

Dear Parent / Carer

### **Re: United Against Bullying programme**

Outwood Academy Freeston is taking part in the United Against Bullying anti-bullying programme provided by the Anti-Bullying Alliance (ABA). ABA is part of the National Children's Bureau (NCB) and works to reduce bullying in schools.

In order to make sure that we are doing all we can to prevent and reduce bullying and to improve pupil wellbeing, we want to find out the levels of bullying in our school and to find out how our pupils feel about school. For this reason, we are inviting all pupils at our school to complete an anonymous survey before Christmas. We will then ask pupils to complete the questionnaire again in the Summer Term to see if the changes made have had an impact.

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 pupil questionnaire. **If you are happy for your child to be invited to complete the questionnaire then please let us know by Fri 25th November.**

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 pupil questionnaire has been specially designed by ABA. It has been tried and tested with pupils with and without Special Educational Needs aged 8 and above. 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?**

Mrs Allott and Miss Milborne will receive an **anonymised** report of the survey findings for the whole year group that will help them review and support pupil 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, pupils will also know we take incidents of bullying seriously as a school and that we care about our pupils' wellbeing.

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

### 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 on a secure system held by ABA/NCB in accordance with the UK GDPR (Data Protection Act 2018 - "DPA" and EU Directive 2016/680 and Regulation EU/2016/679 – The General Data Protection Regulation "EU GDPR"):

Neither schools, nor the ABA/NCB will ever have access to pupils' individual completed questionnaires – only year group or whole year reports which contain 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 pupils.

### 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 **Fri 25th November**.

If you decide you would like your child to take part you are still free to withdraw your child from the programme 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 us via [enquiries@freeston.outwood.com](mailto:enquiries@freeston.outwood.com)

Available on our website to read are:

- **APPENDIX 1: Data Protection Privacy Notice**
- **APPENDIX 2: Questions pupils will be asked in the survey**

Yours faithfully



Lisa Allott  
Principal

*K Milborne*

Katie Milborne  
Wellbeing Lead

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Please sign this slip if you consent to your child completing the pupil questionnaire before Christmas and again in the summer term.

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

Please Tick in the box.

Child's name: \_\_\_\_\_

Parent or carer's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Completed forms should be returned to your child's form tutor or directly to SID by the **Fri 25th November****