

# Let's Hear Your Voice Survey Toolkit



# Healthier Futures:

## Let's Hear Your Voice Survey Toolkit

### Quick overview:

Let's Hear Your Voice is a pupil health and lifestyle survey for children and young people across Barnsley. To be eligible to take part pupils must be in year 4, 6, 8, 10 or in post 16. The survey covers a variety of different health and wellbeing topics and was created by the Children's Public Health Team at Barnsley Council. Surveys are completed during school time and information around survey delivery can be found in this toolkit.

There are different surveys to ensure that the questions are age appropriate.

The surveys are for:

- Year 4
- Year 6
- Year 8,
- Year 10,
- Post-16

The survey will be open from: **Monday 7 October 2024 – Monday 9 December 2024.**

**This should allow you some time to prepare how and when you will conduct the survey, so as not to cause too much disruption to your teaching.**

The Let's Hear Your Voice survey is designed to help you to:

- develop a whole setting approach to improve health and wellbeing,
- inform policy and procedure,
- develop bespoke PSHE and RSE curriculums based on pupil needs,
- identify and build key partnerships with wider local services to support your pupils.

***You may also want to plan for some class discussion time after the survey, to gather feedback from pupils and allow them to talk about any of the topics covered.***

If your school chooses to take part, you will have access to Barnsley-wide survey results via a population-level dashboard to inform public health practice. Your school will also receive an individual school-level report with your pupil results on.

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## **School Staff Facilitator Information**

### **1) Important information to consider before the survey goes live (up to 2 weeks before)**

Read through the following documents which you can find on the Healthier Futures Barnsley Website:

- School information letter
- Staff survey presentation (with voiceover)
- Primary School Pupil Presentation
- Secondary School Pupil Presentation
- Parent / Carer letter
- Summary Page

<https://www.barnsley.gov.uk/services/children-families-and-education/schools-and-learning/healthier-futures-barnsley/healthier-futures-lets-hear-your-voice-survey/>

### **When to show the pupil presentations?**

We recommend showing pupils the presentation specific to their age group.

- Primary presentation: Year 4 and 6
- Secondary presentation: Year 8, 10 and post 16.

These could be delivered in a whole-year assembly or in the session before the survey is completed. Your school setting can decide how to deliver the presentations, but these should help children and young people to make an informed decision about whether to participate.

### **How should the survey be completed?**

The survey **must** be completed during school time and in a single sitting, as pupils will not be able to save and return to their responses. This is to preserve anonymity.

It is advisable that pupils complete the survey in the school's computer room.

### **What other factors should be considered before completing the survey?**

Please consider any pupils who may need to be offered additional support and/or more time to complete the survey (this could potentially involve taking a 5-minute break halfway through).

You may wish to encourage these pupils to use the read aloud option, as there are audio recordings for each question.

### **When should the parent / carer letter be sent out to parents?**

It is advisable that the parent letter is edited (including your school's name) and sent out to parents before you undertake the survey. This is to ensure that parents / carers are informed about the Let's Hear Your Voice survey.

## 2) Guidance around completing the Let's Hear Your Voice survey

### Where should pupils complete the survey?

The survey should be completed during school time. It is important to make sure that pupils are in a comfortable environment, and each have access to their own online device so that they can complete their survey in privacy.

Ideally, each pupil should also have access to headphones so that they can use the survey's read-aloud audio function where necessary.

### What question types are on the survey?

The questions are all multiple choice or scale rating questions each with an audio option that can be accessed simply by pressing the play button under each question.

The style of question differs so please encourage the pupils to read through the instructions and each question carefully before responding.

### How can teachers / school staff support during the survey?

Teachers / school support staff can help encourage pupils to answer as many questions as they can, as it is important for schools to maximise participation so that we can gain an accurate insight into the health and lifestyles of children and young people in Barnsley. Pupils can skip through any question they don't understand or don't want to answer.

