

SHINE online pupil mental health and wellbeing survey

Class Teacher Instructions

These instructions are for class teachers who will administer the SHINE survey to their pupils. Please read these instructions at least 2 weeks in advance of pupils completing the online survey.

Background

Your school is part of the Schools Health and Wellbeing Improvement Research Network (SHINE). The SHINE network aims to support schools in addressing pupil health and wellbeing needs by using research data to inform health improvement planning and activities. (For more information: <https://gla.ac.uk/shine>).

Your school has elected to take part in this survey on pupil mental health and wellbeing, which has been developed by Researchers at the University of Glasgow. Each school will receive a short confidential report, with the results from their school.

Your school has a member of staff who is the designated SHINE Lead. They can liaise with the SHINE network manager to support the administration of the survey in your school. The SHINE Lead has access to the full survey information pack and will assist you with administration in school

Pupil mental health and wellbeing survey overview

- The survey is completed online. Pupils should complete it on their own, using a computer, laptop or tablet or mobile phone
- This resource is designed for use in a PSE class supervised by a teacher for P6 to S4. Pupils in S5 or S6 may complete the survey remotely, if necessary.
- Class teachers supervising the survey in class must either read the script provided below to pupils before beginning the survey session or play the provided video to pupils before starting the survey
- It will take around 30 minutes to complete plus up to 10 minutes administration time.
- The survey needs to be administered with the informed consent of parents/guardians and pupils. Please check with your SHINE Lead that information about the survey has been sent to parents and pupils at least 2 weeks before survey completion and check if any parents or pupils have opted-out.

You can watch a video available outlining the key steps which is provided in the SHINE mental health survey information pack

Survey pack

Each school receives a survey pack containing all the resources required to administer the survey. Speak to the SHINE Lead in your school if you would like to see any of these documents.

- 0 Contents table of survey pack
- 1 School Information Leaflet
- 2 Pre-survey registration form and checklist
- 3 SHINE Lead guidance document
- 4 Class Teacher Instructions (this document)
- 5 Parent Information Leaflet and opt-out slip
- 6 Pupil Information Leaflet
- 7a/7b Questionnaire (primary version/secondary version)
- 8 Online questionnaire link and school login details (emailed separately)
- 9 Technical troubleshooting document
- 10 Class response form

There is also a FAQ sheet provided in the survey pack available to participating schools

Summary of steps involved

It is likely that the designated SHINE Lead in your school will coordinate the administration of the survey in your school and will delegate the tasks outlined below accordingly. We recommend that staff roles and responsibilities are agreed in advance with the SHINE Lead to ensure that everyone has the correct information and is able to follow the procedures confidently.

In advance of classroom session (at least 2 weeks)

The school's SHINE lead will have completed the survey registration online form so that the SHINE Network Manager has sent out the school's unique survey link & QR code to access the survey as well as the access link to the survey pack.

1. Distribute the parent Information Leaflet to parents/carers and pupil Information Leaflet at least two weeks in advance of the planned session. *For the parental Information Leaflet, please add in details as to which teacher the form (or email address) should be returned to and the date.* The survey is **opt-out** so administration time should be minimal. Parents are only asked to return a form if they wish to withdraw their child

from the survey. It is important that the opt out consent procedures are understood by all parties and followed. It would also be helpful if you could spend some time going through the Information Leaflet with pupils in class. There is additional information for parents about the content of the survey hyperlinked in the parents' information sheet,

2. Keep a note of any parent/pupil opt-outs and return to the SHINE Lead so that the online class response form can be completed accurately when the data report is requested at the end of the data collection. This can be done on paper using File 10 from the survey pack or completing the relevant class information in the Excel template in a shared area on the school system , as directed by the school's SHINE lead.
3. Choose an appropriate lesson for pupils to complete the questionnaire (need around 40 minutes and pupils to have individual access to devices that connect to the internet).
4. If large numbers of pupils will be taking part in the survey at the same time, please check with your IT department that the school wi-fi signal is strong enough to cope with this. You may wish to slightly stagger the start times by 1 to 2 minutes for the pupils to log into the survey in smaller groups or split groups over a series of lessons.
5. **Check the online questionnaire works on the school computers in advance of the session.** It is compatible with all browsers, except Internet Explorer. If you would like to view the questions and go through the survey, please use the **teachers' test survey link** rather than the pupil link so that any teachers' entries are not added to the pupil data.

On day of questionnaire completion

1. Read out the prepared script (below on page 5) to introduce the session to pupils or play the video provided in the survey pack
2. Provide the young people with the hyperlink and/or QR code for pupils to access the survey. This can be done by copying and pasting the provided hyperlink into a clear browser or by scanning the QR code. This will take the young people directly to the landing page. Pupils can then select "Yes I am happy to take part" to complete the survey or "No I do not want to take part" to exit the survey. For any pupils that have opted-out of the survey, please provide an alternative activity
3. Ensure that pupils work quietly and individually to complete the questionnaire.
4. Class response form – Please record the number of pupils that completed the survey, absentees, opt-outs and pupil refusals on paper and hand to the SHINE Lead in your school or complete the Excel spreadsheet as directed by your school's SHINE lead.

5. Once the class response form has been completed, please securely store or destroy any completed opt-out forms you have received, in line with your school's data management policy.

