

Introducing the Wellbeing Measurement for Schools Pupil Survey

Guidance for School Staff



Background

The results of your survey will help the school understand the wellbeing and mental health needs of pupils and help them to plan future support. To help you introduce the survey to each class, we have provided a crib sheet below.

Please ensure you have read the implementation guidance in the [steps for schools](#).

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 the Wellbeing Measurement for Schools Survey

We have created a [short video](#) to introduce pupils to the survey (2 minutes 50 seconds long). This video was created by young people for others who may complete the survey, and as such can be helpful in explaining the survey to pupils.

Younger pupils may need some further guidance to understand how to answer the questions. We've created a [presentation](#) that you may wish to use to support with this.

Along with the video, you can also use the suggested wording below as verbatim or as a general guide of the points to cover. The pupils will also see a version of this information on the screen before they agree to participate.

"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 in 10 minutes and some can take up to 30-40 minutes.

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

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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.)].

To start the survey, please insert your unique access code where it says "Access Code" and click **Submit**. Now read the first page of the survey and if you are happy to answer the survey tick "I have read the above and consent to take part in this survey".

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.)]"

Checklist

The points below provide a quick checklist of important considerations before pupils begin the survey. Each point is covered in more detail in the guidance that follows.

Have you:

- ✓ Reviewed this guidance?
- ✓ Viewed the short [introductory video](#) and arranged for it to be shown to pupils?
- ✓ Trialled the demo survey yourself:
<https://redcap.slms.ucl.ac.uk/surveys/?s=CKRDLJKH9H> ?
- ✓ Made arrangements for the pupils whose parents have opted-out, finish early or may need additional time or support?
- ✓ Ensured that you have correct survey access codes for your class, for each pupil who is permitted to complete the survey?
- ✓ Checked the survey link for pupils works on the computers you'll be using:
<https://redcap.idhs.ucl.ac.uk/surveys/>

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FAQs – Questions frequently asked by school staff

I'm worried that some of the children may find the questions hard to understand. How can I help?

Sometimes pupils may find some of the survey questions abstract and struggle to imagine such scenarios. School staff are best placed to suggest real life examples that would be familiar to their pupils.

My pupils work at very different speeds. How should I manage this?

Some pupils will work through the survey very quickly. This is why we recommend having a task ready for early finishers that won't disturb others who are finishing the survey. Some pupils may find it harder to understand the survey questions hence take a little longer. It is important that you allow them time and space to understand the questions and offer a helping hand only when asked. In our experience, almost all pupils can complete the survey within an hour and most finish much more quickly.

One of my pupils finds it hard to concentrate for more than a few minutes. How can I support them to finish the survey?

If you predict that some children may find it difficult to concentrate for the duration of the survey, then make appropriate arrangements for rest breaks. A child can take as long as they need to complete the survey, but the survey must be completed in one sitting.

One of my pupils finds it difficult to read small print on screen. Can the text be made larger?

Children can zoom in by pressing "Ctrl + Plus sign" and zoom out by pressing "Ctrl + Minus sign".

Some of my pupils have reading difficulties. How can I help them answering the questions in the survey?

To help pupils with reading difficulties or special educational needs, you may want to have a print out of the survey and read the questions for them (or have a teaching assistant or learning mentor do this with them). If this is the chosen option, please support pupils in understanding the question but make sure they are given space to select their answer privately (e.g. look away or move away).

My pupils find it hard to choose how to respond. How should I support them?

Remind them that the response options range in severity (i.e. from disagree to agree or from never to always). If you think this may be an issue for pupils in your group then consider using the lesson plan and presentation as part of the session.

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FAQs - Questions frequently asked by pupils

Why am I being asked to fill in this survey?

This will help us to learn about young people's mental health and emotional wellbeing. It will help your school to find out the best ways of helping young people to have good mental health and emotional wellbeing.

Who will see the answers I give?

The survey is anonymous. This means no one at your school will see the answers you give. Your answers go to the research team. They put all children and young people's answers together so that they can learn about how children and young people are feeling across the whole school.

As no one in your school will see your answers, if you need to talk to someone about your feelings, you need to speak to a teacher or another adult you trust in school.

Is the project just for kids with problems or for everyone?

This project is for all children and young people. We all need to look after our mental and emotional health, just like we need to look after our physical health.

Will the survey affect us?

Answering the survey won't have immediate effects on you. We hope that the survey will help your school to learn about how to better support children and young people's emotional wellbeing.

Some of the questions are very similar – is that a trick?

Some questions may sound very similar, but it's not a trick. Some questions may ask the same thing in different ways so that we can make sure we really understand how children and young people are feeling.

Is this a test?

No, this isn't a test. There are no right or wrong answers. The survey is just interested in learning about your thoughts and feelings.

Do I have to answer every question?

If you don't want to answer a question, that's ok. It's your choice which questions you answer. If you don't want to answer a question, just leave it blank and move onto the next one.