

RRSA PUPIL AND STAFF QUESTIONNAIRE GUIDANCE



IS THE QUESTIONNAIRE OPTIONAL?

We are asking **all schools accredited in Scotland in the 2024-2025 period** to complete these questionnaires to support our evidence base around the significant funding investment for RRSA.

In other countries of the UK, it is optional at present. We periodically review this based on evidence needs. We strongly encourage you to use the questionnaire data within your school to guide your Rights Respecting work and to showcase what you have achieved. Although **the questionnaires are not part of the accreditation process**, you will find them helpful within your school to think about the action plan and to talk about what you've achieved.

WHO IS THIS GUIDANCE FOR?

This guidance supports schools to administer **the pupil and staff questionnaire**, including key ethical considerations.

This guidance is aimed at all Rights Respecting Schools and will be most useful for the RRSA coordinator, headteacher and any other staff members responsible for supporting progress through the Award.

Please contact your Professional Advisor with any queries, or you can email rsa@unicef.org.uk.

WHY IS IT IMPORTANT TO DO THE QUESTIONNAIRES?

The UK Committee for UNICEF (UNICEF UK) evaluates RRSA to help ensure that we are having a positive impact on the lives of children. In order to do so, we draw on a range of data which includes these questionnaires.

We analyse the data **across schools** we work with to identify the difference the RRSA makes for children. You can see how we use this information by looking at our [impact reports](#). You may also find it useful to read [The RRSA Theory of Change](#) which explains our vision of change for children and schools.

Our evaluation findings are shared with a range of stakeholders who are interested in RRSA - such as schools, local authorities and current or potential funding partners.

WHAT IS INVOLVED FOR SCHOOLS?

We will ask you to administer the pupil and staff questionnaire at every stage of the RRSA, including before Silver and Gold accreditation, and before any Gold reaccreditation. All questionnaires can be completed online using the links below or hardcopies can found on our website [here](#).

Pupil Questionnaire

The pupil questionnaire is available in three versions: Primary age, Secondary age and Pupils with communication difficulties. They are between 14 and 19 questions long and would take approximately 15 minutes in most cases. Younger pupils may need help to ensure they understand the questions.

The pupil questionnaire should be completed by a cross section of the pupil population. **Choose either a small number of classes in different age groups or a few children from most classes.** Please aim for a sample size of 15-20% of the children.

Pupil questionnaire is not required for nursery schools. However, we recommend that you look at ways to ask children in nurseries what they know about their rights and how they feel about the way they are looked after. You can include a summary of what they say in your Headteacher's Evaluation and use it internally to review your practices.

Staff Questionnaire

The staff questionnaire has 7 questions and takes approximately 5 minutes. It is intended **for all adults working in your school, particularly those who have regular contact with children.** Please encourage as many staff members as possible to complete the questionnaire. It should be completed by at least 10 staff members wherever possible. We do not ask for names on the questionnaires, but we do ask for job titles.

WHAT DO I NEED TO CONSIDER WHEN ADMINISTERING THE PUPIL QUESTIONNAIRE?

We understand that different schools might have a different approach to administering the questionnaires. However, to ensure good research ethics, please discuss the following points with the pupils prior to them completing the questionnaire.

Informed consent

It is important that your pupils **understand the purpose of the questionnaire** and **what it involves.** Please give careful thought to how your pupils can decide whether to take part on their own behalf. They should be clear on **their right to withdraw** at any point without any consequences.

We also encourage you to inform their parents and carers about the questionnaire, offer them the opportunity to see it and to ask any questions. This is to ensure that parents and carers are aware of the questionnaire, can support their child and clarify any concerns with school while keeping the decision whether to take part with the pupil.

To explain the questionnaire, for example, you can say:

- We are asking you some questions to understand how you feel about the school. It is part of our work to become a Rights Respecting School
- There are no right or wrong answers. It is about how you feel. If you don't understand one of the questions, you can ask the teacher to help explain it.
- For most of the questions, you are asked to say whether the sentence is true for you. For example, 'I enjoy being at school.'
 - If it is true for you all the time, or nearly all of the time, you can tick Yes.
 - If it is true for you most of the time, you can tick Sometimes.
 - If it is never, or almost never true for you, you can tick No.
 - If you're not sure, you can tick the last box.
- We would like you to answer as many of the questions as possible, but it is optional and if you really don't want to answer one, put a line through all the boxes.

- For any reasons, if you no longer want to complete the questionnaire, you can stop without giving any reasons. This decision will not affect you in any way.

Privacy, confidentiality, and anonymity

The questionnaires will be completed anonymously. **We do not ask pupils to put their names on and don't collect any identifiable information** such as age or gender. It is important that children feel comfortable giving honest answers, so when you collect them in, please try not to look at their answers.

The aggregated data will be shared with UNICEF UK for data analysis and reporting purposes so **individual data will not be used**. The reports arising from the data collected will not use any identifiable information.

