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19 July 2022

Dear Parents/Carers

Next academic year (starting September 2022) our school has been invited to take part in the Education for Wellbeing programme, run by the Anna Freud National Centre for Children and Families in collaboration with the University of Manchester. The programme has been commissioned by the Department for Education and our school is taking part in the INSPIRE project which will evaluate mental health and wellbeing interventions for years 7 and 8.

We have not yet finalised which classes will be taking part in the evaluation (completing online surveys), so we are asking all parents/carers of future year 7 and 8 pupils to read the attached information sheet. The information sheet also includes an opt-out form if you do not want your child to take part in the evaluation – please return this directly to the researchers in Manchester.

Further information can be found on the Education for Wellbeing website:

<https://www.annafreud.org/schools-and-colleges/programmes-and-services/education-for-wellbeing/>.

Best wishes

Mr A Chipp
Director of Performing Arts.

Parent and Carers Information Sheet

Education for Wellbeing Programme – INSPIRE Project

We want to know if certain types of wellbeing and mental health focussed lessons are helping young people

This evaluation is of mental health and wellbeing support delivered to students in selected year groups through regular lessons. The evaluation aims to find out whether this support improves students' mental health and well-being.

Your child is being invited to take part in the evaluation

Your child's school has signed up to the Education for Wellbeing Programme where whole classes of students will take part in lessons designed to support their mental health and wellbeing. In some schools, classes will receive support in the academic year 2022/2023. In other schools, classes will not receive lessons, but schools can get support the following year. The aim is to see if support helps students to feel more positive and learn more about their mental health and well-being.

Your child's involvement

We are asking classes of students in all schools that have signed up to take part in this study, even if they are not receiving lesson support this year. Your child will be asked to complete some questions which will take 30-40 minutes. We are asking for your permission for your child to take part. 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 survey answers, you can contact us and ask us to delete their record.

What will happen?

The study will involve your child completing a short online questionnaire. It asks questions about how they think and feel about their school, friends, others and themselves, as well as types of help and support they have sought. The questionnaire is not expected to take longer than 30-40 minutes. We will issue the same questionnaire approximately 6 and 12 months later.

Possible disadvantages

There are no known risks/disadvantages to taking part in this study. If any risks or disadvantages become known during the research, you and your child will be informed straight away via the school.

Possible benefits

There is no guaranteed benefit in taking part. Most people find taking part in research rewarding, as they add to the development of knowledge that may benefit other people in the future.

What data is the Education for Wellbeing Programme using?

The study will use three types of data:

1. Child-reported survey:
 - This is to understand how children and young people think and feel about their school, friends, other people, and themselves.
 - Information about whether children and young people have received any additional support for emotional wellbeing.

2. Information from the school and National Pupil Database:
 - About pupil and family characteristics, such as special educational needs and level of deprivation.
3. Information from teachers about their knowledge of emotional health and well-being, as well as what service provisions there are for mental health in schools.

How will my child's data be stored and who will have access to it?

- All information will be treated strictly confidentially. Standards of confidentiality will be maintained throughout.
- Only three members of the evaluation team (all based in Manchester) will have access to the identifiable data.
- Identifiable data will be used to link the survey data to the school and National Pupil Database data mentioned above and to link data across years.
- We may also draw on information from the school about whether students have received any additional support for wellbeing.
- At the end of the project, once the data is linked, it will be anonymised and the analysis will be carried out on the anonymised data.
- All survey data will be stored on a secure and password-protected server to which only senior members of the research team have access.
- All data will be processed in accordance with legislation called the General Data Protection Regulation (GDPR).
- The information may be presented at conferences or used as part of academic publications and a student project. No data will identify any individuals involved.

Further information

If you have any queries, or for further information about the research, you may want to visit our website at www.annafreud.org/education-for-wellbeing. If you have any further questions you can email us at: educationforwellbeing@annafreud.org or call us on 020 7794 2313 (extension: 2133).

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 reviewed and given a favourable outcome by University College London Research Ethics Committee UCL ethics number: 6735/014.

Thank you for taking the time to read this information sheet.

Agreeing for your child to be part of this evaluation

- We hope you will allow your child to take part in this evaluation.
- If you do not want your child to participate in this research project, you need to return the form below by **15th August 2022**.
- Choosing not to take part will not disadvantage you or your child in any way.
- 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. Please either scan this form in and email to joao.santos@manchester.ac.uk, or post back to the following address:

FREPOST RLYU-KAAB-AXRC

Joao Santos
Manchester Institute of Education
B4.10 Ellen Wilkinson Building
University of Manchester
Oxford Road
Manchester
M13 9PL

You do not need to include a stamp.

