

Guidance for school staff

Context

It's important to introduce any survey to pupils carefully. Pupils need to understand why the survey is taking place and how the results will be used. Pupils also need to understand if anyone will see their results.

Our step by step guide helps schools to plan how to survey their pupils.

If your survey is anonymous, please remember that the survey is for the purposes of understanding the mental wellbeing of the whole year group. Even where questionnaire responses indicate that individual children may require additional support, school staff cannot be made aware of individual pupil responses. It is important that all pupils are aware of this and understand how to share concerns and access support if they need to.

Introducing pupils to an anonymous survey

Providing a 'script' to introduce the survey can ensure staff remember to include all the relevant information. An example script is provided below.

"Our school is carrying out a survey on the computer, you will be asked to complete a questionnaire about your feelings, friendships, home life and school life. Please do not rush. Some of you may finish the questionnaire quite quickly and some might longer.

If you finish a bit early, [please insert an activity for pupils who finish early to do]. Please do not talk and disturb others.

Your answers will be kept private. Your parents and your teacher have been told that you are answering questions, but they will not see your answers.

If you do not want to take part that's absolutely fine. You don't have to do it. Or if you start to take part and then change your mind, that's fine as well.

While others are completing the survey, you can do [please insert an activity for pupils who will not take part, this might be the same activity as for pupils who finish early]

If you do not understand any of the questions, please raise your hand and I/we will try to explain it as much as possible. It is not a test and there are no right or wrong

answers. That means that all the answers are personal to you, so I would please ask you to be quiet and focus on your own screen. If there are any questions you don't feel happy answering you don't have to answer them - just leave them blank.

If the questions make you want some support about anything that has come up, please speak to [please insert an appropriate contact name (e.g. me, school nurse, SENCo, counsellor etc.).]”

At the end of the survey you might also want to reiterate the point about the support that's available within the school:

“Thanks for taking the time to take part in the survey. As I said before you started, if completing the questions has made you think you might need some support, please speak to [please insert an appropriate contact name (e.g. me, school nurse, SENCo, counsellor etc.).]”

Useful resources:

We've developed a [session plan](#) to support school staff to administer a school survey.

This a [short video](#) was developed to introduce pupils to an anonymous survey. You may want to use it with your students.

We've collated some [staff FAQs](#) and [pupil FAQs](#) to help answer questions that often come up.

Our [glossary](#) gives suggestions about how to explain trickier words and phrase to pupils.