The aggregated data will be stored securely on UNICEF UK's password protected server, with restricted access to the file limited to the UNICEF UK's researchers. You can view UNICEF UK's privacy policy here - <https://www.unicef.org.uk/legal/cookies-and-privacy-policy/>.

Please explain this to pupils, for example, you could say:

- The answers you provide are anonymous – they do not include your name or any personal information to show who you are, so no one will be able to tell what you said, or whether or not you complete the questionnaire.
- All the pupil data in the school is grouped up to produce results about groups of pupils, not any individual people.
- The data is stored securely by UNICEF UK and the school.

Ensuring pupil welfare throughout the questionnaire process

Protecting your pupils from distress

Although we don't expect these questions cause any distress or harm to children, the questionnaire could raise some concerns, for example, about pupil safety or wellbeing in schools. It is important that you **have a clear strategy for supporting your pupils who may raise concerns** whilst completing the questionnaire. It is always helpful to **liaise with a pastoral/safeguarding lead** in your school during the planning to have a clear plan and to identify ways pupils will be supported.

Before and after completing the questionnaire, you should let your pupils know how they can access support if it raises any concerns for them. We advise that you identify a local organisation within your area and a national organisation such as Childline. Please ensure that any contact data is easy to access and able to provide a speedy/timely response.

Alternatively, you may want to give children a chance to talk to you privately after they complete this in case it has brought up something they want to discuss.

Disclosure

We do not collect any identifiers so children cannot disclose on the form, however the process of answering our questions could lead a child to disclosing a risk of harm, and the school should have an approach to deal with this instance.


HOW DO I SET UP THE QUESTIONNAIRES?

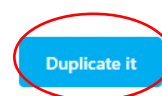
You will need access to **Microsoft Forms** to complete these questionnaires online.

Once complete you will transfer your findings to the **RRSA Questionnaire Findings** section on page 8 or download the form here and return to your Professional Adviser with your Bronze, Silver or Gold accreditation evidence.

In order to set up the questionnaires on Microsoft Forms, please follow the following steps:

1. Sign in your Microsoft account
2. Open this [link for Primary, Secondary pupils and staff](#) *OR* this [link](#) for **Pupils with SEND**
3. Click on 'Duplicate it' at the top of the screen

 Duplicate this form to use as your own.



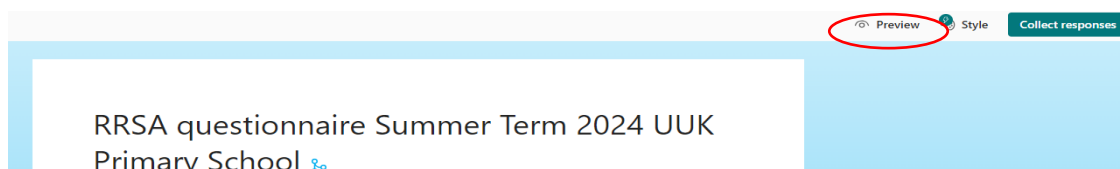
4. Click on this text to amend the title to include your school's name.

RRSA questionnaire Summer Term 2024

****school name**** (Copy) 

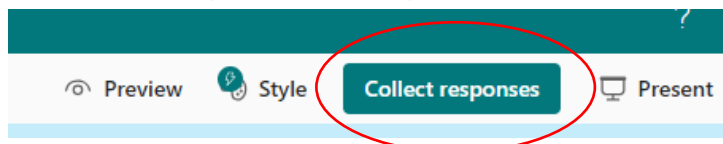
5. Preview the questionnaire. (There may be a pop up of 'Recommended questions', click on the X to delete this.)

Read through the form (please only edit the questions if really necessary as we need to monitor the responses across all schools.) The respondents answer to the first question to direct them to the Primary, Secondary or staff questions.

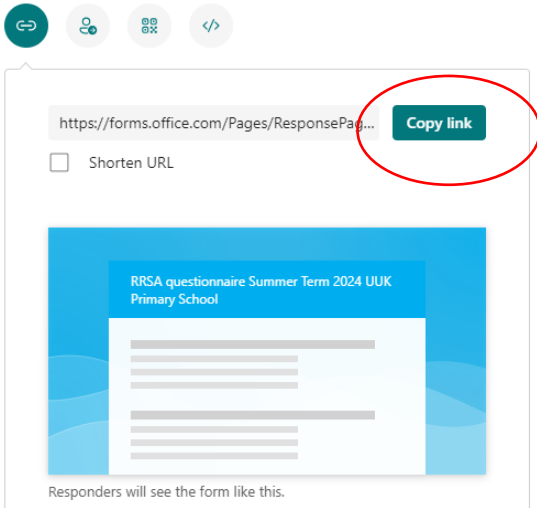


How do I collect responses?