#### ***Important information to consider:***

- You should explain that the survey is not a test. Pupils are allowed to ask for help and that there are no right or wrong answers.
- No child should be forced to complete the Let's Hear Your Voice survey.
- The survey is not mandatory, and pupils should be informed that they may withdraw from the survey at any time.
- More detail on the delivery and making an informed decision about whether to take part can be found in the staff and pupil presentations.

### Where will the survey link be hosted?

The links to the surveys can be found on the Healthier Futures webpage – please note they will only be visible when the survey is 'live' **between Monday 7 October 2024 – Monday 9 December 2024.**

#### ***Important information:***

The survey links are hosted on a **public webpage**. The Healthier Futures webpage is aimed at professionals and schools, but it is open to anyone to access.

***We do not recommend*** you share the link to this page with parents, to reduce the risk of parents or pupils completing the survey at home.

You can look through the survey questions before you get your class to participate so that you can see what sort of questions are being asked. If you do complete this before your pupils, please state that you are a staff member in the school setting question.

## Will there be different survey links for each age group?

It is important to make sure that your class complete the correct survey for their year group. You may find it easiest to access the link to the appropriate survey and copy the link to give to pupils directly to prevent them from choosing the wrong survey.

## Advice for when pupils start the survey

Please read aloud the information at the start of the survey and then ask the pupils to scroll to the bottom of the page where they will need to 'consent' to taking part in the survey. Once they have consented, they will be able to click 'next' to begin the survey.

You may also get in touch with us at [publichealthcyp@barnsley.gov.uk](mailto:publichealthcyp@barnsley.gov.uk) if you need further support or have any queries.

## 3) Guidance when the Let's Hear Your Voice survey is completed

Remind pupils of the support available in your school and out of school as they may wish to speak to someone regarding issues that may be triggered whilst completing the survey.

## Results

### How will population-level findings be presented?

Once the survey window has closed, data will be compiled into a population-level dashboard. Your school identifiable information and all survey results will remain anonymous. The link to the population-level dashboard will be hosted on the Healthier Futures Barnsley website. This dashboard will offer an interactive and visual insight into the results collected.

### How will school-level findings be presented?

School-level findings will be pulled into a school-level report. Once the reports are ready, communications will be circulated directly to schools. **Schools will then need to contact [publichealthcyp@barnsley.gov.uk](mailto:publichealthcyp@barnsley.gov.uk) for their school report to be emailed to them.**

### Will other schools know our schools' findings?

Each school who completes the Let's Hear Your Voice survey will be issued an individual school-level report. **No other school will have access to your school's results.** All findings will be pulled into an anonymous population-level dashboard to highlight key health and wellbeing data for children and young people in Barnsley.

Please get in touch with us at [publichealthcyp@barnsley.gov.uk](mailto:publichealthcyp@barnsley.gov.uk) if you need further support or have any queries about your school level findings.

## Healthier Futures Barnsley Accreditation

The Accreditation is designed to support schools to improve health and wellbeing of pupils. By signing up to accreditation you have made the first step towards a healthier happier future for not only the children within your setting but your staff and setting as a whole. The Accreditation considers the following criteria: Physical activity, Emotional Health and Wellbeing, Food drink and oral health and PSHE. Criteria is mapped to the following key pillars: Policy, Environment,

Teaching and learning, CPD and Training and Partnerships. The accreditation aims to improve Health and Wellbeing as a whole school approach.

Email [Publichealthcyp@barnsley.gov.uk](mailto:Publichealthcyp@barnsley.gov.uk) to express your interest in getting involved.

## How does the Let's Hear Your Voice survey link to the Healthier Futures Barnsley Accreditation?

The Let's Hear Your Voice survey is designed to help you to:

- develop a whole setting approach to improve health and wellbeing,
- inform policy and procedure,
- develop bespoke PSHE and RSE curriculums based on pupil needs,
- identify and build key partnerships with wider local services to support your pupils.

Once your setting has completed the Let's Hear Your Voice survey, findings will be compiled into an anonymous population health dashboard which will be hosted on the Healthier Futures Barnsley Website. Your setting's individual findings will be pulled into a school report. Once school reports are ready to be published, we will send communications out to all schools to contact our Children and young people public health team inbox.

