



## Passport to Success

### Parent and Carers Information Sheet

Your child is being invited to take part in a research study.

Before you decide whether they can take part, it is important for you to understand why the research is happening and what it will involve. Please read the information below carefully. If anything is unclear or you would like more information, please contact us (see 'further information' section below). Thank you for taking the time to read this.

#### About the research

##### Who will conduct the research?

Professors Neil Humphrey and Pamela Qualter, Manchester Institute of Education, The University of Manchester, are leading the study.

##### What is the purpose of the research?

Your child's school is involved in a project about **Passport**. **Passport** is a programme that aims to improve children's wellbeing by teaching them skills that help them to cope in difficult situations. We will test whether Passport makes a difference or not.

##### Who is being asked to take part?

We are writing to you because your child's school is taking part in the **Passport to Success** project. Schools will be randomly chosen to (a) teach **Passport** lessons to children in **Year 5** during the **2023/24** school year (Passport schools), or (b) continue as normal (comparison schools). We will be collecting data in both Passport and comparison schools. Your child's school has signed up to be part of this study, in which pupils complete online surveys once a year:

| Survey Completed |               |               |
|------------------|---------------|---------------|
| 2023 (Time 0)    | 2024 (Time 1) | 2025 (Time 2) |
| End of Year 4    | End of Year 5 | End of Year 6 |

We are asking for permission for your child to complete the surveys at these three time points.

##### Will the research be published?

We will publish our findings in academic journals, blogs, conference presentations, doctoral student theses, and summary reports on websites and social media. Participating schools will receive summary feedback reports. The project dataset will also be made publicly available. This will mean that other researchers can use the data to answer their own questions about children's wellbeing. The project dataset will include thousands of responses and individual children will not be identified. In all the above, your child's responses will be **completely anonymous**.

##### Disclosure and Barring Service (DBS) Check

Members of the research team have each have undergone a Disclosure and Barring Service check. This means that they have permission to work with and do research with children.



### Who has reviewed the research project?

The project has been reviewed and approved by The University of Manchester Research Ethics Committee (Ref: 2022-14050-24401), and the funders.

### Who is funding the research?

The project is funded by the Kavli Trust, a charitable foundation and the sole owner of the Kavli group.

### **What would my child's involvement be?**

Your child will be asked to complete a survey, which will take most children no more than 20 minutes. This will be done online at school. They will do it once a year, at the end of Year 4, 5, and 6.

There are no significant risks or disadvantages to completing the survey. However, we will let your child know about sources of support that they can seek out in the unlikely event that any of the questions make them feel sad, worried, or upset (e.g., parent/carers, Childline, member of school staff), and your child's school will be given materials to help support them. There is no guaranteed benefit in taking part, but our other work has shown that completing wellbeing surveys can help some children to reflect on their lives.

### Will I or my child be compensated (e.g., receive money or vouchers) for taking part?

There is no compensation available for participating.

### What happens if I do not want my child to take part or if I change my mind?

It is up to you to decide if you want your child to take part or not. If you do not object, your child will also be asked if they want to take part. You can both back out at any time, without giving a reason. If, after your child has taken part, you decide that you want us to remove their survey answers, you can contact us to delete the record. However, it will not be possible to remove your child's data once those have been anonymised because we will not be able to identify their specific answers. We anticipate that this will take place by the end of 2026, after which personally identifiable information will be securely destroyed.

This does not affect your data protection rights. If you decide that you **do not** want your child to take part, please complete the short 'opt out' form at the end of this sheet and return it to us using the FREEPOST address by the specified date. If you prefer, you can **telephone** or **email** us using the information provided on the opt-out form.

### **Data protection and confidentiality**

#### What information will you collect about my child?

For your child to participate in this survey we need to collect information that could identify them, called "personal identifiable information." We will need to collect:

- Forename, surname
- Ethnicity
- Unique pupil number
- Year group
- Sex
- Whether they are identified as having special educational needs
- Whether they are eligible for free school meals

This information will be provided by your child's **school**.



The **survey** your child will complete asks questions about their:

- Overall wellbeing
- Difficult emotions (e.g., sadness, worry)
- Coping with difficult emotions
- Loneliness
- Bullying
- Support from friends
- Quality of life

We will link the information provided by your child's school to their survey answers. In the future, we plan to link our project data about your child to their academic attainment data in the **National Pupil Database**.

#### How will data be linked and why is this beneficial?

We will securely provide information about your child (e.g., forename, surname, unique pupil number) to the National Pupil Database so that they can match it to information they hold about your child's academic attainment. Linking our project data in this way enables us to test whether the Passport programme improves children's academic attainment.

#### Under what legal basis are you collecting this information?

We are collecting and storing personal identifiable information in accordance with UK data protection law. These state that we must have a legal basis (specific reason) for collecting your data. The General Data Protection Regulation (GDPR) lawful bases we rely upon for processing your data are public interest (Article 6 (1)(e)) and, for the Special Category data (ethnicity) research purposes (Article 9(2)(j) relying on Schedule 1 Part 1 (4) DPA 2018). This means that we process your child's personal data to conduct research in the public interest; in this case it is to carry out research on ways to improve child wellbeing, which will inform future educational provision.

