

## HeadStart: Information sheet for parents/carers of students in Year 7

### Why are we contacting you?

HeadStart is working with your child's school and a number of other schools across England. As part of the HeadStart research programme, we are measuring wellbeing in young people aged 10- to 16-years-old over a five-year period so that improvements can be made to the ways that schools and other organisations support them. This year, as part of this research, students in Year 7 are invited to complete a short online survey.

We are asking for your permission for your child to complete a survey in early 2019 and once again when they are in Year 9. If you give permission, your child will also be asked if they would like to take part. **You are both free to stop taking part at any time, without giving a reason and without any disadvantage to you.** If, after your child has taken part, you decide that you want us to remove your child's survey answers, you can contact us and ask us to delete their information.

### What will your child be asked to do?

Taking part will involve your child, along with other Year 7 pupils, completing a short online questionnaire at school, in early 2019 and again in 2021. It asks questions about how your child feels about their school, friends, and themselves. It is not expected to take longer than 40 minutes. We will not ask your child for any information that identifies them (e.g. their name).

### What are the possible risks/disadvantages of taking part?

There are no known risks/disadvantages to completing the survey. If any risks or disadvantages become known during the research, you and your child will be informed straight away via the school. If you ever wish to make a formal complaint about the conduct of the research you should contact Dr Jessica Deighton, Evidence Based Practice Unit (EBPU), UCL and the Anna Freud Centre, Jordan House, 47 Brunswick Place, London, N1 6EB.

### What are the possible benefits of taking part?

There is no guaranteed benefit to taking part. However, most people find taking part in research rewarding, as it can help to benefit other people in the future. For example, survey results will help your child's school to better understand and support the wellbeing of all pupils.

### What information is the research using?

The research will link your child's survey answers with the following sources of information:

1. Information that schools already collect: Pupil characteristics, such as ethnicity, deprivation, special educational needs, attendance, and attainment. This information will be requested from the National Pupil Database (NPD).

2. Service information: Information from the local authority if children and young people have had any HeadStart support for their emotional wellbeing (e.g. training for teachers about supporting pupils' wellbeing, or peer mentoring for children) since the programme began in the 2016/17 academic year. This will be used to understand more about different groups of young people completing the questionnaire and understand whether HeadStart support they may have received helped to make them feel better.

We will use the above information to carry out analysis on groups of young people, not individuals. Your local authority will also share with us an individual reference number for each pupil (called the Unique Pupil Number, or UPN). We will only use this to link the above sources of information about your child. **We will not use the information to identify specific pupils for any reason.**

### **How will my child's data be stored and who will have access to it?**

- All information will be kept completely confidential.
- A member of the research team and a named staff member at your local HeadStart service at the local authority will have access to the identifiable data.
- The website used by schools to access the questionnaire will be completely secure and password protected. All survey data will be stored on a secure and password protected server to which only senior members of the research team have access.
- Once the information described above is linked, it will be anonymised (so that individuals cannot be identified) and the analysis will be carried out on the anonymised data.
- All information will be collected and stored in accordance with the General Data Protection Regulation (EU 2016/679) and Data Protection Act 2018.
- The information may be presented in such as places as online in reports and in presentations at conferences. **However, no information presented will identify any individuals involved.**

### **Further information:**

If you have any questions, or would like more information about the research, you may want to email us at [HeadStart@annafreud.org](mailto:HeadStart@annafreud.org) or call us on 0207 443 2294.

Further details about the research and team can be found on our website:

<https://www.ucl.ac.uk/evidence-based-practice-unit/headstart-learning-team>.

### **This research has been approved by the University College London (UCL) Research Ethics Committee:**

All research is looked at by an independent group of people, called a Research Ethics Committee, to protect your interests. This research has been approved by the UCL Research Ethics committee (UCL Ethics number: 8097/003).

***Thank you for taking the time to read this information sheet.***

**Agreeing for your child to be part of this research** [Response required by 4<sup>th</sup> February 2019]

- We hope you will allow your child to take part in this research. **If you are happy for your child to take part then you do not need to do anything.**
- This form covers the **ethical governance** of the research project, which is designed to protect the dignity, rights, safety and wellbeing of research participants. Please read the accompanying Privacy Notice which talks you through the processing of your child’s data, and the legal basis under which we are handling these data- a separate matter.
- If you do not want your child to participate in this research, you need to let us know before 4<sup>th</sup> February 2019. Please complete the form below, use the freepost code below and return it to:

FREEPOST (RLYU-KAAB-AXRC)  
 HeadStart Data Manager  
 School of Education,  
 B4.10 Ellen Wilkinson Building,  
 University of Manchester,  
 Oxford Road,  
 Manchester,  
 M13 9PL

Alternatively, the Data Manager can be contacted by telephone on 0161 275 3415 or email at [headstart@manchester.ac.uk](mailto:headstart@manchester.ac.uk).

It will be made clear to all children when they are given the questionnaires 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.

You only need to complete and return this slip if you do not wish your child to take part. **If you are happy for your child to take part then you do not need to do anything.**

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I do not want my child to take part in the survey. My details are as follows:

Child’s name: \_\_\_\_\_

Parent or carer’s name: \_\_\_\_\_

Year Group: \_\_\_\_\_

Name of my child’s school: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project: HS secondary school