

More Good Days At School: Building relationships to promote health, happiness and learning

School staff agreement to take part

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UCL Research Ethics Committee approval number: 14037/012

1. What is this project?

Hello, and thank you for reading this information sheet. My name's Julian. I'm leading a research project to look at the impact of support for young people to be healthy and happy at school.

I'm passionate about this project for many reasons. I've seen how children in my family seem to be increasingly experiencing a range of challenges that undermine their mental health and what this might mean for them and other children like them.



Everyone is different, and all of us are impacted by the things we've experienced. This study is looking at how schools support young people's wellbeing and help pupils to be happy and healthy no matter what they've experienced in the past.

To look at this, we are working with lots of different schools. All of them are continuing with the existing wellbeing support they provide to young people. In half of the schools, staff will be trained to work with pupils differently by learning more about trauma-informed practice.

We don't know if this different way of working with pupils is better, worse, or the same as existing wellbeing support. This is what we want to find out in the research. The findings from this research will be used to inform how schools support the wellbeing of their pupils in the future.

This information sheet contains more details about who we are, what we're doing, and why we're doing it. It also explains how we'll use and protect your personal information if you agree to take part in our study.

All projects like this are looked at by an independent group of people, called a Research Ethics Committee, to protect your interests and safety. This project has been approved by the University College London (UCL) Research Ethics Committee (ID: 14037/012). The project is being conducted by:

- UCL (<https://www.ucl.ac.uk/evidence-based-practice-unit/evidence-based-practice-unit-0>) and
- Anna Freud (<https://www.annafreud.org/>).

UCL and Anna Freud are data controllers of the information collected from school staff.



The study is being paid for by the Youth Endowment Fund (<https://youthendowmentfund.org.uk/>).

The UK GDPR basis for processing these data is legitimate interest (Article 6(1)(f)) and research purposes (Article 9(2)(j)) and DPA (2018) Schedule 1 part 1 paragraph 4. This allows us to process your personal data for research or evaluation purposes where appropriate care is taken to manage the data securely.

2. Why have I been invited to take part?

You have been invited to take part in this study because your school is involved in the “More Good Days At School: Building relationships to promote health, happiness and learning” project. School staff are eligible to take part.

3. Do I have to take part?

No, if you don’t want to take part in the study, you don’t have to. We would like as many people as possible to take part in order to aid our understanding about what makes a difference for children, families, and school staff. If you choose not to take part, it will not affect your rights.

Please think about whether now is a good time for you to take part or not.

4. What happens if I take part?

If you take part in the study, you will be asked to fill in a survey online that will take no longer than 30 minutes. You will be asked to complete it 3 times over 2 academic years.

The survey will ask about:

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- How you're doing
- Your practices of supporting the wellbeing of pupils
- Your experience of supporting the wellbeing of pupils
- Your name and contact details
- Your gender and ethnicity

In a small number of schools, researchers will be speaking to school staff one-to-one or in a small group about your experiences during the study, and this discussion will be audio-recorded.

5. Safeguarding

If you feel upset by any of the questions you are asked as part of this study, you should tell a researcher or your school's safeguarding or pastoral lead. If you do not feel able to ask us for help, we encourage you to make contact with an external support service such as The Samaritans (Tel. 116 123, www.samaritans.org) or Education Support (Tel. 08000 562561, <https://www.educationsupport.org.uk/get-help/help-for-you/helpline/>).

We will treat the information that you share with us as confidential, but we may have to break confidentiality if there is something that makes us concerned about you or others being at risk. If this happens then we will try to discuss the issue with you first.

6. What will happen to the results of this project?

Results from this project will be published in reports, such as on Anna Freud's, UCL's, and Youth Endowment Fund's websites. The final report will not contain any personal information about the people who took part in the study and it will not be possible to identify individuals from the report.

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7. Will my information be shared with anyone?

