

23rd September 2019

Dear Parent\carer,

All Together: united against bullying

Highgate Wood School is embarking on the All Together anti-bullying programme provided by the Anti-Bullying Alliance (ABA). ABA is a charity that works to reduce bullying in schools. It is based at the National Children's Bureau (NCB).

In order to make sure that we are doing all we can to prevent and reduce bullying and to improve student wellbeing, we want to find out the levels of bullying in our school and to find out how our students feel about school. For this reason, we are inviting students at our school in years 7 - 10 to complete an anonymous survey. We will then ask students to complete the questionnaire again at the end of the programme.

The following information is important since it will explain about the survey and how the information gathered will be used.

Why we are writing to parents/carers

We are asking for your permission for your child to be invited to complete the survey questionnaire. **If you are happy for your child to be invited to complete the questionnaire then please let us know by Monday 7th October.** If you give consent for your child to participate, completing the survey is still up to them. Please be reassured that you or your child choosing not to take part in the survey will not disadvantage you or your child in any way.

Why has my child been asked to take part and what will they do?

The survey has been specially designed by the Anti-Bullying Alliance. It is an online survey which should take about 15 minutes to complete. The answers your child gives to the questionnaire will not be seen by their friends, teachers or you unless your child chooses an adult to help them complete the questionnaire.

Are there downsides to taking part?

There are no known risks or disadvantages to taking part. The survey has been very carefully designed so that it will be easy for children to answer. If there are questions they don't like, they can leave these out. They will also be able to stop answering the survey questions at any time if they wish. Completing the survey should not cause them any distress. However, if they should become upset, school staff will be on hand to offer support. Information will also be provided about other sources of advice and help, e.g. talking to their family, calling ChildLine and so on.

What are the possible benefits of taking part?

The school will receive an anonymised report of the survey findings that will help them review and support student wellbeing.

Your child's responses will help shape the approaches we use as a school when trying to prevent and tackle bullying. For example, it will help us to make sure that the school's anti-bullying policy covers all the important areas that concern children in our school. By asking these questions, students will also know we take incidents of bullying seriously as a school and that we care about our students' wellbeing.

What will happen with the information that your child gives us?

All information collected will be kept confidential and will be encrypted and carefully stored by on a secure system held by the Anti-Bullying Alliance in accordance with the Data Protection Act 2018, the UK's implementation of the General Data Protection Regulation (GDPR).

Neither schools, nor the Anti-Bullying Alliance will ever have access to students' individual completed questionnaires – only year group or whole year reports which are sent back to them with anonymous information.

For further details of how data about your child will be collected, stored and analysed, please see the Data Protection Privacy Notice (Appendix 1).

Schools will not have access to individual completed questionnaires and whole year group reports will be sent back to them anonymously.

Some of the headline results may be shared with key people, like the school's governors and Ofsted. Again this information is anonymised and it will not be possible to identify any individual students.

What we need parents/carers to do

We hope that you have found this information useful and that you will be happy for your child to be invited to take part in this survey. Please let us know by Monday 7th October.

If you decide you would like your child to take part you are still free to withdraw your child at any time and without giving a reason; simply let the school know that you do not wish them to participate. Even if you decide this after they have already taken part, we are able to delete their survey responses from the system.

If you are unsure about whether you would like your child to take part and you have some questions about the survey, you are welcome to contact me

Yours sincerely,



Tristan Ashman
Assistant Headteacher



Please sign this slip if you consent to your child completing the wellbeing questionnaire.

I give consent for my child to be invited to complete the questionnaire:

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Child's name: _____

Child's tutor group: _____

Parent or carer's name: _____

Signature: _____

Date: _____

Completed forms should be returned to your child's school by Monday 7th October 2019

Data Protection Privacy Notice (Information about the processing of student data)

The All Together programme involves the collection and analysis of data about participating students, including a 15 min online bullying and wellbeing survey. The Anti-Bullying Alliance, part of the National Children's Bureau, has produced this privacy notice to provide parents of students with information about the data involved, and their rights in relation to it. Please note the word "processing" is a broad term that refers to the collection, storage and analysis of data. All data will be processed in accordance with legislation called Data Protection Act, 2018 the UK's implementation of the General Data Protection Regulation (GDPR).

What are the purposes for processing the data?

To help schools to understand levels of bullying and wellbeing among their students, by providing anonymised reports of survey findings

What data are being processed?