Administering the online questionnaire

Pupils can complete the survey on desktop PCs, laptops/netbooks or tablets or mobile phones

If your pupils use Google Classroom, Microsoft Teams or another Virtual Classroom system, you may wish to place the survey link in the relevant PSE or year group virtual classroom for them to access more easily. However, please make it clear that they should copy and paste the link into a clear browser, rather than clicking on the link provided.

Set up of the room: It is important that pupils cannot see each other's answers to promote confidentiality and honest answers. Pupils should be separated out as much as is possible and instructed to work on their own. Pupils may be worried that you may be able to see their answers, so please remain at the front of the room as much as possible.

Providing help

The questionnaire has been designed so that pupils are able to answer autonomously. However, some pupils may ask you for guidance when answering questions.

It is important that any help you provide does not influence the pupil's answer. Only help of a practical nature should be provided, for example, how to select an answer or move on to the next question. **Please do not help pupils interpret the questions** If pupils do not understand the question, suggest they select the 'Prefer not to say' response option. It is important that pupils are allowed plenty of time to complete the questionnaire and do not feel rushed.

Pupils with additional support needs

If there are pupils who normally receive support, they should be given the choice of:

- (i) Completing the questionnaire on their own
- (ii) Completing the questionnaire with support
- (iii) Not completing the questionnaire

Care should be taken to provide extra support in an area where others are not able to hear. The person who gives the support needs to agree to maintain confidentiality and not discuss

any of the answers with the pupil in the future or with anyone else. It is important that any pupils who are completing the questionnaire with assistance understand the nature of the questions and are comfortable disclosing this information to the person providing support.

A pupil may use a device with the Read Aloud app (or similar) installed to assist with reading the questions. Preparation to have headphones for this should be arranged in advance.

What happens if the internet goes down during a session or a pupil closes the browser?

After a pupil answers each question, the data is submitted so if the session accidentally ends before survey completion, we will have all the data submitted up until that point. If the internet goes down, a pupil on the same machine may be able to pick up where they left off. However, if the browser is closed then the pupil will not be able to access the questionnaire from where they left it. In the case of the latter, depending on the time available and/or how much of the survey has been completed, the pupil may start again. We will however use all data (even partially completed surveys) in our reporting.

Please refer to the technical support page in the survey pack in case of any technical difficulties.

Please be aware that the SHINE team does not have the capacity to operate a dedicated 24/7 IT support service for the mental health survey, so phone calls or emails may not be answered immediately.

Introducing the online survey to pupils

Please read this script out before pupils complete the online questionnaire:

You are being asked to complete a questionnaire that asks about how you feel about your life. It is up to you whether you want to complete the survey and you do not have to if you don't want to. I will provide you with an activity to do if you do not want to take part.

Once you start, you will be asked some questions and invited to click on the answer that best fits how you feel. Answer as honestly as you can but don't spend too much time on each question. You should not talk to each other until everyone has finished, so that your answers are private. If you want to discuss the answers afterwards, that is up to you, but you do not have to. This is not a test and there are no right or wrong answers, it is just about how you feel.

If there are any questions you do not want to answer, that's fine, select, the 'prefer not to say' option and move on to the next question.

The survey is confidential and anonymous. This means that nobody at school (including me), or at home, will see your answers. A report with everyone's answers from pupils in this school will be put together but we will not know which individual pupil says what. This report will present the results from pupils in the school and help us find out how young people feel.

If you are upset or affected by any of the questions, please speak to a trusted adult (teacher, parent, carer) as soon as possible to seek support. No-one will be able to identify your answers from the survey.

Are there any questions before we start?

Direct pupils to copy and paste the hyperlink into a clear browser or scan the QR code. This will open the landing page of the survey, where young people will be asked the consent question and should select "yes, I am happy to take part" or "No, I do not want to take part". If "yes" is selected, the pupils just need to select the "next2 button to continue. If "no" is selected, they will arrive at the final page to exit the survey. They will require an alternative activity.

After the questionnaire has been completed

Please thank pupils for their time. Given that the questionnaire may potentially touch upon sensitive topics, please encourage pupils to speak to a trusted adult, for example a teacher or family member if they have been upset by the content or have any questions about it. Please make a note of how many pupils were absent, or were withdrawn by their parents or chose to withdraw (if known) from the survey in the supervised class. Please pass this information on to the school's SHINE lead so that they can collate the survey information to request a report.

Where can the survey be completed?

We recommend that the survey is completed during a health and wellbeing lesson or PSE class at school. The only exception to this is for S5 and S6 pupils because they do not have timetabled PSE lessons. For these pupils, you still need to follow the consent and opt-out procedures- that is send out the information leaflets to both parents and pupils two weeks in

advance of pupils completing the survey. It is also advisable to check in with pupils after they have completed the survey in case of any questions.

For more information

If you would like any more information on this project or SHINE, please speak to the designated SHINE Lead in your school. There are also a number of resources , frequently asked questions and technical support available in the SHINE survey pack.

For further help, contact Dawn Haughton, SHINE Network Manager based at the University of Glasgow at shw-shine@glasgow.ac.uk . Please include ***MH Survey Query*** in the subject line of the e-mail. Please note that this email address is not manned 24/7 and you may not receive an immediate reply, however, we will aim to get back to you within 48 hours.

Thank you for your help!