As part of the study, we are inviting school staff from a small number of schools to talk to a researcher (one-to-one or in a small group) about your experiences during the study. If you choose to do this, the audio recordings will be shared with a company called The Transcription Service for the purposes of writing up the spoken answers into words. There will be a data sharing agreement in place before they write-up the audio recordings. We will make sure that they keep the data safe, in line with UK data protection law. When the recording has been written up, we will replace your name with a number and the recording will be deleted. In group discussions, we ask everyone to respect each other's privacy and to not repeat what is discussed with other people.

We will not share your data with any other external partners or agencies. Generally, we will ask for your permission before we share your data, but in some circumstances, we are legally obliged to share information, for example under a court order. When we do share, we satisfy ourselves that we have a lawful basis on which to share the information and document our decision-making.

We will not be transferring any identifiable information outside the European Economic Area (EEA). We will be managing the data on secure IT systems at Anna Freud and UCL, and we will be taking appropriate measures to ensure that it always remains secure.

8. What happens if I change my mind?

You can change your mind about whether you take part in the study at any time. To withdraw from the study, contact the Project Lead using the details provided at



the start of this information sheet. You do not have to give a reason and it will not impact your work at school.

If you decide to withdraw, you should tell us as soon as possible. You will be able to withdraw your survey data until June 2025 when the data collection will have ended. After this time, it will no longer be possible to delete your personal information because we will have already used the information, along with all of the information we have gathered from the other participants, to carry out our evaluation and to write our report.

If you have taken part in a one-to-one discussion, you will be able to withdraw your data until 9 months later. After this time, it will no longer be possible to delete your responses because we will have already anonymized it, meaning we will not be able to identify your responses. If you have taken part in a group discussion, it will not be possible to delete your information because it will be combined with everyone else's in the group.

9. What will happen to my information after the project?

Your personal data (e.g., names, contact details, survey responses, discussion responses audio recording) will be held securely until the end of the project, 30th June 2025, after which it will be securely disposed of, but we will retain identifiable consent forms and anonymized research data for a minimum of 10 years.

10. Your data rights

Under data protection law, you have rights we want to make you aware of. The rights available to you depend on our reason for processing your information and may only apply in certain circumstances. You can check the Information

Commissioner's website (<https://ico.org.uk/for-the-public/>) for more detail or contact us using the details below. Your rights are:

- The right to be informed
- The right of access
- The right to correct data
- The right to be forgotten
- The right to restrict processing
- The right to data portability
- The right to object to our processing

Please contact us at dpo@annafreud.org or data-protection@ucl.ac.uk if you wish to make a request with regard to any of your rights. You are not required to pay a charge for exercising your rights. We generally have one month within which to respond to your request.

You can find further information here from UCL's privacy policy (<https://www.ucl.ac.uk/legal-services/privacy>) and from UCL's general privacy notice for participants and researchers in health and care research studies (<https://www.ucl.ac.uk/legal-services/privacy/ucl-general-privacy-notice-participants-and-researchers-health-and-care-research-studies>).

You can also read more about how we use and protect your information by [clicking here](#) for the project's privacy notice.

11. Who can I speak to if I have any questions?

The Project Lead (Julian) is based at Anna Freud and UCL and can be contacted by email if you have any questions about this project, if there are any problems, or if you have any complaints: Julian.Childs@ucl.org. If you want to take a complaint



further, then you can also contact the Chair of the UCL Research Ethics Committee: ethics@ucl.ac.uk.

If you feel that we may not be handling your data appropriately or if you have any queries or concerns about this, you can contact us at:

- Anna Freud: Rachel Hart is the information governance manager and can be contacted on dpo@annafreud.org
- UCL: data-protection@ucl.ac.uk

You can also, at any time, make a complaint about our processing of your child's data to the Information Commissioner: <https://ico.org.uk/global/contact-us>.

Other contact details

You can find information and other contact details of each of the data controllers on their webpages:

- Anna Freud: <https://www.annafreud.org/>
- UCL: <https://www.ucl.ac.uk/evidence-based-practice-unit/evidence-based-practice-unit-0>

12. Obligation to provide data and automated decision-making

You can choose not to participate in this study, in which case we do not require your data. We do not use profiling or automated decision-making when processing your data for any purpose.

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