

## APPENDIX 1

### Measuring Wellbeing in Schools

#### Data Protection Privacy Notice

##### (Information about the processing of pupil data)

Wellbeing Measurement for Schools involves the collection and analysis of data about participating pupils, including a 20 minute 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 Appendix 2.
- *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

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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?

The lawful basis for sharing and processing these data, as set out in the GDPR, is:

- Article 6(1)(e) “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller” and
- Article 9(2)(j) “processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject”

### 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](mailto: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](http://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).

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### 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 know more about the categories of data about their child being processed, please contact the research team at [measuringwellbeing@annafreud.org](mailto: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.

## APPENDIX 2 – Year 5 to Year 9

### Questions pupils will be asked in the survey

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

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Please read every statement carefully and select the answer that fits you best: 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. Away from school: I am a member of a club, sports team, church group, or other group; I take lessons in music, arts, sports, or have a hobby. Are there students in your school who would: choose you on their team at school; tell you're good at doing things; explain the rules of a game if you didn't understand them; invite you to their home; share things with you; help you if you hurt yourself; miss you if you weren't at school; make you feel better if something was bothering you; pick you for a partner; help you if other students are being mean to you; tell you you're their friend; ask you to join in when you are all alone; tell you secrets. Please read every statement carefully and select the answer that fits you best: I do things at home that make a difference (i.e. make things better); I help my family make decisions; At school, I decide things like class activities or rules; I do things at school that make a difference (i.e. make things better); I can work out my problems; I can do most things if I try; There are many things that I do well; I feel bad when someone gets their feelings hurt; I try to understand what other people feel; When I need help, I find someone to talk to; I know where to go for help when I have a problem; I try to work out problems by talking about them; I have goals and plans for the future; I think I will be successful when I grow up. Five possible response options to each question: Never-Always (Student Resilience Survey, Sun and Stewart 2007)

We would like to know what thoughts about life you have had during the past several weeks. Think about how you spend each day and night and then think about how your life has been during most of this time. Here are some questions that ask you to indicate your satisfaction with your overall life. Select the answer next to each statement that indicates the extent to which you agree or disagree with that statement. It is important to know what you REALLY think, so please answer the questions the way you really think, not how you should think. This is NOT a test. There are NO right or wrong answers. 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)

Below is a questionnaire which is going to ask you how you feel. There are no right or wrong answers. You should pick the answer which is best for you: 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

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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.