

SHINE: Pupil mental health and wellbeing survey

Guidance on survey administration for SHINE Lead

This document provides the designated SHINE Lead with the overview of the SHINE Pupil mental health and wellbeing survey process. This is so that the SHINE Lead is able to coordinate the administration and staff involved efficiently across the school. It should be read alongside the School Information Sheet and Class Teacher Instructions.

School Survey Pack

When using the SHINE Mental Health survey as part of an individual school data collection, schools must first register using this link: https://uofg.qualtrics.com/jfe/form/SV_6kRXMrgglpXPQiy to let the SHINE team know that the school intends to use the survey. Once registered, the school will receive an email from the SHINE Network Manager confirming the following information to enable them to run the survey:

- A hyperlink to access the survey pack for the school data collection
- The log-in details for the school's pupils to access the survey
- A staff training video for running the survey in your school

The table below outlines the key documents and the required staff roles and responsibilities when running the survey. The SHINE Lead should coordinate the survey administration across the school and remain the single point of contact for the SHINE Network Manager in case of queries. Please notify the SHINE Network Manager if any change to this key contact as it will affect access to the survey if the contact details are not correct.

Document number	Document name	Key information
File 1	School Information Leaflet	School SHINE Lead to ensure that the Headteacher/Senior Leadership Team and staff supervising the survey have received and understood this information about the survey
File 2	Pre-survey registration form	School SHINE lead to use the link https://uofg.qualtrics.com/jfe/form/SV_6kRXMrgglpXPQiy to let the SHINE team know that the school intends to use the survey. Schools will only receive the link to the survey pack when this form has been completed.
File 3	SHINE Lead guidance on	School SHINE Lead to act as point of reference for the survey in school for pupils, parents and staff. If unable to answer any



	survey	queries, the school's SHINE Lead should contact the SHINE Network Manager on behalf of the school.
File 4	Class teacher instructions	School SHINE Lead to provide teachers supervising the survey with a copy of this document to ensure that procedures in advance and on the day of the survey are correctly adhered to. The pastoral support arrangements are of particular importance.
File 5	Parent Information Sheet	The School SHINE Lead/Class teachers supervising the survey must ensure that parents receive this document at least 2 weeks in advance of pupils doing the survey to facilitate the opt out procedures.
File 6	Pupil Information Sheet	School SHINE Lead/Class teachers supervising the survey to ensure that pupils have received and understood this document at least 2 weeks in advance of them doing the survey to facilitate the opt out procedures. This sheet should be supplemented with access to the support video for pupils
File 7a/7b	Questionnaire	School staff leading/supervising the survey to familiarise themselves with the survey questions in advance of giving the survey to pupils. NB This pdf document must not be circulated electronically out with the restricted circle of school staff working with the survey due to the associated licencing agreements.
File 8	Online survey link and QR code	The School SHINE Lead will receive the individual school survey link via email directly from the Qualtrics survey platform, followed by a Word document with the hyperlink and corresponding QR code from the SHINE Network Manager as part of the communications issued to the school.
File 9	Technical troubleshooting advice	School SHINE Lead to read and share this document with class teachers supervising the survey at least 2 weeks in advance of pupils doing the survey to allow time to consult the IT department and test the survey using the teachers' test link.
File 10	Class Response form	Class teachers supervising the survey to complete and return a paper copy to the school's SHINE Lead. SHINE Lead to complete the collated response information, online, to signal the end of the data collection and request a report at: https://uofg.qualtrics.com/jfe/form/SV_50XnktwqeeB9iD4

In addition to these nine documents in the SHINE Mental health Survey Information Pack, you can find an overview of the survey and Frequently Asked Questions in the survey pack.

Main considerations for schools with the survey process:

1. Which survey version?

- There are two versions of the questionnaire: one for primary schools and one for secondary schools
- There are 2 questions on self-harm in the secondary school survey version. The survey design is routed so that only pupils from S3 and above will be offered the first self-harm question *"Have you ever hurt yourself on purpose in any way?"*. Participants will only be offered the second self-harm question about frequency in the last year **only** if they have answered "yes" to the first question. Young people can select *"Prefer not to say"* in answer to the first question.
- The primary school questionnaire does not contain the questions on self-harm.

2. Which classes?

- **In primary schools:** the survey is suitable for pupils in Primary 6 and Primary 7: the survey should not be used with younger pupils as the questions have not been validated with these age groups in terms of literacy and emotional capacity.
- **In secondary schools,** the questionnaire is suitable from Secondary 1 to Secondary 6.
- We recommend that as many pupils as possible take part (e.g. whole year groups) to ensure that the results are as representative of your school as possible. Please refer to the minimum numbers in point 3.

3. How many pupils are required to receive a school-level data report?

- To qualify for a school-level report at primary school level, you must have **at least 14 responses per school**. In this case your school will receive a report that combines the answers from all pupils (i.e. not broken down by year group or gender). Please be aware that 14 pupils present in the classroom at the time of the survey do not guarantee that 14 responses are completed online, as technical difficulties and/or decision to opt out at any point may reduce the number of responses collected.
- To qualify for a school-level report at secondary school level broken down by age and gender, a school will need to have **at least 40 responses per year group** (approximately 20 girls, 20 boys).
- **Primary Schools:** If your school has very low numbers in P6 and P7, we may be able to combine your school's data with that of a specified neighbouring school so that you can receive as local a report as possible.. If you have any queries about this, please contact the SHINE

Network Manager at Dawn.Haughton@glasgow.ac.uk to discuss.