School reports from the Let's Hear Your Voice survey will offer visual insight into the data collected for your school setting and offer insights into the health and wellbeing of pupils in your school setting. The Healthier Futures Barnsley Accreditation is useful to help look at ways to improve health and wellbeing in setting.

The main criteria of the Healthier Futures Barnsley Accreditation (PSHE, Emotional Health and Wellbeing, Physical activity and Food drink and oral health) will help guide settings to look at their findings from the Let's Hear Your Voice survey and look at ways to develop a whole setting approach to improving the health and wellbeing of children and young people in school settings.

We are happy to work with your school setting to help interpret your pupil data and help to support improve health and wellbeing in your setting. The wider results collected will be used in decision making processes for children's services, local campaigns and strategies.

## Additional information

We would love to hear from you what you do with your data so that we can begin to capture the impact of this work. We have a quarterly virtual Healthier Futures Steering Group which we would love you to be a part of. Contact: [publichealthcyp@barnsley.gov.uk](mailto:publichealthcyp@barnsley.gov.uk) to register your interest.

## Supporting agencies

Children and young people who have completed the Let's Hear Your Voice survey may require additional support and information about the topics raised in the survey. Support agencies information can be found on the next page. For additional support agencies you can visit the Healthier Futures Barnsley website and visit the local services page. This website can be accessed by clicking the following link: <https://www.barnsley.gov.uk/services/children-families-and-education/schools-and-learning/healthier-futures-barnsley/>.

**Smoking / Vaping support:** If children and young people would like support around smoking / vaping they can visit:

- **Yorkshire Smokefree:** (Aged 12 and above) Support or advice around stopping smoking and behavioural support around stopping vaping:  
<https://barnsley.yorkshiresmokefree.nhs.uk/>.

**Alcohol / drugs support:** If children and young people would like support around their drug and alcohol use they can contact:

- **Barnsley Recovery Steps** (all age service) - [brs.referrals@humankindcharity.org.uk](mailto:brs.referrals@humankindcharity.org.uk) / 01226 779066. The young people element of the service is commissioned to work with young people 10-18 within the Barnsley Borough for support around drug and alcohol use. Website: [Drug and alcohol treatment and support service for young people \(barnsley.gov.uk\)](http://barnsley.gov.uk)

**Emotional Health and Wellbeing:** If children and young people would like support around their Emotional Health and wellbeing they can visit:

- **Branching minds:** (Primary and Secondary) – This is for CAMHS or Mental Health Support Teams provided by Compass Be -  
<https://www.southwestyorkshire.nhs.uk/2022/08/19/branching-minds-barnsley-joining-up-mental-health-and-wellbeing-support-for-local-children-and-young-people/>
- **Kooth:** (Aged 10-25 years old): <https://www.kooth.com/>
- **Chillypep:** (Aged 11-25 years old): <https://chilypep.org.uk/home-barnsley/>

**Bereavement support:** If children and young people would like support around Bereavement, they can visit:

- **Compass Be:** <https://www.compass-uk.org/services/barnsley-mhst/barnsley-cyfp-bereavement-service1/>

**Physical activity:** If children and young people would like support around Physical activity, they can visit:

- **What's Your Move:** <https://www.barnsley.gov.uk/whats-your-move/keeping-children-and-young-people-active/exercising-with-children/>

**Oral Health:** If children and young people would like to access support around oral health, they can visit:

- **How to Keep your teeth clean - NHS:** <https://www.nhs.uk/live-well/healthy-teeth-and-gums/how-to-keep-your-teeth-clean/>
- **Dental Check up's - NHS:** <https://www.nhs.uk/live-well/healthy-teeth-and-gums/dental-check-ups/>

**Sexual Health:** If children and young people would like to access support around sexual health, they can visit:

- **Spectrum:** [Barnsley Sexual Health Services - Spectrum Sexual Health \(spectrum-sexualhealth.org.uk\)](http://BarnsleySexualHealthServices-SpectrumSexualHealth(spectrum-sexualhealth.org.uk))