The system uses two types of data about your child, which are connected together within the secure system to create a general picture about bullying and wellbeing:

- *Child-reported surveys:* This is to understand how children and young people experiences of bullying behaviours, their wellbeing and how they feel about their school. The questions are outlined in Box 1.
- *Information that schools already have about students:* names, student ID no, year group, class name, gender, free school meal eligibility and special educational needs status. This is to understand if wellbeing is different for different groups of students. This information is encrypted within the secure system and not made accessible to the Anti-Bullying Alliance.

To connect together the two types of data, an anonymised ID number is given to each student before they undertake the survey. The resulting survey results comprise anonymised data set that will not include any student names.

All data analysis for the purposes stated above will be carried out using the anonymised data set.

How long will the data be processed?

- All information related to this survey is securely deleted from system after 5 years or when a school requests for it to be deleted.
- The anonymised data set will be kept for 5 years, after which it will be reviewed to determine whether it would be appropriate to delete it. Any analysis of the results will be kept indefinitely.

What allows the data to be processed lawfully?

We are able to process the data on the basis of consent. Consent is being sought from you as parents and carers. Student's consent is also sought before they undertake the survey

Which organisation is responsible for the data?

The organisation with responsibility for processing this data (the data controller) is the National Children's Bureau¹, the charity that the Anti-Bullying Alliance is part of.

Who will have access to the data?

[A named person within school] with log-in details for the system is responsible for uploading student data. Thereafter it is encrypted.

The Anti-Bullying Alliance and the school have access to the anonymised data set for purposes of analysis.

The system uses a number of technical and organisational security measures to protect data. The system is hosted by an industry-leading, fully accredited hosting providers in a UK data centre with 24 x 7 x 365 manned security, monitoring, smart card access policies, internal and external CCTV systems. This is topped up by using Firewall, VPN, IP restrictions, endpoint security and applying patches to ensure the infrastructure and data are kept protected at all times. The system is built using industry standard approaches and tested for vulnerabilities by internal team.

Technical and organisational controls protecting personal data include (but are not limited to):

- | | | |
|-----------------------------------|--|--------------------------------|
| • Employee training and awareness | • Masking of data | • Disaster recovery procedures |
| • Encryption | • Appropriate removable media handling | • CCTV |
| • SSL | • Back up processes | |

What rights do I have?

Under the Data Protection Act 2018, you and your child have certain rights, including the right to be informed about who is responsible for processing your data, and the right of access to your data.

If, after your child has taken part, they or you decide that you want us to remove their answers, you can contact us at the school and we can delete your child's registration, which will also remove their answers. This task cannot be performed by the Anti-Bullying Alliance as they do not manage individual records.

N.B. Please note that requests for deletion can only be made up until July 15th of the academic year in which the child has taken part.

Who can I contact for further information?

With regard to the right of access, if students or parents would like to more about the categories of data about them or their child being processed, please contact the Anti-Bullying Alliance at aba@ncb.org.uk.

¹ Registered charity No. 258825. Registered in England and Wales No. 952717

BOX 1: Questions students will be asked in the survey

(These will be presented in a child friendly format online)

Questions about experiences of bullying behaviours

Below is a list of the questions which will be asked of your students. This list has been developed after reviews of existing questionnaires and after a piloting with young people.

Section 1: Questions about experiences of bullying behaviours and feelings about school.

Response options are 'Never; A little; A lot; Always'.

- I like going to school
- Other students tease me
- I am hit, pushed or kicked by other students
- Other students stop me from joining in during lunch and break time
- Other students say bad things about me when I'm not there
- I get on well with my teachers
- Other students don't like me
- Other students stop me from joining in classroom activities
- Other students pick on me because I am a bit different
- I am called mean names by other students
- I feel safe at school
- I say bad things about other students when they aren't there
- I hit, push or kick other students
- I pick on other students
- I feel like I belong at school
- I call other students mean names
- I tease other students

Section 2: Wellbeing indicators. Response options are, 'Never, Sometimes, Always'.

- I feel lonely
- I cry a lot
- I am unhappy
- Nobody likes me
- I worry a lot
- I have problems sleeping
- I wake up in the night
- I am shy
- I feel scared
- I worry when I am at school
- I get very angry
- I lose my temper
- I hit out when I am angry
- I do things to hurt people
- I am calm
- I break things on purpose