



Dear parents and carers

HeadStart Kent is a preventative programme for 10 to 16 year olds to help improve emotional resilience. It has one mission: To equip young people to deal better with difficult circumstances.

HeadStart Kent is funded by The National Lottery Community Fund, managed within Kent County Council.

A leaflet is available from the school that contains information about the programme and the extra activities our students and local community will benefit from. A copy can also be found at: www.kentresiliencehub.org.uk along with a copy of the Privacy Notice for this part of the programme. There are dedicated areas for young people and parent/carers online, with helpful guidance and resources.

In order to monitor and evaluate the effectiveness of HeadStart Kent, information will be collected from our school. This will include information around students accessing additional support or services for resilience or emotional wellbeing.

As part of the programme students are invited to take part in an online survey, which asks questions about their school, friends and themselves. Also attached is an information sheet regarding the online survey, which includes the opportunity for you to opt your child out, if you do not want them to take part.

All information collected will be used for research purposes to better understand which kinds of support provide the best outcomes for young people.

If you have any queries or would like any further information, please contact us by emailing HeadStartData@kent.gov.uk.

Yours sincerely

HeadStart Kent

WMF 2020/21 DOC 1



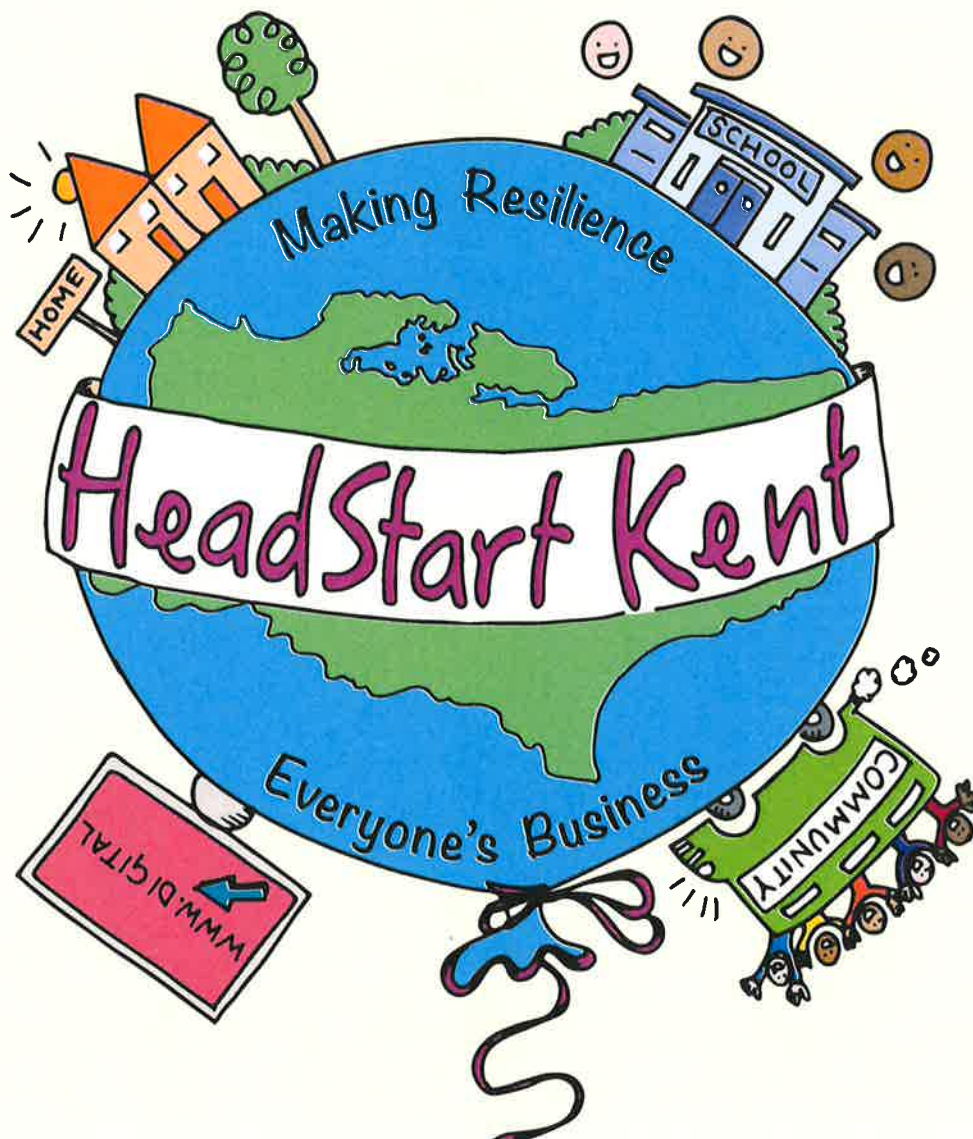


Information for Parents



In order to monitor and evaluate the effectiveness of HeadStart Kent, The National Lottery Community Fund and its partners, including Kent County Council, will be collecting some information from schools.

