

## #BeeWell

### Parent and Carers Information Sheet

#### Your child is being invited to take part in a research study.

Before you decide whether they can take part, it is important for you to understand why the research is being conducted and what it will involve. Please take time to read the following information carefully. If anything is unclear or if you would like more information, please contact us (see 'further information' section below). Thank you for taking the time to read this.

#### About the research

##### Who will conduct the research?

Professor Neil Humphrey, Manchester Institute of Education, The University of Manchester, is leading the study. The project is a collaboration between The University of Manchester, Anna Freud National Centre for Children and Families, Child Outcomes Research Consortium, Gregson Family Foundation, and Greater Manchester Combined Authority.

##### What is the purpose of the research?

The aim of our study, the #BeeWell programme, is to look into the wellbeing (e.g. happiness) of young people across Greater Manchester. We also want to know what influences their wellbeing (e.g. relationships, physical activity).

##### *Who is being asked to take part?*

Your child's school has signed up to the #BeeWell programme, in which pupil's complete online surveys once a year, as follows:

|         | 2021-22   | 2022-23   | 2023-24   |
|---------|-----------|-----------|-----------|
| Year 8  | Survey    | No survey | No survey |
| Year 9  | No survey | Survey    | No survey |
| Year 10 | Survey    | Survey    | Survey    |

##### *Will the research be published?*

We will publish our findings in journals, blogs, conference presentations, doctoral student theses, and summary reports on websites and social media. Participating schools, Local Authorities, and the Greater Manchester Combined Authority will receive summary feedback reports. The project dataset will also be made publicly available. This will mean that other researchers can use the data to answer their own questions about young people's wellbeing. In all of the above, your child's responses will be completely anonymous.

##### *Disclosure and Barring Service (DBS) Check*

Members of the research team have each had DBS checks at the Enhanced Disclosure level.

##### *Who has reviewed the research project?*

The project has been reviewed and approved by The University of Manchester Research Ethics Committee 1 (Ref: 2021-11133-18179).

##### *Who is funding the research?*

The project is funded by The University of Manchester, Paul Hamlyn Foundation, The Gregson Family Foundation, The Holroyd Foundation, The National Lottery Community Fund, The Oglesby Charitable Trust, and The Peter Cundill Foundation.

## **What would my child's involvement be?**

Your child will be asked to complete a survey, which will take them 20-30 minutes. This will be done online at school. If your child is in Year 8 in 21/22, they will repeat the survey once a year for three years. Otherwise, they will only complete it once.

There are no significant risks or disadvantages to taking part in the survey. However, we will let your child know about a range of sources of support that they can seek out if any of the questions make them feel sad, worried or upset (e.g. parent/carer, Childline, member of school staff). There is no guaranteed benefit in taking part, but completing wellbeing surveys can help some young people to reflect on their lives.

*Will I or my child be compensated (e.g. receive money or vouchers) for taking part?*

There is no compensation available for participating.

*What happens if I do not want my child to take part or if I change my mind?*

It is up to you to decide if you want your child to take part or not. If you give permission, your child will also be asked if they want to take part. You can both back out at any time, without giving a reason. If after your child has taken part, you decide that you want us to remove their survey answers, you can contact us to delete the record. However, it will not be possible to remove your child's data once it has been anonymised as we will not be able to identify their specific data. This does not affect your data protection rights. If you decide that you do not want your child to take part, please complete the short 'opt out' form at the end of this sheet and return it to us using the FREEPOST address by the specified date. If you prefer, you can telephone or email us using the information provided on the opt-out form.

## **Data protection and confidentiality**

*What information will you collect about my child?*

For your child to participate in this survey we need to collect information that could identify them, called "personal identifiable information". We will need to collect:

- Forename, surname
- Ethnicity
- Unique pupil number
- Free school meal eligibility
- Year group
- Sex
- Special educational needs
- English as an additional language

This information will be provided by your child's school or local authority.

We will also be collecting information about your child's wellbeing, and the factors that influence their wellbeing. This includes questions about:

- Autonomy, life satisfaction, optimism and life readiness
- Psychological wellbeing, self-esteem, stress, coping, and emotion regulation
- Positive and negative emotions
- Health and routines, hobbies and entertainment, school, environment and society, relationships, and the future
- Gender identity and sexuality
- Residential postcode (so that we can see how responses vary across different neighbourhoods in Greater Manchester).

We will link the information provided by your child's school or Local Authority to their survey answers. We will link their residential postcode to public information about the local area (for example, whether there is access to parks and other green spaces). In the future, we plan to link our project data to other information held about your child, for example, their education record in the National Pupil Database, or their employment and earnings information in the Longitudinal Educational Outcomes database.

