

School Environment Questionnaire 2024

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 Health and Well-being Promoting Schools programme.

The answers you provide will be shared with the Health and Well-being Promoting Schools programme 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 Health and Well-being Promoting Schools programme 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 Health and Well-being Promoting Schools programme 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 Health and Well-being Promoting Schools programme and no data that could be linked to an individual school will ever be published.

Format of the Questionnaire

The questionnaire will be accessible via an online link sent by the School Health Research Network (SHRN) team from 16th September to 20th December 2024. There are seven sections in the questionnaire, ranging from six to 21 questions.

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.

Please answer all the questions in each section and provide a written answer where requested. If you need to unselect an answer option you can click the 'Reset' button at the bottom of the page.

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 or if the response options do not capture the circumstances at your school.

If you want to move backwards, use the 'Back' button at the bottom of each page. If you

are part way through a section and want to exit the questionnaire, click the 'Save' 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 SHRN.

Sharing the questionnaire with colleagues

You can share the link to your questionnaire with colleagues if you want their help answering particular questions. Please ensure the questionnaire is saved if someone else completes a section.

Please give this document to any colleague you share the questionnaire link with. You can access it here:

<https://www.shrn.org.uk/school-environment-questionnaire-information/>

Submitting your questionnaire

Once all the sections are fully completed please ensure you press the 'Submit' button on the final page. Once you click this button, your answers will be submitted and your questionnaire will be closed.

Using the word version of the SEQ

We have provided you with a copy of the questionnaire in word 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.

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. Alternatively, on submission for the questionnaire your answers will be returned to the you via email.

If you have any questions or if you experience any technical difficulties with the online questionnaire, please email: shrn@cardiff.ac.uk

Please submit your questionnaire by **5pm on Friday 20th December.**

Thank you.