Pupils will be asked to complete a survey annually (parents will be notified in advance and be given the opportunity to opt out of the evaluation). At times, children and their parents may be asked to participate in workshops and discussion groups.



HeadStart Kent is a preventative programme for 10-16 year olds to help improve emotional resilience.

Young people in Kent define resilience as 'the ability to be mentally strong enough bounce back from problems in life.'

Children and young people living in Kent, together with their parents, have told us what support they need to build resilience.



Our project provides early support by working in four areas.



Young people's times and experiences at school

Young people's ability to access the community services they need



Young people's home life and their relationship with family members

Young people's interaction with digital technology



Kent Wide You can visit our Resilience Hub at www.kentresiliencehub.org.uk. This helps you to find out what you can do to build your child's resilience. There is also information and advice that your child can access, and links though to local activities.

Universal Plus* Some schools, including your child's, have additional HeadStart support. These schools will offer mindfulness lessons, safe spaces, online counselling and peer mentoring. Near to these schools are extra safe spaces and HeadStart activities are available in the community. Look on the resilience hub for a full up to date list.

Additional* If a child has experienced, or is at risk of domestic abuse, we will ensure they can have one to one support.

HeadStart Kent is funded by The National Lottery Community Fund to support 10-16 year-olds.



* In specific areas of Kent across the next five years.

HeadStart Kent believes the most effective approach to getting it right is to ensure parents and young people are involved in the design, delivery and evaluation of the project. Should you wish to be involved please contact us direct.



HeadStart@kent.gov.uk



[@HeadStartKent](https://twitter.com/HeadStartKent)

You can find out more about the project by visiting our website www.kentresiliencehub.org.uk

Letter for parent/guardian of pupils who have taken part previously



Dear Parent/Guardian,

HeadStart is working in partnership with your child's school and a number of schools across England. As part of HeadStart, we began measuring wellbeing in young people in your child's year group in 2017 and will continue doing so for one final year. Some of you may have opted your child out from this research project at some point since 2017, in which case please disregard this letter as they will not be involved in this research.

For those with children who are involved you may remember that this involves your child, along with all pupils in their year group, completing a short online questionnaire at school. It asks questions about how your child feels about their school, friends, and themselves. This research aims to gain a better understanding of young people's wellbeing. This year, based on feedback and suggestions from pupils about what has been missing from the survey in previous years, Year 11 pupils will be asked questions about how they identify their gender and sexuality. There will also be some additional optional questions that ask how your child felt during the coronavirus pandemic lockdown and what things helped with their wellbeing during that time. The results will help your child's school understand and support the wellbeing of all pupils.

The notice provided with this letter updates you on the steps we take as part of this research, including how we collect, analyse, make sense of, and present data or information. It also tells you about your rights (and those of your child) in relation to this, including your right to remove your child from this research. If you have any queries please contact us at headstart@annafreud.org.

Best wishes,

A handwritten signature in black ink, appearing to read 'Jessica Deighton'.

Professor Jessica Deighton

HeadStart Principal Investigator

Evidence Based Practice Unit (EBPU)

University College London and the Anna Freud Centre

Kantor Centre of Excellence

4-8 Rodney Street

London

N1 9JH

What are the researchers allowed to do with information about you?

HeadStart is working in your school. It is a new service, so we are running a research project to understand how it may help schools and young people. As part of our the HeadStart research project, we (the researchers) will collect the following types of information about you and other young people who have completed the online questionnaire:

1. Your questionnaire answers: This is to understand how young people your age feel about their school, friends, and themselves. There will also be some additional optional questions that ask about how you felt during the coronavirus pandemic lockdown and what things helped with your wellbeing during that time. This year, Year 11 pupils will be asked questions about how they identify their gender and sexuality.
2. Information about you that is usually collected by your school: For example, what your ethnic background is, whether you have free school meals or whether you have any learning needs.
3. Service information: Lots of young people need some extra support from time to time depending on how they are feeling or coping with things. If you have had some extra support since HeadStart began in September 2016, this information will be given to us by the people providing the support.

We will keep this information for 7 years, while the research project is being carried out.

We will never use this information to single you out, or to tell your teachers or parents things that they don't already know.