4. When to do the survey?

- Whilst the survey is open throughout the school year, pupils should only take part **once** in an academic year to avoid survey fatigue.

5. Essential steps: the consent process

- To adhere to the stipulations of the University of Glasgow ethical approval, it is essential that the information sheets to be sent out to parents and pupils at least **two weeks before the survey** takes place to allow them time to opt out should they wish to. It is up to both parents and pupils to decide if they would like to take part; a pupil has the right to decide not to take part.
- It may be easier to manage the opt-outs centrally, ensuring that each class teacher supervising the survey returns the opt out forms to the school's designated SHINE Lead.
- Each class teacher supervising pupils completing the survey should complete a paper copy of File 10, the Class Response form and hand it to the SHINE Lead, so that the SHINE lead can collate all responses and enter the correct figures into the online school response form:
https://uofg.qualtrics.com/jfe/form/SV_50XnktwqeeB9iD4
- In advance of the session, we strongly advise you to check that the survey login works on your school IT system and is not blocked. Some schools may need to contact their IT support to enable access to the web address. Please also refer to the technical troubleshooting document in the survey pack. **Please use the teachers' test survey link to go through the online survey in advance of the session with pupils. It is possible to check the QR code will load on a device but please do not use the QR code to go through the survey as this risks being part of the pupil data.**

There is a pdf of the questionnaire (File 7) in the Survey Pack folder.

6. Where to conduct the survey?

- Pupils completing the survey in class need about **40 minutes** - this includes administration and set up time.
- We recommend the survey be completed as part of a supervised health and wellbeing lesson or PSE lesson in school. It may also be suited to an ICT lesson when individual devices are available to pupils. We have found that completing within the school setting is best for pupil engagement and being able to support pupils.
- The survey should not be issued as homework. The exception to this is pupils in S5 and S6 who may complete the survey at home. You will still need to follow the same consent procedures for these pupils and allow the 2 week opt-out.

- A computer suite or larger room may need to be booked in advance.
- Please consider whether sufficient Chromebooks, ipads or PCs are available and also the set-up of the room as pupils may not wish their screen to be visible to others. The survey is also optimised for mobile phones if required.

7. What pastoral support is required? –

- In File 4 "Classroom teacher instructions" there is a pastoral script which must be read to the pupils before they take the survey to remind them of their support networks and what to do should any upset be caused by the content of the survey.
- At the end of the survey, we encourage pupils to discuss any concerns with a trusted adult, for example, a teacher, family member or carer. We recommend that a follow-up activity or discussion is planned with the class to ensure that pupils know how and where to access support within the school if required.
- The final slide of the survey includes the contact details for Childline.

8. How to access the survey?

- The Qualtrics survey platform will automatically generate an access link for each individual school and will email this to the contact email address provided by the school. Following this automatically generated email, the SHINE network manager will upload the login document (File 8) to the landing page of your school's SHINE digital folder which will include a reminder of the survey link and a QR code version of it. The SHINE Network Manager's email will confirm all the necessary information and access codes at the start of the process.
- This hyperlink is unique to your school and all pupils will be able to use the same link to access the survey. The survey hyperlink or QR code will take the young people directly to the landing page of the survey without any need to enter a login
- If teachers would like to view the online survey questions in advance of the session with pupils, please use the **teachers' test link** provided for this purpose rather than the QR code

9. How to request your school-level data report?

- Once the data collection is complete, the SHINE Lead is responsible for collecting the class response sheets and collating the required figures for each participating year group. This information needs to be entered in the online school response form https://uofg.qualtrics.com/jfe/form/SV_50XnktwqeeB9iD4
- Any completed opt-out slips received should be securely stored or destroyed in line with the school's data management policy, once the school response form has been submitted.
- Once we have received your school's report request form and response information, we will compile and send your school-level report. This will be uploaded to your school's digital folder

and our Network Manager, Dawn Haughton will notify the SHINE Lead to inform them when it is ready. Please note that we do not provide schools with raw survey data.

10. How to get maximum benefit from your school report?

- Use the notes at the start of the report to aid your interpretation of the graphs.
- Use the Challenge and Reflective Questions in the survey pack folder to support an accurate interpretation of the findings.
- Attend network events to facilitate discussion with other SHINE network schools on best practice around the data use.
- Use the directory of “Who can help” not-for-profit organisations to source relevant resources and training

11. How best to share the school-level report findings with the school community?

- We encourage you to share the school-level report widely to gain the reflections of a range of stakeholders including pupils, parents and other stakeholders in the learning community.
- Share small sections of the report with relevant staff or pupil or parent groups as evidence to inform discussions and planning around pupil wellbeing
- Consider how the report could be used to support curricular learning – perhaps as part of a maths, HWB or social science lesson

Frequently Asked Questions

We have provided an overview of the survey on the SHINE website, including frequently asked questions which can also be found in the survey pack.

Further questions?

Get in touch with Dawn, the SHINE Network Manager and she'll be happy to help 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.