**LGBTQIA+ -** If children and young people would like to access support around LGBTQIA+, they can visit:

- **Chillypep LGBTQIA+ Support Weblink:** <https://chilypep.org.uk/>
- **Phone Number:** 01226 213123



**Young Carers:** If children and young people would like to access support about Young carers or sibling support they can visit:

- **Barnardo's: Priory Family Centre Young Carers & Sibling Support Service** (Aged 5-17 Years old) - <https://www.barnardos.org.uk/get-support/services/priory-family-centre-young-carers-sibling-support-service>
- **Young carers information page on Barnsley Council website:** <https://www.barnsley.gov.uk/services/children-families-and-education/young-people/young-carers/>

**Gambling:** If children and young people would like to access support around gambling, they can visit:

- **National Gambling Clinic** (Aged 13 and above): <https://www.cnwl.nhs.uk/services/mental-health-services/addictions-and-substance-misuse/national-problem-gambling-clinic>.

## **Resources to support schools:**

### 1) [School Information Letter](#)

The school letter for information to introduce the Let's Hear Your Voice survey.

### 2) [Parent / Carer Letter](#)

This ensures parents / carers are aware that Children and Young People in Year 4, 6, 8, 10 and Post 16 will be completing the survey during school time.

### 3) [Staff Presentation](#)

This can be presented to staff in setting prior to Children and young people in year 4,6,8,10 and post 16 completing the survey during school time.

### 4) [Primary School Pupil Presentation \(Year 4 and Year 6\)](#)

This presentation is to show Primary school pupils in Year 4 and 6 before the Let's Hear Your Voice survey goes live.

### 5) [Secondary School Pupil Presentation \(Year 8, Year 10 and Post 16\)](#)

This presentation is to show Secondary school pupils in Year 8, 10 and post 16 before the Let's Hear Your Voice survey goes live.

### 6) [Summary Page](#)

The summary page is designed to help teachers / staff with key questions which may arise when completing the Let's Hear your voice survey 2024.

## 7) Timeline for Let's Hear Your Voice 2024

### **September 2024**

School settings receive supporting documents to enable Lets Hear Your Voice survey to go be carried out in settings. Schools will receive:

1. Parent / Carer letter
2. Staff survey presentation (with voiceover),
3. Primary School Pupil Presentation,
4. Secondary School Pupil Presentation

### **September 2024 – October 2024**

During September 2024 – October 2024 should:

- Familiarise themselves with this toolkit,
- Show staff survey presentation to staff members in school setting.
- \*\*Edit and send the parent / carer letter out to parents / carers,
- Show pupils their age-appropriate school presentation:  
*Primary is Y4, Y6.*  
*Secondary is Y8, Y10, Post 16*

### **Monday 7 October: LET'S HEAR YOUR VOICE SURVEY GOES LIVE**

Access the survey links on the Healthier Futures Barnsley Website.

The link to the website **should not** be shared with parent/s carers as the survey needs to be completed during school time.

### **October – December**

School settings will receive communications around the survey completion and will be able to ask the Children and Young People's Public Health Team any questions around the survey.

- Please contact: [Publichealthcyp@barnsley.gov.uk](mailto:Publichealthcyp@barnsley.gov.uk).

During this time, Pupils in Year 4,6,8,10 or Post 16 can complete the survey **during school time**.

### **Monday 9 December: LET'S HEAR YOUR VOICE SURVEY CLOSES!**

### **December 2024 – January 2025**

The Children and young people's public health team will be working to create the population dashboard and school level report's unique to settings who have completed the survey. If you have any questions, please contact: [publichealthcyp@barnsley.gov.uk](mailto:publichealthcyp@barnsley.gov.uk)

### **February 2025 – Onwards:**

The Children and young people's public health team can work with your setting to interpret your unique school level findings from the Let's Hear Your Voice survey 2024.