

09/11/2022

Dear Parent or Carer,

Re: United Against Bullying programme

The Bourne Academy 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.

To make sure that we are doing all we can to prevent and reduce bullying and to improve student wellbeing. For this reason, we are inviting all students to complete an anonymous survey in Term 1. We will then ask students to complete the questionnaire again in Term 3 to see if the changes made have had an impact.

The following information is important as it will explain further 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 student questionnaire.

If you are NOT happy for your child to complete the questionnaire then please let us know by 14 November 2022 by emailing Miss Farrell, (Emmajo.farrell@thebourneacademy.com). If we do not hear from you by this date, then we would assume you are consenting to the questionnaire being completed.

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 student questionnaire has been specially designed by ABA. It has been tried and tested with student, 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

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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?

The Bourne Academy will receive an **anonymised** report of the survey findings for the whole year group that will help them review and support student 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, students will also know we take incidents of bullying seriously as a school and that we care about our students' wellbeing.

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 students' individual completed questionnaires – only year group or whole year reports which contain anonymous information.

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 Academy's Governors and Ofsted. Again, this information is anonymised and it will not be possible to identify any individual students.

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. **If you DO NOT wish for you child to take part, please let Miss Farrell know by Monday 14 November 2022.**

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.

Yours sincerely,

Miss Emma-Jo Farrell
Head Of King swear House

Principal: Mr Mark Avoth

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