

School Environment Questionnaire 2020

Information and Guidance for School Survey Lead

PLEASE DOWNLOAD AND/OR PRINT FOR FUTURE REFERENCE

Purpose of the School Environment Questionnaire

The information you provide in the questionnaire will be used for two main purposes:

1. To support research into different aspects of the school environment and how they influence student health and wellbeing.
2. To provide monitoring data to the Welsh Network of Healthy School Schemes (WNHSS).

The answers you provide will be shared with the WNHSS in a non-anonymised form to support planning, monitoring and development of local Healthy School Schemes and the national network. It is important that the School Health Research Network and WNHSS work together to effectively and efficiently advance school health and wellbeing in Wales. Sharing the school environment questionnaire data in this way reduces duplication of effort and burden on schools as it means the WNHSS will not have to undertake further data collection to meet their information needs. Information you provide about your school will be held in strictest confidence by WNHSS and no data that could be linked to an individual school will ever be published.

Format of the Questionnaire

The questionnaire has been moved to an online format for 2020. There are ten sections in the questionnaire, ranging from six to 19 questions. The first nine sections make up the core and the tenth is the supplement for 2020. Each time the questionnaire is completed (every two years), the core will remain largely unchanged and the supplement will focus on a particular issue in depth.

This year, the supplement focuses on food and cookery at your school and on preparations for Curriculum for Wales 2022. The data will be shared with WNHSS.

Completing the Questionnaire

There is one questionnaire per school and it should be completed by a member of the senior management team or they should review the responses before the questionnaire is submitted. Other staff may need to be consulted in order to answer all the questions.

The questionnaire can be completed on a computer, tablet or smart phone and can be accessed multiple times, so it does not have to be answered in one attempt.

You can complete the questionnaire in Welsh or English by selecting your preferred language on the welcome page. You can move between languages throughout the questionnaire using the Cymraeg / English button at the top of the screen.

You can access each section of the survey via the menu page. The menu indicates which sections still require answers and which are fully completed. You can complete the sections in any order and can re-enter them to amend or add answers, even once they are fully completed.

Please answer all the questions in each section and provide a written answer where requested. If your school has students in years 12 and 13, please include your policies and practices pertaining to all year groups unless the question specifies years 7 to 11 only.

If you want to move past a question and come back to it later, choose the ‘**Return to this question later**’ option. If this option is selected for any question in a section, the menu page will show the section as still requiring answers.

You will not be able to submit the questionnaire until all the questions have a response, but all questions have an option to say ‘Not applicable’ and/or ‘Don’t know’. Use ‘Not applicable’ if a question is not relevant to your school (e.g. you do not have a 6th form) or if the response options do not capture the circumstances at your school.

If you want to move backwards, use the ‘Previous’ button at the bottom of each page. **Do not use the browser ‘back’ button** as this will take you to an error page and you will be locked out of the questionnaire for ten minutes.

When you get to the end of a section, you will automatically be taken back to the menu page. If you are part way through a section and want to return to the menu page or exit the questionnaire, click the ‘**Close survey**’ button. This will save any answers you have given on that page. To return to the menu page immediately or at a later time, use the link to your questionnaire in the email from Ipsos MORI. (If you close the browser window rather than using the ‘**Close survey**’ button you will lose any answers from the last page you were on and will not be able to re-enter the questionnaire for ten minutes.)

The questionnaire will time out after a prolonged period of inactivity. If this happens, you will be able to re-enter it using your questionnaire link, but you will have lost any answers from the page that was on screen when you stopped.

You can re-enter the questionnaire as many times as you need to.

Sharing the questionnaire with colleagues

You can share the link to your questionnaire with colleagues if you want their help answering particular questions. Please note, however, that only one person at a time can have the questionnaire open. If a second person tries to open it, they will get an error message.

Please give this document to any colleague you share the questionnaire link with. You can access it here: www.shrn.org.uk/SEQ2020

If you would prefer to limit access to your online questionnaire, you can use a printed copy of the questionnaire to collect information from colleagues and then enter their responses yourself (see ‘Using the pdf’ below).

Submitting your questionnaire

Once all the sections are fully completed and no question has ‘Return to this question later’ ticked, all the section links on the menu page will turn green and a ‘submit’ button will appear on the menu page. Once you click this button, your answers will be submitted and your questionnaire will be closed.

Using the pdf

We have provided you with a copy of the questionnaire in pdf format, so that you can see the content of the questionnaire before you start. This is to support you in identifying which colleagues you will need help from to complete it. You can also use a printed copy of the pdf to collect information from colleagues if you do not want to share your questionnaire link.

Please do not use a printed copy of the pdf to return your questionnaire to us. Data can only be submitted using the online version.

The pdf shows all questions, including those that may be 'skipped' in the online version, depending on the answers you have given to previous questions. Skipping instructions are shown in the pdf.

Some schools like to keep a copy of their School Environment Questionnaire responses for self-evaluation and to support their Healthy School actions. If you want to do this, please make a record using a printed copy of the pdf as we will not be able to provide with a copy of your answers.

If you have any questions, please get in touch with Gillian or Joan.
Email: shrn@cardiff.ac.uk
Tel: 029 2087 4433

If you experience any technical difficulties with the online questionnaire, please contact Ipsos MORI.
Email: shrn@ipsos.com

Please submit your questionnaire by **5pm on Friday 6th March.**

Thank you.