success; wants me to do my best; listens to me when I have something to say. At school there is an adult who: really cares about me; tells me when I do a good job, listens to me when I have something to say; believes that I will be a success. Away from school there is an adult who: really cares about me; tells me when I do a good job: believes that I will be a success; I trust. Five possible response options to each question: Never-Always (Student Resilience Survey, Sun and Stewart 2007)

My life is going well; my life is just right; I would like to change many things in my life; I wish I had a different kind of life; I have a good life; I have what I want in life; my life is better than most kids. Five possible response options for each question: strongly disagree- strongly agree (Life Satisfaction Scale: Huebner 1991)

I feel lonely; I cry a lot; I am unhappy; Nobody likes me; I worry a lot; I have problems sleeping; I wake up in the night; I am shy; I feel scared; I worry when I am at school; I get very angry; I lose my temper; I hit out when I am angry; I do things to hurt people; I am calm; I break things on purpose. Response options: Three possible response options for each question: Never- Always. (Me and My Feelings Questionnaire: Deighton et al 2013)

Has completing this survey changed how happy or sad you are feeling: No, completing this survey has not made me feel happy or sad; Yes, completing this survey has made me feel happy; Yes, completing this survey has made me feel sad

APPENDIX 1

Measuring Wellbeing in Schools Data Protection Privacy Notice (Information about the processing of pupil data)

The Measuring Wellbeing in Schools project involves the collection and analysis of data about participating pupils, including a 15 min online wellbeing survey. We (the researchers) have produced this privacy notice to provide parents of pupils with information about the data involved, and their rights in relation to it.

Please note the word “processing” is a broad term that refers to the collection, storage and analysis of data. All data will be processed in accordance with legislation called the General Data Protection Regulation (GDPR).

What are the purposes for processing the data?

There are two purposes:

- To help schools to review and support the wellbeing of their pupils, by providing schools and their partner organisations (e.g. local authorities, associated charities) with anonymised reports of survey findings
- To carry out research into the use of wellbeing surveys in schools to support the wellbeing of pupils

Findings from the surveys may be presented at conferences or used as part of publications such as booklets, academic articles and reports for school partner organisations (e.g. local authorities, associated charities). **No information presented or published will identify any pupils involved.**

What data are being processed?

The project will include two types of data about your child, which will be connected together to create a general picture about wellbeing:

- *Child-reported surveys:* This is to understand how children and young people feel about themselves, their friends and their school. The questions are outlined in Box 1.
- *Information obtained from schools that schools already collect about pupils:* gender, ethnicity, language group, free school meal eligibility, pupil premium eligibility and special educational needs. This is to understand if wellbeing is different for different groups of pupils.

To work with schools to administer the survey and connect together the two types of data, we will use pupils’ first names, surnames and pupil ID numbers. Once this part of the project is complete, we will create an anonymised data set that will not include any pupil names, and will include anonymised ID numbers instead of pupil ID numbers.

All data analysis for the purposes stated above will be carried out using the anonymised data set.

How long will the data be processed?

- Pupil first names, surnames and pupil ID numbers will be deleted after 1 year
- The anonymised data set will be kept for 10 years, after which it will be reviewed to determine whether it would be appropriate to delete it

What allows the data to be processed lawfully?

We are able to process the data on the basis of consent. Consent is being sought from parents and carers.

Which organisation is responsible for the data?

The organisation with responsibility for processing this data (the data controller) is UCL (University College London). The UCL Data Protection Office provides oversight of UCL activities involving the processing of personal data, and can be contacted at data-protection@ucl.ac.uk if you have any concerns about how data is being processed in this project. UCL's Data Protection Officer is Lee Shailer and he can also be contacted at the same email address.

Who is organising and funding the research?

The study is being led by the Evidence Based Practice Unit (EBPU), which is a partnership between UCL and the Anna Freud National Centre for Children and Families (AFNCCF). For further information, here is a link to the Evidence Based Practice Unit pages on the UCL website: www.ucl.ac.uk/evidence-based-practice-unit

The study is being carried out in collaboration with the Child Outcomes Research Consortium (CORC), which is funding the research. The research team are based across the three organisations (UCL, AFNCCF and CORC).

Who will have access to the data?

Only authorised individuals in the research team who are working with schools to administer the survey will have access to pupil names and pupil ID numbers.

The research team may collaborate with selected academic experts or students to analyse the anonymised data set, where such collaborations are determined to be beneficial for the purposes stated above.

Pupil data will always be kept confidential and will be collected, stored and analysed using secure computer systems.

What rights do I have?

Under legislation called the General Data Protection Regulation (GDPR), you and your child have certain rights, including the right to be informed about who is responsible for processing your data, and the right of access to your data.

With regard to the right to be informed, we have produced this privacy notice to describe the data processing and to provide information about the responsible organisation UCL, and the Evidence Based Practice Unit, which is leading the research.

Who can I contact for further information?

With regard to the right of access, if pupils or parents would like to more about the categories of data about them or their child being processed, please contact the research team at measuringwellbeing@annafreud.org.

If, after you or your child has taken part, you decide that you want us to remove your answers, you can contact us and ask us to delete your information. Please note that requests can be supported until pupil names and ID numbers are deleted from the data set (as described above under "What data are being processed"). Once this happens the data will be anonymised and we will not be able to identify any pupils in the data.