#### What are my child's rights in relation to the information you will collect?

Your child has rights under data protection law with reference to their personal information. For example, they can request a copy of the information we hold about them. If you would like to know more about these different rights or the way we use your child's personal information, please consult our **Privacy Notice for Research**: <https://documents.manchester.ac.uk/display.aspx?DocID=37095>

#### Will my child's participation in the survey be confidential? Will their personal identifiable information be protected?

In accordance with data protection law, The University of Manchester is the Data Controller for this project. This means that we are responsible for making sure your personal information is kept secure, confidential, and used only in the way you have been told it will be used. All researchers are trained in how to use data responsibly, and your data will be looked after in the following ways:

- All information will be treated strictly confidentially. Only named members of the research team (all based in Manchester) will access the identifiable data\*, except in instances where it is being securely provided to the National Pupil Database to enable data linkage (see above).
- After the research team has used identifying information to link data in the ways described above, the dataset will be made anonymous. As noted above, we anticipate this will happen by the end of 2026.
- All survey data will be stored on a secure, encrypted, and password-protected drive which only named members of the research team can access.



- All data will be processed in accordance with the General Data Protection Regulation (GDPR) law.
- If you agree for your child to take part in this study and do not object, the non-identifiable information about them will be shared with other researchers and agencies. This is to support additional research in accordance with The University of Manchester's Research Privacy Notice (see above link). As already noted, this information will be completely anonymous.

\* Please also note that individuals from The University of Manchester or other authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. This may involve looking at identifiable data. All individuals involved in monitoring the study will have a strict duty of confidentiality to you/your child as a participant. Also, as noted above, we need to securely share some identifiable data with the National Pupil Database and, subsequently, with the **Office for National Statistics** for them to link it to your child's educational record.

### What if I have a complaint?

If you have a complaint, please direct those to members of the research team. Please contact the project lead:

- **Professor Pamela Qualter**

Ellen Wilkinson Building, Manchester Institute of Education, The University of Manchester, Oxford Road, Manchester M13 9PL

Email: [pamela.qualter@manchester.ac.uk](mailto:pamela.qualter@manchester.ac.uk)

If you want to make a formal complaint to someone outside of the research team or if you are not satisfied with the response you have gained from the researchers in the first instance, then please contact:

- **The Research Ethics Manager**

Research Office, Christie Building, The University of Manchester, Oxford Road, Manchester, M13 9PL

Email: [research.complaints@manchester.ac.uk](mailto:research.complaints@manchester.ac.uk)

Telephone: 0161 306 8089

If you wish to contact us about your child's data protection rights, please email [dataprotection@manchester.ac.uk](mailto:dataprotection@manchester.ac.uk) or write to The Information Governance Office, Christie Building, The University of Manchester, Oxford Road, M13 9PL and we will guide you through the process of carrying out your rights.

You also have a right to complain to the Information Commissioner's Office about complaints relating to your child's personal identifiable information:

Online: <https://ico.org.uk/make-a-complaint/>

Telephone: 0303 123 1113

### Further information

If you have any questions, you can email us at [passport@manchester.ac.uk](mailto:passport@manchester.ac.uk) or call us on 01612758512.

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



## Agreeing for your child to be part of this research

- We hope you will allow your child to take part in this research.
- In providing permission, you are agreeing for your child to complete the 'Passport to Success' surveys, for their survey data to be linked to background information about them, and for future linkage of their data to other information held about them (outlined above in 'data protection and confidentiality').
- If you do not give your permission, you need to **return the form below (or email or telephone us using the information provided on the form) as soon as possible, but no later than 27<sup>th</sup> of March**
- Choosing not to take part will not disadvantage you or your child in any way.
- It will be made clear to all children that it is up to them if they take part. They will also be reminded that they can skip questions if they don't want to answer them.

You only need to complete and return this slip if you **do not** wish your child to take part. Please either **email** the information noted below to [passport@manchester.ac.uk](mailto:passport@manchester.ac.uk), ring 0161 275 8512, or **post** back to the following address (Freepost, no stamp required), by **27<sup>th</sup> of March**:

FREEPOST RLYU-KAAB-AXRC  
Joao Santos  
Manchester Institute of Education  
B4.10 Ellen Wilkinson Building  
University of Manchester  
Oxford Road  
Manchester  
M13 9PL

### You do not need to include a stamp.

If you are happy for your child to take part, then you do not need to do anything.

Dear Pam Qualter and Neil Humphrey,

I wish to withdraw my child from taking part in the 'Passport to Success' study.

|                           |  |
|---------------------------|--|
| Child's name:             |  |
| Child's school:           |  |
| Parent/carer's name:      |  |
| Parent/carer's signature: |  |
| Date:                     |  |