

Wellbeing Measurement for Schools Staff Survey

Information Sheet for Staff

This will form the first page of the online survey – participants will be asked to agree to these statements before taking part.



Department: Evidence Based Practice Unit

Principal Researcher: Professor Jessica Deighton

We would like to invite you to take part in a research project

Before you decide whether to take part it is important for you to understand why the research is being done and what participation will involve. Please take time to read the following information carefully and discuss it with others if you wish. Take time to decide whether you wish to take part.

An Ethics Committee has checked the research project

All research projects are looked at by an independent Research Ethics Committee, to protect your rights. This research has been ethically approved by the UCL Research Ethics Committee (Project ID Number: 16139/001).

Why are we doing this project?

EBPU is working with your school and other schools across the UK. All staff working with children and young people at your school are being asked to complete this survey so that we can better understand staff wellbeing and staff support, as well as staff skills and confidence in supporting children and young people's wellbeing.

The results of this survey will help us and your school to understand the wellbeing of staff at your school and some of the factors that may influence this.

Why have I been chosen?

As you are employed in a participating school, we are asking staff to volunteer to take part in this research project.

Do I have to take part?

No, it is up to you to decide if you would like to take part. If you do decide to take part, please tick the boxes below.

What does 'taking part' in this research project involve?

If you agree to take part, you will be asked a number of survey questions. The survey explores professional confidence and ability to support children and young people's mental health and wellbeing and the wellbeing of staff at your school.

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What are the disadvantages of taking part?

There are no known risks or disadvantages to taking part in this questionnaire. If any risks or disadvantages become known during the research, you will be informed straight away.

What are the possible advantages of taking part?

- Your school will receive an anonymised report of the survey findings to help them review and support staff wellbeing.
- It may help us to understand more about how schools can support staff and help them to support young people.

What happens if something goes wrong?

If you wish to complain or have any concerns about any aspect of the way that you have been approached or treated by members of staff, please contact Nick Tait at nick.tait@annafreud.org. If you then feel that your complaint has not been handled to your satisfaction, you can also contact the Chair of the UCL Research Ethics Committee at ethics@ucl.ac.uk.

Will information about me be kept private?

Yes, all data collected in the survey are stored in secure systems that are only accessible to authorised members of the project team.

The survey will not ask for your name, date of birth or contact details. To help us analyse the data, you will be asked to optionally provide your place of work, broad role within the school/college, gender, ethnicity and age group.

We take great care to report the survey results only in an anonymised form.

What will happen to the results of the research project?

We will share what we find out with the school and other partners involved in the project. We may also share it at conferences, in academic publications, reports, and through websites, social media channels, and newsletters. All data used will be completely anonymised and you will not be identified in any publication.

Data Protection Privacy Notice

This note is to outline what we do with the information that you share with us as part of this project and your rights about our use of that information. These rights are as set out in the [General Data Protection Regulation \(GDPR\)](#).

The organisation in control of data for this project will be UCL, where the Evidence Based Practice Unit is based.

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Your personal data will be used for the purposes outlined above. The legal basis that will be used to process your personal data will be performance of a task in the public interest and scientific or historical research purposes or statistical purposes.

Your rights

You have certain rights under data protection legislation in relation to the personal information that we hold about you. These rights apply only in particular circumstances. They include:

- The right to access your personal information;
- The right to correct records about, if they are incorrect;
- The right to ask that data is removed/deleted;
- The right to request that data be held but not used unless necessary;
- The right to object to the use of your data for marketing purposes;
- The right to a copy of your data in a usable format;
- The right to complain to the Information Commissioner's Office (ICO) about the use of your personal data.

We will not be moving any information, which could identify you, outside the EU and will ensure that it remains safe at all times. We will look after the data for a period of ten years after the project ends, after which it will be securely deleted/destroyed.

If you require further information, please contact the research team at measuringwellbeing@annafreud.org.

If you are concerned about how your personal data is being processed, please contact UCL in the first instance at data-protection@ucl.ac.uk. If you remain unsatisfied, you can also contact the Information Commissioner's Office (ICO). Contact details, and details of data subject rights, are available on the ICO website at: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>.

I understand that by ticking each box below I am agreeing to taking part in this part of the project. If I don't tick some of the boxes, that means that I don't agree to those parts of the project. I understand that if I don't agree to some parts of the project, I might not be able to take part.

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1. I have read the information about this project and understand what it involves.
2. I would like to take part in a staff survey.
3. I agree to taking part in this study. I understand that my personal information (e.g., place of work, broad role within the school/college) will be used for the reasons explained to me.
4. I understand that information collected in this project will be stored securely and reported on anonymously.
5. I understand that my information may be reviewed by responsible individuals from UCL for monitoring and audit purposes
6. I understand the potential risks of taking part and the support that will be available if I become upset during the research.
7. I understand that there may be no direct benefits to taking part, but that it may help us to know more about how schools can support the wellbeing of staff, children and young people.
8. I understand that my information won't be made available to any companies or commercial organisations and is the responsibility of the researchers only.
9. I understand that I won't gain any money from taking part in this project.
10. I agree that my anonymous research data may be used by others for future research (but understand that no one will be able to identify me).
11. I understand that the information I share as part of this project will be published as a report.
12. I know who to contact if I'd like to make a complaint.