

The School Health Research Network (SHRN):

Data Collection - Teacher Guide

This document contains guidance for the school's appointed survey lead.

Before the SHRN Data Collection:

- **Test link (checking your IT system)**

Data collection will be open between 16 September and 20 December 2024.

Please open the below [test link](#) on a learner's computer (using a learner's log-in, if appropriate) **BEFORE** you commence data collection at your school to ensure the live survey will open and display correctly on your school's IT system.

Test link: <https://ipsos.uk/shrntest>

- **Parent/Carer Information Sheet**

The SHRN Student Survey must be administered in an ethical manner. Parents/carers of participating year groups must be notified **at least 2 weeks** in advance that the survey is taking place. You must disseminate the SHRN Parent/Carer Information Sheet using two methods of communication (eg. School app, email, text etc).

The correspondence asks parents/carers to contact the school directly if they do not want their child to participate. Your school must log any opt-out communications to ensure those learners do not complete the survey. Please provide those who do not participate with an alternative activity. You will also need to enter a count of opt-out by year group on your Survey Monitoring Dashboard (see section below for more details).

We have included a hyperlink to the survey questions for parents and carers to make an informed decision. If you receive any requests to look at the survey, **DO NOT** send them the survey link for your school. If they click on this and enter the survey their answers will be included in your data!

Survey Monitoring Dashboard

We will provide your school with a dashboard to help you manage your data collection. You will receive this link via email, along with the link to the 'live' Student Survey. These elements are provided by IPSOS, our survey contractor. Please contact them directly if you experience any issues: shrn@ipsos.com

Your dashboard will show you real time learner completion numbers. You are also required to enter your school's **total year group numbers** and a **count of how many parent/carer opt-out communications you have received** by year group. **You will need to submit this information by 13 December 2024.** We need this information to calculate response rates and any delays will impact the delivery of school data reports.

Planning advice

- Watch the webinars [here](#):
- It is important that the school ensures staff feel they have the necessary skills and support for dealing with any health and well-being issues that may arise from learners when completing the survey. Ensure staff and learners are signposted to the appropriate areas of support at your school. Please contact your Public Health Wales Local Healthy School Coordinator if you require further support.
- The survey opens to learners at **8am on Monday 16th September**.
- The survey can be completed on ***laptops, desktop computers or tablets***. If available, tablets may offer students more privacy.
- ***All learners in years 3 to 6*** should be given the opportunity to participate (if not opted-out).
- The survey is voluntary – make sure that is made clear to the class when you read out the introduction. Have an alternative activity for those who prefer not to take part.
- Ensure the survey does not adversely affect pupil learning time. We suggest administering the survey during a scheduled assembly or as part of the curriculum through the new health and well-being area of learning.
- The survey is bilingual (Welsh and English).
- It is crucial that all classes that take the survey are unstreamed / mixed ability to ensure your data report accurately reflects your school.
- Most learners should complete the survey within ***about 20 minutes***, but younger learners, or those that need more support may take longer or need additional help to complete. Please bear this in mind when scheduling the session.

- Access to the survey will be through an internet link, which will be unique to your school. We recommend that you post the link on Moodle, Blackboard or your intranet, so students do not have to type in the address. Please ensure that the links are not posted on any public-facing website page.
- The survey will be open until **3.30pm Friday 20th December**.
- Ensure all staff are supported and have the necessary skills and information

Administering the Student Survey

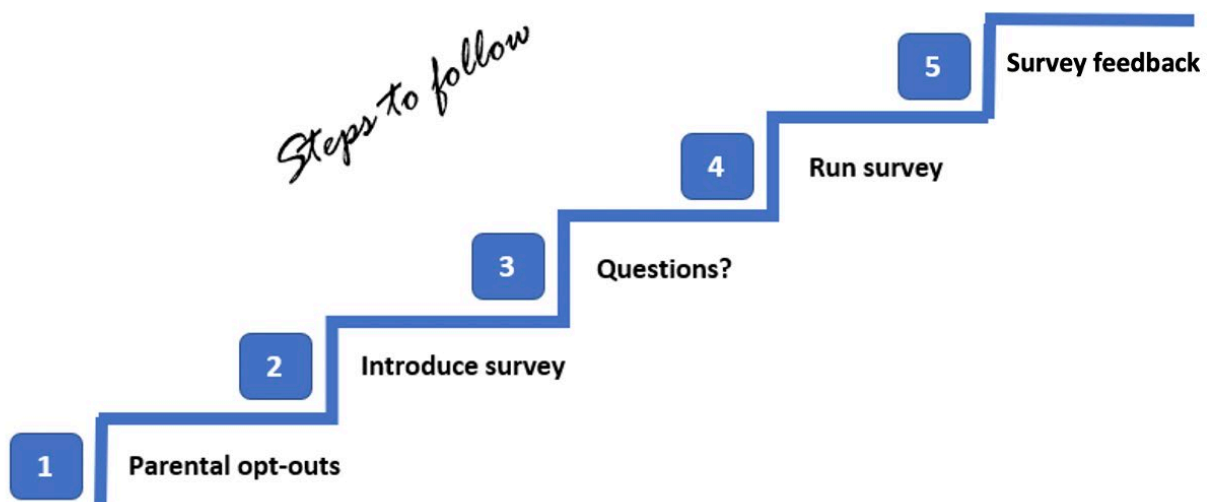
Please make learners aware of the survey ahead of the day, and encourage them to speak to their parents/carers. We recommend you do this on the same day you disseminate the Parent/Carer Information Sheet.