In this project, the law in England allows us to use your information because doing so is in the 'public interest'. This is because this project will help others to understand more about young people's wellbeing and what sort of support young people find most useful

However, you can still tell us what to do, or what not to do, with your information (i.e. you have rights!). Among other things, you can:

- Ask us to tell you more about who is handling your information, who it is being shared with and what they are doing with it
- Ask us to stop using, and delete, the information we have collected about you
- For more details about your rights, please have a look at this website:
<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you don't want us to use your information or you would like to ask us for more information, please tell your teacher or parent/carer, or let us know directly using the contact details below.

Dr Polly Casey, HeadStart@annafreud.org, Anna Freud National Centre for Children and Families, Kantor Centre of Excellence, 4-8 Rodney Street, London, N1 9JH. [DPO: dpo@annafreud.org]

At the end of the research project, we will destroy any information that allows us to know who you are, but may still use the information that doesn't link back to your personal details for research for another 20 years.

The organisation who are in charge of making sure we use your information properly is called The National Lottery Community Fund, in some instances (see point 3 above; service information) your local authority will also share this responsibility. The National Lottery Community Fund have asked the researchers at the Anna Freud National Centre for Children and Families, in collaboration with the University of Manchester, to collect and use your information from this project for them.

Dr Polly Casey, HeadStart@annafreud.org, Anna Freud National Centre for Children and Families, Kantor Centre of Excellence, 4-8 Rodney Street, London, N1 9JH. [DPO: dpo@annafreud.org]

What are the researchers allowed to do with information about your child?

HeadStart Privacy Notice

To process information, or data, about your child as part of the HeadStart study, we (the researchers) must have a legal basis (or a reason that is justified by the law) to do so. This note explains the legal basis and the rights that you and your child have related to information about your child we may collect and use. These rights are as set out in the General Data Protection Regulation (GDPR), which is designed to protect and support the personal data rights for everyone in the UK.

This research project will include three types of data about your child which will be put together to create a general picture about young people's mental health support:

1. Child-reported surveys: This is to understand how children and young people feel about their school, friends, and themselves. Additional survey items have been added to the 2020/21 survey, which collect data on self-identified gender and sexuality (Year 11 pupils only) and ask about how pupils felt during the coronavirus pandemic lockdown and what things helped with their wellbeing during that time.
2. Information that schools already collect about pupils: Pupil characteristics, such as ethnicity, special educational needs, attendance and attainment. This information will be requested from the National Pupil Database (NPD).
3. Service information: Information from the local authority if children and young people have had any HeadStart support for their emotional wellbeing (e.g. training for teachers about supporting pupils' wellbeing, or peer mentoring for children) since the programme began in September 2016.

Legally, we are able to process this information because it is part of a study carried out in the **public interest**. There is a public interest and value in learning more about how best to support young people's mental health. We will never use the information to identify specific pupils for any reason though.

Under the GDPR you and your child have certain rights, including:

- **the right to be informed** about who is processing your data, we set this out at the bottom of this notice, and
- **the right of access**, to understand what information about your child is being used and how. We will also support your child to withdraw from the research at any time, in which case their information would no longer be included.
- For more details about your rights, please have a look at this website:
<https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>

The organisation responsible for the proper handling of your child's information collected for this research is The National Lottery Community Fund (the Fund). The Fund has asked the Anna Freud National Centre for Children and Families, in

collaboration with the University of Manchester, to collect and process the data from this project on their behalf.

We will not move or share information that identifies your child outside the EU and we will make sure that it is held securely at all times.

We will keep the information that could identify individuals for a 7-year period while the research project is taking place. This may be shared with colleagues at the University of Manchester for analysis, who are part of the research team. We will share the combined information with your Local Authority for use towards limited, agreed purposes (to understand how the HeadStart programme may help schools and young people locally). After that we will make individuals in the data set completely anonymous and this anonymous information may then be used for related research for another 20 years, after which it will be securely destroyed.

Your child's rights related to data processing have been set out in this notice and will be respected. For further information, please see <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/> and <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

If you have any concerns or questions about the research or the project please contact:

Dr Polly Casey
HeadStart@annafreud.org
Anna Freud National Centre for
Children and Families
Kantor Centre of Excellence
4-8 Rodney Street,
London N1 9JH

Data Protection Officer:
dpo@annafreud.org

Scott Hyland
Scott.Hyland@tnlcommunityfund.org.uk
The National Lottery Community
Fund,
1 Plough Place,
London EC4A 1DE

Data Protection Officer:
data.protection@tnlcommunityfund.org.uk

HeadStart: Information sheet for parents/carers of students in Year 9

Why are we contacting you?

HeadStart is working with your child's school and a number of other schools across England. As part of the HeadStart research programme, we are measuring wellbeing in young people aged 10- to 16-years-old over a five-year period so that improvements can be made to the ways that schools and other organisations support them. This year, as part of this research, all students in Year 9 are invited to complete a short online survey.

