



January 2019

Dear Parents and Carers

HeadStart Kernow

I am writing to inform you that the College has agreed to participate in a support programme for young people known as 'HeadStart Kernow'. As part of the programme, students in Years 7 and 9 will be asked to complete a 40-minute online survey. Results from the survey will allow professionals to gauge their current ability to cope with difficult circumstances, promote resilience, and support emotional well-being.

We have reviewed the questions, and whilst they are of a personal nature, their responses will be kept on a secure website, which is password-protected, and all data provided is treated as highly confidential.

Students will be advised that they do not have to complete this survey, and that they can change their mind at any point, if they wish to do so.

We have enclosed additional information provided by HeadStart, which includes the opt-out form. If you do not wish your son or daughter to participate, please complete and return this form to either the North or South Site Reception by **Monday 11th February**.

If you have any questions, please do not hesitate to contact me on 01326 572685.

Yours sincerely

Mr D Dudley
Assistant Head Teacher

HeadStart: Information sheet for parents/carers of students in Year 7

Why are we contacting you?

HeadStart is working with your child's school and a number of other schools across England. As part of the HeadStart research programme, we are measuring wellbeing in young people aged 10- to 16-years-old over a five-year period so that improvements can be made to the ways that schools and other organisations support them. This year, as part of this research, students in Year 7 are invited to complete a short online survey.

We are asking for your permission for your child to complete a survey in early 2019 and once again when they are in Year 9. If you give permission, your child will also be asked if they would like to take part. **You are both free to stop taking part at any time, without giving a reason and without any disadvantage to you.** If, after your child has taken part, you decide that you want us to remove your child's survey answers, you can contact us and ask us to delete their information.

What will your child be asked to do?

Taking part will involve your child, along with other Year 7 pupils, completing a short online questionnaire at school, in early 2019 and again in 2021. 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 completing the survey. If any risks or disadvantages become known during the research, you and your child will be informed straight away via the school. 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 to taking part. However, most people find taking part in research rewarding, as it can help to benefit other people in the future. For example, survey results will help your child's school to better understand and support the wellbeing of all pupils.

What information is the research using?

The research will link your child's survey answers with the following sources of information:

1. Information that schools already collect: Pupil characteristics, such as ethnicity, deprivation, special educational needs, attendance, and attainment. This information will be requested from the National Pupil Database (NPD).

2. 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) since the programme began in the 2016/17 academic year. This will be used to understand more about different groups of young people completing the questionnaire and understand whether HeadStart support they may have received 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 the above sources of information about your child. **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 information described above is linked, it will be anonymised (so that individuals cannot be identified) and the analysis will be carried out on the anonymised data.
- All information will be collected and stored in accordance with the General Data Protection Regulation (EU 2016/679) and Data Protection Act 2018.
- The information may be presented in such as places as online in reports and in presentations at conferences. **However, 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 0207 443 2294.

Further details about the research and team can be found on our website:

<https://www.ucl.ac.uk/evidence-based-practice-unit/headstart-learning-team>.

This research has been approved by the University College London (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 [Response required by 18th February 2019]

- 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.**
- This form covers the **ethical governance** of the research project, which is designed to protect the dignity, rights, safety and wellbeing of research participants. Please read the accompanying Privacy Notice which talks you through the processing of your child’s data, and the legal basis under which we are handling these data- a separate matter.
- If you do not want your child to participate in this research, you need to let us know before 18th February 2019. 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: _____

Project: HS secondary school

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 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. This information will be requested from the National Pupil Database (NPD).
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) since the programme began in September 2016.

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: dpo@annafreud.org