1. When ready to collect responses, click on 'Collect responses' in the top right-hand corner.

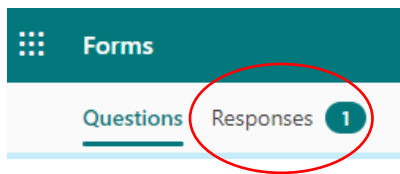


2. You will be prompted to choose who can respond. We recommend '*Anyone can respond*' but please use your professional judgement.
3. Choose how to share the questionnaire. Some schools choose to share a link on the school's social media channels, others prefer to generate a QR code or use the weblink.



How do I review the findings?

1. Once your questionnaire has been shared and responses have been submitted, you can view the data on the top left of the screen here:



2. You will then see the responses so far.

(Note that you are also able to export the data to Excel using the prompt near the top of the screen however this will not provide you with the percentages you need to complete the tables below.)

To see your results, hover the mouse over each segment of the pie chart and record the figure on the RRSA Questionnaire Findings Form.

4. I enjoy being at school

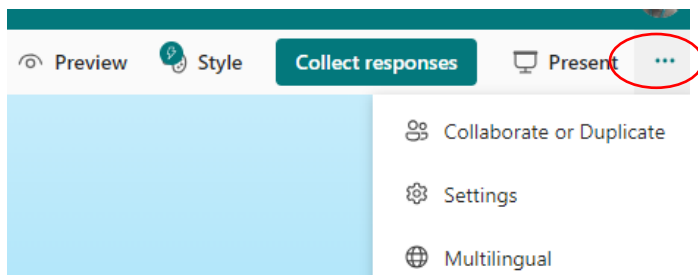
[More Details](#) [Insights](#)

● Yes	1380
● Sometimes	842
● No	151
● Not sure	53



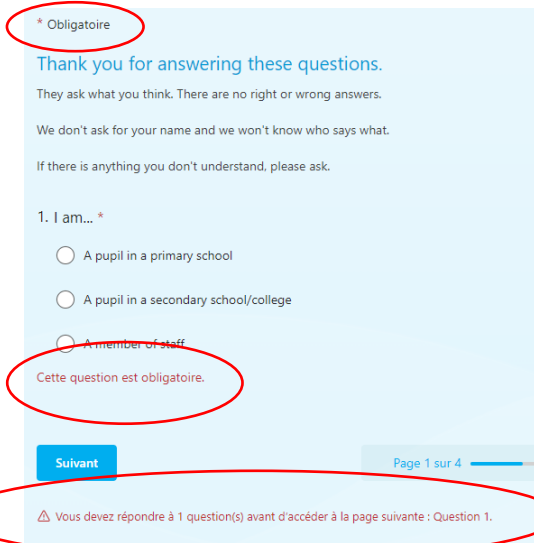
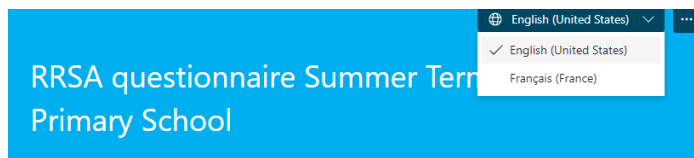
Additional useful tips

1. You can **change the language** and/or **print the form** to make the questionnaire more accessible to your school community. You can explore these options using the three dots here:



Changing the language will only change the automatically generated text, not the questions that have

been inputted.



2. You can access **the immersive reader function** to read out the questions by clicking on the three dots when in the respondent facing version of the form.



RRSA QUESTIONNAIRE FINDINGS

Please return these figures to your Professional Adviser with your Bronze, Silver, or Gold accreditation paperwork.

Pupil Questionnaire Findings

School name:

Number of pupils completing questionnaire:

% of pupils

		Yes	Sometimes	No	Not sure	No answer
2	<i>I learn about my rights at school</i>					
3	<i>I enjoy being at school</i>					
4	<i>I feel safe at school</i>					
5	<i>Adults treat me with respect</i>					
6	<i>Pupils are kind and helpful</i>					
7	<i>If I felt unsafe, I could tell an adult</i>					
8	<i>My teachers listen to me</i>					
9	<i>I can influence decisions</i>					
10	<i>I know how to make progress</i>					
11	<i>In general, I like the way I am</i>					
12	<i>I can do things to help locally</i>					
13	<i>I can do things to help globally</i>					

% of pupils

	Yes	No	Not sure	No answer
14 <i>Parents</i>				
<i>Wider family</i>				
<i>Other adults</i>				
<i>Other children</i>				

For secondary pupils only...

15 <i>Shared on social media?</i>				
	1-2	3-5	6-10	11+
<i>How many times?</i>				

School name:

Pupil Questionnaire Findings

School name:

Number of pupils completing questionnaire:

Staff Role	Number of participants

% of adults

	<i>Strongly agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly disagree</i>	<i>Not sure</i>
1 <i>I am treated with respect by other adults</i>					
2 <i>I am treated with respect by pupils</i>					
3 <i>I feel comfortable talking to pupils about rights</i>					
4 <i>I enjoy working at this school</i>					
5 <i>Pupils are actively engaged in school life</i>					
6 <i>Pupils can influence decisions made in school</i>					