We are asking for your permission for your child to take part in the online questionnaire. If you give permission, your child will also be asked if they would like to take part. **You are both free to stop taking part at any time, without giving a reason.** If, after your child has taken part, you decide that you want us to remove your child's survey answers, you can contact us and ask us to delete their information.

What will your child be asked to do?

Taking part will involve your child, along with all other Year 9 pupils, completing a short online questionnaire at school, in late 2020 or early 2021. It asks questions about how your child feels about their school, friends, and themselves. It is not expected to take longer than 40 minutes. We will not ask your child for any information that identifies them (e.g. their name). This year, there will be some additional optional questions that ask how your child felt during the coronavirus pandemic lockdown and what things helped with their wellbeing during that time. If you wish to see these questions, they are available online <https://headstartlearning.info/documents/>

What are the possible risks/disadvantages of taking part?

There are no known risks/disadvantages to completing the survey. If any risks or disadvantages become known during the research, you and your child will be informed straight away via the school. If you ever wish to make a formal complaint about the conduct of the research you should contact Professor Jessica Deighton, Evidence Based Practice Unit (EBPU), The Kantor Centre for Excellence, 4-8 Rodney Street, London, N1 9JH.

What are the possible benefits of taking part?

There is no guaranteed benefit to taking part. However, most people find taking part in research rewarding, as it can help to benefit other people in the future. For example, survey results will help your child's school to better understand and support the wellbeing of all pupils.

What information is the research using?

The research will link your child's survey answers with the following sources of information:

1. Information that schools already collect: Pupil characteristics, such as ethnicity, deprivation, special educational needs, attendance, and attainment. This information will be requested from the National Pupil Database (NPD).
2. Service information: Information from the local authority if children and young people have had any HeadStart support for their emotional wellbeing (e.g. training for teachers about supporting pupils' wellbeing, or peer mentoring for children). This will be used to understand more about different groups of young people completing the questionnaire and understand whether HeadStart support they may have received helped to make them feel better.

We will use the above information to carry out analysis on groups of young people, not individuals. Your local authority will also share with us an individual reference number for each pupil (called the Unique Pupil Number, or UPN). We will only use this to link the above sources of information about your child. **We will not use the information to identify specific pupils for any reason.**

How will my child's data be stored and who will have access to it?

- All information will be kept completely confidential.
- A member of the research team and a named staff member at your local HeadStart service at the local authority will have access to the identifiable data.
- The website used by schools to access the questionnaire will be completely secure and password protected. All survey data will be stored on a secure and password protected server to which only senior members of the research team have access.
- Once the information described above is linked, it will be anonymised (so that individuals cannot be identified) and the analysis will be carried out on the anonymised data.
- All information will be collected and stored in accordance with the General Data Protection Regulation (EU 2016/679) and Data Protection Act 2018.
- The information may be presented in such as places as online in reports and in presentations at conferences. **However, no information presented will identify any individuals involved.**

Further information:

If you have any questions, or would like more information about the research, you may want to email us at HeadStart@annafreud.org or call us on 0207 794 2313.

Further details about the research and team can be found on our website:

<https://www.ucl.ac.uk/evidence-based-practice-unit/headstart-learning-team>.

This research has been approved by the University College London (UCL) Research Ethics Committee:

All research is looked at by an independent group of people, called a Research Ethics Committee, to protect your interests. This research has been approved by the UCL Research Ethics committee (UCL Ethics number: 8097/003).

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

Agreeing for your child to be part of this research [Response required by <insert date>]

- We hope you will allow your child to take part in this research. **If you are happy for your child to take part then you do not need to do anything.**
- This form covers the **ethical governance** of the research project, which is designed to protect the dignity, rights, safety and wellbeing of research participants. Please read the accompanying Privacy Notice which talks you through the processing of your child’s data, and the legal basis under which we are handling these data- a separate matter.
- If you do not want your child to participate in this research, you need to let us know before <Insert Date>. Please complete the form below, use the freepost code below and return it to:

FREEPOST (RLYU-KAAB-AXRC)
HeadStart Data Manager
School of Education,
B4.10 Ellen Wilkinson Building,
University of Manchester,
Oxford Road,
Manchester,
M13 9PL

Alternatively, the Data Manager can be contacted by telephone on 0161 275 3415 or email at headstart@manchester.ac.uk.

It will be made clear to all children when they are given the questionnaires that they do not have to answer any questions that they don’t want to and they do not have to take part at all if they don’t want to.

You only need to complete and return this slip if you do not wish your child to take part. **If you are happy for your child to take part then you do not need to do anything.**

I do not want my child to take part in the survey. My details are as follows:

Child’s name: _____

Parent or carer’s name: _____

Year Group: _____

Name of my child’s school: _____

Signature: _____ Date: _____