

SHINE online pupil mental health and wellbeing survey School Information Sheet

1. Invitation to take part in online pupil survey

The Schools Health and Wellbeing Improvement Research Network (SHINE) runs an online pupil mental health and wellbeing survey, which has been developed by Researchers at the University of Glasgow who lead the SHINE network.

Please read this information sheet carefully before deciding if you would like pupils at your school to take part. Please contact [Dawn Haughton](#), the SHINE Network Manager, if you would like more information or visit the SHINE website: <https://shw-shine.glasgow.ac.uk/pupil-mental-health-survey/>

2. What is the purpose of the study?

The SHINE network aims to support schools in addressing their health and wellbeing needs, with a focus on mental health, by using school-level data to improve pupils' health.

In response to feedback from schools and local authorities, we have developed a bespoke survey on pupil mental health and wellbeing suitable for pupils in Primary 6 and 7 and secondary school pupils. Schools that take part in the survey will receive a short report with the survey results from their pupils.

3. Why has my school been invited to take part?

Your school has been invited to take part in the online survey as your school is a member of the SHINE network

4. Does my school have to take part?

No, it is up to you to decide if pupils in your school take part, either now or in the future. Your participation in the online survey does not affect your membership of the SHINE network and you can withdraw your school's participation at any point.

5. What will it involve?

Each school will be responsible for administering the online survey with pupils. Where it refers to "schools" below, it is anticipated that the designated SHINE Lead in each school will coordinate the administration of the survey, seeking the required headteacher

permission and ensuring that all relevant staff are fully informed and that the survey procedures are adhered to. The main steps are summarised here:

- Each school will be given a hyperlink to access the SHINE mental health survey pack survey pack This contains all the information and instructions for the survey administration. The documents can be downloaded by clicking on the 3 dots to the right of the file and selecting "Download".
- Schools should read the questionnaire (pdf File 7a/7b provided in the survey pack) to ensure that they are familiar and satisfied with the survey content.
- Schools should choose which year groups they would like to take part.
- Schools should choose when the survey will be administered. We recommend that schools only participate once a year to avoid survey fatigue for the young people. Pupils will need individual access to the internet and it will take a maximum of around 40 minutes to administer.
- Schools should oversee the consent process, including **sending out the parent information sheets and pupil information sheets at least 2 weeks in advance**, and handling pupil opt-outs. Adherence to the research team's ethical procedures is essential.
- Schools should check the survey link works on the school's devices **using the teachers' test survey link provided in the survey pack**.
- On the day of administration, teachers will need to follow the instructions provided in the survey pack in particular, read the pastoral script provided in File 4 in the survey pack for all supervising teachers
- SHINE Lead should complete the [online class response form](#) to indicate the school has finished data collection.
- School receives a school-level report with survey results.

6. Will taking part in this study be kept confidential and what will happen to the data from my school?

All the information we collect from pupils will be kept strictly confidential. We will not know any pupil names and the data will be pseudonymised in the working dataset, which means we will remove any personal data such as date of birth. This personal information will be removed and stored separately to the survey data in a secure location with restricted access.



We will share your results with your school via your SHINE Lead and only to the Health and Wellbeing Lead in your local authority, if requested. We will not provide schools or local authorities with the raw school data.

Once collected, all data in electronic format are sent to the School of Health and Wellbeing, University of Glasgow and stored on secure password-protected computers. No one outside of the research team or appropriate governance staff will be able to find out the school's name, or any other information which could identify the data from your school and or any individuals in the school. An anonymised dataset may be shared with other researchers for teaching and research purposes.

The data will be stored in archiving facilities in line with the University of Glasgow retention policy of up to 10 years. After this period, further retention may be agreed, or your data will be securely destroyed in accordance with the relevant standard procedures. Researchers from the University of Glasgow collect, store and process all personal information in accordance with the General Data Protection Regulation (2018). Click here to view the [SHINE mental health survey privacy notice](#)

7. What will happen to the results of the research study?

By taking part, you will receive a school-level report on pupil mental health and wellbeing to aid understanding of pupil wellbeing according to age and gender groups. This can be used to help your school with future health action planning.

The data from your school may also be combined with data from other schools or surveys and used for other research purposes to better understand the mental health and wellbeing of pupils across Scotland. This may be published in academic journals, reports and presentations. Participating schools and pupils will not be identified in public documents.

8. Who is funding the research?

The SHINE network is funded by research grant funding and is based in the School of Health and Wellbeing at the University of Glasgow.

9. Who has reviewed the study?

The study has been reviewed by the College of Medical, Veterinary and Life Sciences ethics committee at the University of Glasgow.

10. Contact for further information

We have put together information on the survey on the SHINE website <https://shw-shine.glasgow.ac.uk/pupil-mental-health-survey/> . All documentation including a frequently asked questions sheet is available in the survey pack made available to participating schools.

If you have any further questions about this survey, contact the SHINE Network Manager Dawn Haughton 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.

11. Next steps

The SHINE Network Manager will email out a direct link to the mental health survey pack along with the school access link to the survey for young people once the completed online pre-survey registration form has been received.

If you take part in this study, and are unhappy afterwards, then please contact the ethics committee at the College of Medicine College of Medical, Veterinary & Life Sciences by emailing mvls-ethics-admin@glasgow.ac.uk

Thank you for reading this information sheet.

The College of Medical, Veterinary & Life Sciences Ethics Committee of the University of Glasgow has checked this research study and have given it their approval.