At data collection, ensure you have:

- a) A list of any parental/carer opt-outs your school has received (and prepare alternative activity)
- b) The Student Survey link open on learner's computers.
- c) An annotated copy of the questions (to aid interpretation).

Younger year groups are asked a shortened version of the survey (compared to learners in Year 6). The annotated copy of the questionnaire outlines which questions are visible to each year group.

Please follow these steps on the day your class completes the student survey and refer to the '**Golden Rules**' section for things to keep in mind.



Step 1: Parent/carer opt-outs

Check if your school has received any opt-out communications from parents/carers. If so, those learners should not take part in the survey. Please find them an alternative activity while others complete the survey. Please do so in a sensitive manner.

Step 2: Introduce the survey

Please read the following information to your class:

Survey Introduction to be read to class

About the project:

Some people (researchers) at Cardiff University work for the School Health Research Network (SHRN). They are doing important work about children's health and wellbeing. They are asking children in Year groups 3 to 6 across many schools in Wales to take part and help them. Our school has agreed to help. Your parents/carers know about the project and they are happy for you to be involved if you want to do it.

Taking part:

You will be asked to answer some questions about yourself, how you are feeling, and what you think about school.

You don't need to type your name, and all of your answers are **private**, so no-one apart from the research team will see your answers, but they won't know who they came from. Your parents and teachers won't see your answers either. Because this is private, please don't ask your friends what answers they have answered.

Taking part is **voluntary**. This means it is up to you if you want to do the survey. If not, I will give you something else to do. If you do want to do the survey, if there is any question you do not want to answer, you can choose the 'I don't want to answer' option to **skip** them.

Does anyone have any questions? (allow time to answer any questions children have before directing them to the survey)

The beginning of the survey will repeat the things I've said. Please read the sentences and tick that you have read, understood and agree with them. They must be ticked for you to start the survey. If you want to do the survey, tick the box that says 'Yes I'll do the survey'. If you don't want to do the survey, tick that box, and I will find you something else to do.

(go to step 3)

Step 3: Check understanding / Any questions

Check learners understand what they are being asked to do and answer any questions they may have before they start. If any learner does not want to do the survey, find them an alternative activity so they do not disturb those who do.

Sensitivity and safeguarding: Some learners may have sensitivities around certain topic areas. Please provide the necessary support in addressing any concerns. If a safeguarding concern arises, please follow your school's safeguarding procedure.

Step 4: Run survey

The Student Survey should take around 20 minutes to complete, although please allow extra time for those who may need longer. Learners should complete their own survey quietly. If a learner has a question, please feel free to answer the query using the annotated questionnaire, but do not answer *for* them or look at their answers. Please refer to the 'Golden Rules' section for 'survey etiquette'.

Live Survey link

The survey link will be sent to you from IPSOS, our survey contractor at the start of the school autumn term. Ensure you have received it in advance of the day you plan to start administering the survey.

IMPORTANT – Each learner should only complete the survey once. If computers crash, please contact IPSOS BEFORE restarting as this will duplicate and invalidate your data.

Once a student completes the survey, a 'thank you' page will be displayed and they should click the 'Finish the survey' button.

★ As the survey is about health and wellbeing, please remind students about sources of support that are available at school. Childline details will also appear at the end of the survey.

★ If any issues arise, please notify us immediately on PrimarySHRN@cardiff.ac.uk

Step 5: Share Survey Feedback

If you have any feedback to share with the research team regarding your experience of running the SHRN Data Collection, please contact us on PrimarySHRN@cardiff.ac.uk.

Thank you for supporting the School Health Research Network (SHRN)

Student Health and Wellbeing Survey: Golden Rules

Do ...

- ★ Familiarise yourself with the content of the survey and its purpose, so you can help learners with queries.
- ★ Check school's communication channels to see if there are any parent/carer opt-outs.
- ★ Be aware that taking part in the survey is voluntary and learners can choose not to take part if they don't want to.
- ★ Ensure that **learners complete the first survey question correctly**, 'What school year are you in?' as survey questions are filtered from this item.
- ★ Be aware that learners can skip questions or stop completing the survey at any time.
- ★ Have something ready for learners to do if they have been withdrawn by their parents/carers, if they do not want to take part, or if they finish quickly.
- ★ Follow **each step** outlined above.

Don't ...

- ★ Look at learners' responses or tell them what options to select. Privacy for learners is important.
- ★ Let a learner restart the survey if a computer crashes or a learner accidentally exits the survey. This will duplicate and invalidate the data. If a whole class is affected, contact IPSOS on shrn@ipsos.com