If you are happy for your child to take part, then you do not need to do anything.

Dear Joao,

I wish to withdraw my child from taking part in the Education for Wellbeing evaluation.

Child's name: _____

Child's school and year group: _____

Parent or carer's name: _____

Signature: _____ Date: _____

[return by 15th August 2022]

General Data Protection Regulation Notice

Education for Wellbeing Programme

This notice is to outline the basis for our data processing for this research project and to outline your and your child's rights with respect to processing of those data. The data Controller of the personal data collected for this research is the Department of Education (<https://www.gov.uk/government/organisations/department-for-education>). The Anna Freud National Centre for Children and Families, in collaboration with the University of Manchester, is collecting and processing the data from this project on the DfE's behalf. Contact details are included at the end of this notice.

As set out in the information sheet, the study will use three types of data:

1. Child-reported survey:
 - Data collected directly from pupils, to understand how children and young people think and feel about their school, friends, other people, and themselves.
 - Information about whether children and young people have received any additional support for emotional wellbeing.
2. Information from the school and National Pupil Database:
 - Pupil and family characteristics, including ethnicity, special educational needs and first language.
3. Information from teachers about their knowledge of emotional health and well-being, as well as what service provisions there are for mental health in schools.

The General Data Protection Regulation (GDPR) lawful bases we rely upon for processing data are public interest (*Article 6 (1)(e)*) and, for the Special Category data (ethnicity and health data) research purposes (*Article 9(2)(j)*) relying on *Schedule 1 Part 1 (4) DPA 2018*). This means that we process personal data in order to conduct research in the public interest; in this case it is to carry out research around child mental wellbeing, which will inform future health provision.

Your child's pseudonymised data, where individual pupils won't be readily identifiable, will be shared with our other collaborators, including the London School of Economics, University College London and University of Dundee, for analysis purposes. We will keep the pseudonymised information for a 2-year period (until August 2024) while the research project is active. After that we will completely de-identify the dataset and securely destroy the pseudonymised dataset, making the information anonymous. This anonymous information may then be used for research for another 10 years. After this all the information and data will be securely destroyed.

We will not be transferring any identifiable information outside the EU and will be taking appropriate measures to ensure it remains secure at all times.

The GDPR is designed to protect the rights and freedoms of every individual and you have data rights when we process your child's data, summarised below:

- **The right to be informed** about who is processing the data, this is set out within this notice
- **The right of access** to the data we hold about your child, generally called a Subject Access Request
- **The right to correct data** if what we hold is inaccurate
- **The right to be forgotten** - You have the right to ask us to erase your child's personal information in certain circumstances

- **The right to restrict processing**, You have the right to ask us to restrict the processing of the information in certain circumstances
- **The right to data portability**, the right to a copy of your child's data in a useable format, in certain circumstances
- **The right to object to our processing**, you may object to the data being processed by us

Not all these rights will apply to our use of your child's data, they depend on our basis for using your data. You can read more about your rights and how to exercise them on the ICO website <https://ico.org.uk/your-data-matters/> and should address any data rights requests to the study manager listed below, or you can contact the DPO.

You have the right to make a complaint to the Information Commissioner if you think we are not managing the data appropriately and you can contact the ICO via their website, <https://ico.org.uk/global/contact-us/> or call on 0303 123 1113. However, if you have any complaints or concerns about our use of your child's data we encourage you to contact us directly in the first instance.

Please note that the consent processes described in the previous pages relate to involvement in the research, but is not the legal basis for data processing; as described above, the basis for data processing is public interest.

Furthermore, we advise all relevant parties to consult the project's website - <https://www.annafreud.org/schools-and-colleges/research-and-practice/education-for-wellbeing/aware/steps-for-schools/> at regular intervals, for updates on how the participant's personal data is being used.

If you have any concerns or questions about our research, the data processing, and/or your involvement in the study please contact:

Jessica Deighton

educationforwellbeing@annafreud.org

Anna Freud Centre
4-8 Rodney Street
London
N1 9JH

Or please follow the link below to access a contact form that will enable you to contact the Data Protection Officer at the Department for Education:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter#contact>

Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT