

# Birmingham Schools Wellbeing Census

## Pupil Information Sheet

Your school has agreed to begin yearly measurement of pupil's emotional wellbeing. Please take time to read this information and ask your teacher any questions you may have.

### **What is a wellbeing census and why is happening?**

Wellbeing is about how well you are feeling; it can be things like how happy you are at the moment and how you get along with people around you. A census is a survey or a list of questions that is usually carried out to understand more about the people completing it. In this census we are looking at your wellbeing so we can better understand more about how young people are feeling in schools in Birmingham.

This information will help your school and others to improve how they go about improving the wellbeing of their pupils.

The survey is being carried out by Birmingham City Council and the University of Warwick.

### **How will the routine measurement be carried out?**

All pupils in your school who are in year 4 or above will be asked to complete an online survey about your wellbeing. This is planned to happen once every year until you finish school. You will be asked to complete the measurement during the school day with a teacher present in the classroom. Your teacher can explain what you need to do to complete the survey. Your wellbeing data is collected via two commonly used surveys. They are easy to use, positively worded wellbeing questionnaires that have been tested as safe to use with young people. The survey also collects data from 4 questions on school connectedness, which seeks to find out how connected you feel to your school and 3 questions on acceptability to find out pupils' views on how their data should be handled in the future.

There are no wrong or right answers and you should simply answer the questions on how you are feeling. There are only 22 questions and it should not take you more than 10-15 minutes to complete.

### **Do you have to take part?**

You do not have to take part if you would not like to and not taking part will not affect you in anyway.

### **What will happen if I don't want to carry on being part of the study?**

Taking part in this research is up to you and you can choose to not take part without giving a reason, this will not affect you in any way. If you no longer want to take part then you can just tell your teacher you would not like to take part. Your data is anonymous, that means you that no one will know that your answers belong to you, because of this we will not be able to remove answers you have given once you complete your survey.

**Is it confidential (private)?**

Yes, all the answers you give will be kept private and anonymous (this means no one will know your answers belong to you) before it is shared with Birmingham City Council or the University of Warwick. The school will share your Unique Pupil Number (this is the number you were given when you first started school) but it will not be used to identify you personally. It is used as it will allow your data to remain secure and enable your answers to be tracked over the following years without you being identified individually. Your school will also share some of the basic information they already have about you which will also be anonymous and not attached to your name.

**What happens to the results of the survey?**

All of the answers provided by every pupil will be looked at together by the research team and written up into reports that can then be shared further and published (including PhD work). This will be done without revealing any pupils who take part. In the future, all of the answers may be added to the National Pupil Database or used by other researchers. This can help to make wellbeing support in schools better in the future. In these cases, any research team wanting to use your anonymous information will need to prove to a team of research safety experts that they will be using it safely (this is called ethical approval). In addition to ethical approval you, your parent/guardian or your school may need to agree to your information being used again.

**Your data rights**

For further information, please refer to the Birmingham City Council privacy notice which is available here:

[https://www.birmingham.gov.uk/info/20154/foi\\_and\\_data\\_protection/384/privacy\\_statement/15](https://www.birmingham.gov.uk/info/20154/foi_and_data_protection/384/privacy_statement/15)

**Who should I contact if I wish to make a complaint?**

Any complaint about the way you have been dealt with during the study or any possible harm you might have suffered will be addressed. Please address your complaint to the person below, who is a senior University of Warwick official entirely independent of this study:

**Head of Research Governance**

Research & Impact Services  
University House

University of Warwick  
Coventry  
CV4 8UW  
Email: [researchgovernance@warwick.ac.uk](mailto:researchgovernance@warwick.ac.uk)  
Tel: 02476 575733

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter:

The council's Data Protection Officer can be contacted as follows:

Corporate Information Management Team  
PO Box 16366 Birmingham  
[infogovernance@birmingham.gov.uk](mailto:infogovernance@birmingham.gov.uk)

If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner's Office (ICO).

If you have any questions about the measurement or want to know more, please email [Deborah.j.benjamin@birmingham.gov.uk](mailto:Deborah.j.benjamin@birmingham.gov.uk)

**Thank you very much.**