Evaluation of Equally Safe at School
Student survey (baseline)

Information for Parents/carers

Dear Parent(s)/carer(s),

Your school is taking part in the national evaluation of 'Equally Safe At School', a project focused on gender equality and preventing gender-based violence (GBV), including sexual harassment. You may be aware of reports of sexual harassment in many areas of life, including secondary schools.

Equally Safe at School is designed to help schools build a positive culture in which staff and students work together to prevent and better respond to sexual harassment and GBV.

The following information is for you and your child to read together, to help you decide whether to take part in a survey as part of this evaluation.

Why has your child been asked to take part? All students in years S2, S4 and S6 are invited to take part to provide a picture across the whole school. We are also collecting information from school staff and leaders.

What is the survey for? The survey will provide 'starting point' information for the evaluation. We will ask the same questions to S2, S4, S6 students next academic year (2025/2026) and the following year (2026/27) to see if anything has changed.

What is the survey about? The questions include basic details (such as gender and school year group), experiences of sexual harassment at school, attitudes towards school and feeling safe at school, views on reporting problematic behaviours in school, attitudes to gender stereotypes and dating violence, health and wellbeing and use of health services.

What will happen to the information they give? The survey is anonymous. We will not ask for your child's name. This means that their answers cannot be traced back to them. All survey data is stored on password protected computers. There is more information about what happens to the data in the privacy notice below.

What does taking part involve? Your child will complete the questionnaire in a class period, supervised by a teacher or fieldworker from University of Glasgow. They can use their phone or a tablet provided by the research team and some may complete the survey in a computer lab. Some students may take part in this survey more than once: in S2 and again in S4 or in S4 and again in S6. In order to link their answers we will ask students to create a unique ID code by following a set of instructions. Students will not need to remember this ID code as we will repeat the instructions next time they do the survey. The research team will not be able to link this ID code to them as an individual.

Does my child have to take part? No. It is up to you and your child to decide. If, after reading this information letter, you feel that that you would prefer that your child does not complete the questionnaire, please let us know by signing the attached 'opt-out' form and ask your child to return it to their class teacher. Before starting the questionnaire, we will ask your child to tick a box to show they understand what taking part involves, and that they are happy to do

so. Even if you don't opt out your child, they can still choose not to take part on the day. They don't have to answer any questions they don't want to, and they are free to stop at any time without having to explain their reasons.

What are the benefits to taking part? Reporting their experiences will help their school to better prevent and respond to gender-based violence, and in time will help us know whether Equally Safe at School can help schools better respond to sexual harassment. Some questions are sensitive and may be uncomfortable. At the end of the survey we encourage students to talk to a trusted adult if they would like support or have questions, and we provide contacts for organisations that can help.

What happens afterwards? After completing the survey, schools taking part in this evaluation will be randomly selected to join a group of schools starting ESAS immediately or join a group who will start ESAS in one year's time. Selecting school start times at random makes the evaluation findings more accurate. If your child's school is in the first group, the research team will share a summary report from the survey to help them plan their ESAS activities. No individual students can be identified from the report. The research team will use the data to evaluate the ESAS intervention. Schools will not be identifiable in outputs from this evaluation. The anonymised data may be shared with other researchers, after checking we have removed information such as school name to keep it private.

The privacy notice below explains what happens to the data.

If you are happy for your child to take part in the research, you don't need to do anything.

Where can I find out more?
Please contact:

- Kirstin Mitchell (Principal Investigator, ESAS National Evaluation); Email: kirstin.mitchell@glasgow.ac.uk
- Lisa Waiting (ESAS schools coordinator); Email: lisa.waiting@rapecrisisscotland.org.uk

If your child takes part in this study and you, or they, are unhappy afterwards, please contact:
The study principal investigator Professor Kirstin Mitchell (Kirstin.mitchell@glasgow.ac.uk).

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk

Equally Safe at School is funded by the Scottish Government. The evaluation is funded by the National Institute of Health and Social Research (NIHR).

Thank you for reading this information sheet. The College of Medical, Veterinary & Life Sciences Ethics Committee of the University of Glasgow have checked this research study and given it their approval.

Privacy Notice

The University of Glasgow is the 'Data Controller' of data processed in relation to the Equally Safe at School national Evaluation. All data is processed in accordance with the United Kingdom General Data Protection Regulation (GDPR) (2020 amendments). The survey is anonymous (does not ask your child's name) but does collect limited special category data (ethnicity, sexual orientation, and health) to evaluate how well Equally Safe at School works and whether it works equally well for everyone. Responding to these questions is entirely optional. We only collect data that we need to carry out the evaluation.

The legal basis for processing the research data is a task in the Public Interest, and for the special category research data the legal basis is for scientific research purposes. Consent is not our legal basis for processing the research data but, if you do not opt them out below, we will ask for ethical consent by asking your child to tick a box before they take part.

After the survey ends, there is a separate form for your child to add their name if they would like to talk to someone in the school about something that came up while answering the survey. After informing the staff member we will delete their name straight away from our files. The legal basis for collecting their name in the separate form for this purpose is consent.

All data will be treated in the strictest confidence, stored on password protected folders on university secure servers and with access restricted to the research team during the study. Anonymous data (that does not contain any information about individuals who took part in the study), may be deposited in the UK data service or other secure archive so that other researchers can use it. We will check that we have removed information such as school name to make it private. Anonymised research data will be retained for a period of at least ten years in line with the University of Glasgow Guidelines.

What are your rights? *You won't be able to request access to the information we process about your child at any time because the survey is anonymous so we won't be able to identify your child's individual research data.*

**Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.*

Complaints *can be made to our Data Protection Officer at dataprotectionofficer@glasgow.ac.uk*
If you are not satisfied with our response, you can complain to the Information Commissioner's Office (ICO) https://ico.org.uk/

- PLEASE TEAR HERE -

ESAS Student Survey (baseline): Parent Opt-Out Form

Please only return this form if you **DO NOT** want your child to take part in the student survey

	(initial)
I have read and understood the information letter about the ESAS student survey and know I can get in contact with the researchers if I have more questions.	
I understand what the questionnaire is about, and why it is being carried out.	
I **DO NOT** give my permission for my child to complete a questionnaire.	

You do not need to give a reason for withdrawing your child from the survey but if you wish to give a reason please write below.

Your name (please print) _____

Your child's name (please print) _____

Your signature _____

Today's date _____

Please only give this slip to your child to return to their teacher if you **do not** want your child to take part.