*Under what legal basis are you collecting this information?*

We are collecting and storing personal identifiable information in accordance with UK data protection law. This states that we must have a legal basis (specific reason) for collecting your data. For this study, the specific reason is that it is "a public interest task" and "a process necessary for research purposes".

*What are my rights in relation to the information you will collect about my child?*

You have rights under data protection law with reference to your personal information. For example, you can request a copy of the information we hold about your child. If you would like to know more about your different rights or the way we use your personal information, please consult our Privacy Notice for Research: <https://documents.manchester.ac.uk/display.aspx?DocID=370955>

*Will my child's participation in the survey be confidential? Will their personal identifiable information be protected?*

In accordance with data protection law, The University of Manchester is the Data Controller for this project. This means that we are responsible for making sure your personal information is kept secure, confidential and used only in the way you have been told it will be used. All researchers are trained, and your data will be looked after in the following ways:

- All information will be treated strictly confidentially. Only named members of the research team (all based in Manchester) will access the identifiable data\*.
- After the research team has used identifying information to link data in the ways described above, the dataset will be made anonymous.
- All survey data will be stored on a secure, encrypted and password-protected server which only named members of the research team can access.
- All data will be processed in accordance with the General Data Protection Regulation (GDPR) law.
- If you agree for your child to take part in this study and with your informed consent, the non-identifiable survey data provided by your child will be shared with other researchers and agencies. This is in order to support additional research in accordance with The University of Manchester's Research Privacy Notice (see above link). As already noted, this information will be completely anonymous.

\* Please also note that individuals from The University of Manchester or other authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. This may involve looking at identifiable data. All individuals involved in monitoring the study will have a strict duty of confidentiality to you/your child as a participant.

**What if I have a complaint?**

If you have a complaint to direct to members of the research team, please contact:

**Professor Neil Humphrey**  
**Ellen Wilkinson Building, Manchester Institute of Education, The University of Manchester,**  
**Oxford Road, Manchester M13 9PL**

**Email: [neil.humphrey@manchester.ac.uk](mailto:neil.humphrey@manchester.ac.uk)**

**Telephone: 0161 275 3404**

If you want to make a formal complaint to someone outside of the research team or if you are not satisfied with the response you have gained from the researchers in the first instance, then please contact:

**The Research Ethics Manager, Research Office, Christie Building, The University of Manchester, Oxford Road, Manchester, M13 9PL**

**Email:** [research.complaints@manchester.ac.uk](mailto:research.complaints@manchester.ac.uk)

**Telephone:** 0161 306 8089

If you wish to contact us about your data protection rights, please email [dataprotection@manchester.ac.uk](mailto:dataprotection@manchester.ac.uk) or write to The Information Governance Office, Christie Building, The University of Manchester, Oxford Road, M13 9PL and we will guide you through the process of carrying out your rights.

You also have a right to complain to the Information Commissioner's Office about complaints relating to your child's personal identifiable information:

**Online:** <https://ico.org.uk/make-a-complaint/>

**Telephone:** 0303 123 1113

#### **Further information**

If you have any questions you can email us at [beewell@manchester.ac.uk](mailto:beewell@manchester.ac.uk) or call us on 0161 275 3415.

**Thank you for taking the time to read this information sheet.**

#### **Agreeing for your child to be part of this research**

- We hope you will allow your child to take part in this research.
- In consenting on their behalf, you are agreeing for your child to participate in the #BeeWell survey, for their survey data to be linked to background information about them, and for future linkage of their data to other information held about them (outlined above in 'data protection and confidentiality').
- If you do not give your consent, you need to **return the form below as soon as possible, and no later than 13<sup>th</sup> August 2021.**
- Choosing not to take part will not disadvantage you or your child in any way.
- It will be made clear to all children that it is up to them if they take part. They will also be reminded that they can skip questions if they don't want to answer them.

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You only need to complete and return this slip if you **do not** wish your child to take part. Please either scan this form in and email to [lawrence.wo@manchester.ac.uk](mailto:lawrence.wo@manchester.ac.uk) (or ring 0161 275 3415), or post back to the following address:

FREEPOST RLYU-KAAB-AXRC  
Lawrence Wo  
Manchester Institute of Education  
B4.10 Ellen Wilkinson Building  
University of Manchester  
Oxford Road  
Manchester  
M13 9PL

**You do not need to include a stamp.**

**If you are happy for your child to take part, then you do not need to do anything.**

Dear Lawrence,

I wish to withdraw my child from taking part in the #BeeWell study.

|                                     |  |
|-------------------------------------|--|
| Child's name:                       |  |
| Child's school:                     |  |
| Child's year group (e.g. 8, 9, 10): |  |
| Parent/carer's name:                |  |
| Parent/carer's signature:           |  |
| Date:                               |  |

**Please return by 13<sup>th</sup> August 2021.**