

HeadStart: Information sheet for parents/carers of students in Year 9

Why are we contacting you?

HeadStart is working with your child's school and a number of other schools across England. As part of HeadStart we are measuring wellbeing in young people aged 10- to 16-years-old, over a five-year period. This year, all students in Year 9 are invited to take part in a short online questionnaire.

We are asking for your permission for your child to take part in the online questionnaire. If you give permission, your child will also be asked if they would like to take part. **You are both free to withdraw at any time, without giving a reason.** If, after your child has taken part, you decide that you want us to remove your child's answers, you can contact us and ask us to delete their information.

What do we want to find out?

This study aims to find out more about young people's wellbeing so that improvements can be made to the way that we support them.

What will your child be asked to do?

Taking part will involve your child, along with all Year 9 pupils, completing a short online questionnaire at school, in early 2018. 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 taking part in the questionnaire. If any risks or disadvantages become known during the research, you and your child will be informed straight away via the school. You can also get independent support and advice from a charity called Young Minds. Their parent helpline number is 0808 802 5544.

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 in taking part. Most people find taking part in research rewarding, as it helps to find out about things that may benefit other people in the future. For example, survey results will help your child's school understand and support the wellbeing of all pupils.

What information is the research using?

The research will combine information from three sources:

1. Child-reported surveys: This is to understand how children and young people feel about their school, friends, and themselves.
2. Information that schools already collect: Pupil characteristics, such as ethnicity, deprivation, special educational needs, attendance, and attainment.
3. 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). This will be used to understand more about different groups of young people completing the questionnaire and understand whether activities they took part in 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 information from these three different sources.

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 data is linked, it will be anonymised (so that individuals cannot be identified) and the analysis will be carried out on the anonymised data.
- All data will be collected and stored in accordance with the Data Protection Act 1998, or prevailing data protection legislation.
- The information may be presented at conferences or used as part of academic publications and a student project. 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 or call us on 020 7794 2294. Further details about the research and team can be found on our website:

This research has been approved by the 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

- 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.**
- If you do not want your child to participate in this research, you need to let us know before Friday 23rd February 2018. 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

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.

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: _____

[Response required by Friday 23rd February 2018]

What are the researchers allowed to do with information about your child?

HeadStart Privacy Notice

To process information, or data, about your child as part of the HeadStart study, we (the researchers) must have a legal basis (or a reason that is justified by the law) to do so. This note explains the legal basis and the rights that you and your child have related to information about your child we may collect and use. These rights are as set out in the General Data Protection Regulation (GDPR), which will become law from May 2018. The GDPR is designed to protect and support the personal data rights for everyone in the UK.

This research project will include three types of data about your child which will be put together to create a general picture about young people's mental health support:

1. Child-reported surveys: This is to understand how children and young people feel about their school, friends, and themselves.
2. Information that schools already collect about pupils: Pupil characteristics, such as ethnicity, special educational needs, attendance and attainment.
3. 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).

Legally, we are able to process this information because it is part of a study carried out in the **public interest**. There is a public interest and value in learning more about how best to support young people's mental health. We will never use the information to identify specific pupils for any reason though.

Under the GDPR you and your child have certain rights, including:

- **the right to be informed** about who is processing your data, we set this out at the bottom of this notice, and
- **the right of access**, to understand what information about your child is being used and how. We will also support your child to withdraw from the research at any time, in which case their information would no longer be included.
- For more details about your rights, please have a look at this website: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>

The organisation responsible for the proper handling of your child's information collected for this research is the Big Lottery Fund (the Fund). The Fund has asked the Anna Freud National Centre for Children and Families, in collaboration with the University of Manchester, to collect and process the data from this project on their behalf.

We will not move or share information that identifies your child outside the EU and we will make sure that it is held securely at all times.

We will keep the information that could identify individuals for a 7-year period while the research project is taking place. This may be shared with colleagues at the University of Manchester for analysis, who are part of the research team. We will share the combined information with your Local Authority. After that we will make individuals in the data set completely anonymous and this anonymous information may then be used for related research for another 20 years, after which it will be securely destroyed.

Your child's rights related to data processing have been set out in this notice and will be respected. For further information, please see <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/> and <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

If you have any concerns or questions about the research or the project please contact:

Dr Polly Casey

HeadStart@annafreud.org

Anna Freud National Centre for Children and Families

Jordan House

47 Brunswick Place

London

N1 6EB

Data Protection Officer: Susan Henry (HeadStart@annafreud.org)

What are the researchers allowed to do with information about you?

HeadStart is working in your school. It is a new service, so we are running a research project to understand how it may help schools and young people. As part of our the HeadStart research project, we (the researchers) will collect the following types of information about you and other young people who have completed the online questionnaire:

1. Your questionnaire answers: This is to understand how young people your age feel about their school, friends, and themselves.
2. Information about you that is usually collected by your school: For example, whether you are a girl or a boy, what your ethnic background is, or whether you have any learning needs.
3. Service information: Lots of young people need some extra support from time to time depending on how they are feeling or coping with things. If you have had some extra support, this information will be given to us by the people providing the support.

We will keep this information for 7 years, while the research project is being carried out.

We will never use this information to single you out, or to tell your teachers or parents things that they don't already know.

In this project, the law in England allows us to use your information because doing so is in the 'public interest'. This is because this project will help others to understand more about young people's wellbeing and what sort of support young people find most useful

However, you can still tell us what to do, or what not to do, with your information (i.e. you have rights!). Among other things, you can:

- Ask us to tell you more about who is handling your information, who it is being shared with and what they are doing with it
- Ask us to stop using, and delete, the information we have collected about you
- For more details about your rights, please have a look at this website: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>

If you don't want us to use your information or you would like to ask us for more information, please tell your teacher or parent/carer, or let us know directly using the contact details below.

Dr Polly Casey, HeadStart@annafreud.org, Anna Freud National Centre for Children and Families, Jordan House, 47 Brunswick Place, London, N1 6EB. [DPO Susan Henry (HeadStart@annafreud.org)]

At the end of the research project, we will destroy any information that allows us to know who you are, but may still use the information that doesn't link back to your personal details for research for another 20 years.

The organisation who are in charge of making sure we use your information properly is called the Big Lottery Fund. They have asked the researchers at the Anna Freud National Centre for Children and Families, in collaboration with the University of Manchester, to collect and use your information from this project for them.

Dr Polly Casey, HeadStart@annafreud.org, Anna Freud National Centre for Children and Families, Jordan House, 47 Brunswick Place, London, N1 6EB. [DPO Susan Henry (HeadStart@annafreud.org)]