

EXAMPLE LETTER FROM A SECONDARY HEADTEACHER SENT TO PARENTS/CARERS BEFORE CONDUCTING A SURVEY IN SCHOOL.

Dear Parents/Carers

HEALTH RELATED BEHAVIOUR SURVEY 2022

Our school, along with many others across Cumbria, has agreed to participate in a very important Health Behaviour Survey amongst children and young people. We have been asked to take part to help make sure that those services that support children and young people are aware of and are meeting the needs of children and young people, particularly after COVID.

As a school, we will also receive some very valuable anonymised feedback from our pupils so we can improve our own support and provision for them.

Previously, the survey data in schools has also been used in a variety of ways including:

1. As a starting point for discussion in classroom activities or lessons.
2. To improve work on the health and well-being of pupils.
3. As a beginning for further enquiry to strengthen existing programmes or curriculum, e.g., PE, Healthy Eating etc.
4. To help schools track their progress.

The survey method that we are using has been developed by the Schools Health Education Unit, Exeter and has been in use now for over 40 years. Over 3000 schools across the country have taken part, many of them regularly repeating the survey.

The age-appropriate questions concern a wide range of health behaviours, for example:

**Home and family
Relationships,
Emotional health and well-being,
Tobacco, Alcohol, Drugs
Healthy Eating
Physical activity**

The Local Authority Public Health department will also have a reliable database upon which it can objectively plan provision for children and young people.

Both the Local Authority and the school find the content of the questionnaire acceptable; it has been customised to suit our local setting in Cumbria for Primary Schools.

Each questionnaire is anonymous and confidential, and no pupil will be identified when the data is returned to our school. The Local Authority will not use data to identify individual pupils or individual schools in its wider reporting.

I hope you will agree with us that this is an exercise in which we wish to co-operate fully and will be of real benefit in helping to shape provision for our pupils.

If you have any queries regarding the survey, then please contact the school office.

The survey will be carried out (insert appropriate date). Thank you for your support.

Yours sincerely

Head teacher

Privacy Notice – school surveys



1. Who are you?

We are a research unit in South-West England. We have been asked by the school or the Council to help collect information from young people. www.sheu.org.uk

2. What will I be asked?

You will be asked about your habits and feelings, and other important things about you.

You will not be asked for your name or address, and please don't tell us!



3. Why do you want to know this?

The reports are used to plan lessons and services for young people, and to see what has changed since the last survey.

The school will see if your lessons fit in with what you and other young people tell us. We want to be sure what we are doing is right.

4. How will you use my information?

We will send reports to schools and the Council, showing them how many pupils gave different answers. The reports might say things like:

- 30% of pupils in this school had cereal for breakfast, but in the whole County the figure was 40%



5. How will you collect this information?

We are going to ask you questions in a questionnaire, on a website or in a printed booklet.



6. How do you keep this information?

Your answers will be kept safe on our computers. We keep records for many years, so that we can see how young people's lives are changing.



7. Are you allowed to do this? ('legal basis for processing')

The Council is allowed to collect information to help it plan and monitor things it does to support young people's education, health and wellbeing – the sorts of things it has to do ('legal functions' and 'public interest').

SHEU is allowed to use information to produce its reports as long as no-one can tell what answers you gave ('legitimate interests').

8. Who gets to see the information?

Only staff from SHEU and from the Council who need to see the information to do their job are allowed to see your answers. They won't show your answers to anyone else. Everyone else sees only percentages. No-one in your school sees your answers.



BUT if you tell us something that makes us think you are in danger, we will have to tell your school that someone has said it, even if we can't find out who you are.

9. What's next?



If you agree with all this, please tick the box at the start of the survey. If not, don't take part.

You can leave out any questions you don't want to answer, and you can stop at any time.

Later, if you want to see what we know about you, you can ask, and you can tell us to delete it. But remember, we might not be able to find your answers.