

Top Tips for Education settings

For any educational setting organising a large-scale survey or questionnaire, it is important to have a process and procedure in place to maximise opportunities for student participation and make it as meaningful as possible. Below are some simple tips and guidelines to ensure success for schools.

1. Make sure that all staff across the whole educational setting are informed, involved, understand the purpose of the survey and what the hoped outcomes will be. Do this through briefings, staff meetings and line management. This ensures buy in.
2. Ensure that all students, staff and all stakeholders are aware of what is proposed, as clarity is paramount to ensure participation and consent is agreed. Again, this promotes buy in.
3. Meet with the Team (often pastoral) of staff that will be driving the survey forward. Meet with them. Get their views and ideas. Discuss strategies for success and plan a structured timeline. This promotes ownership and avoids any short-sighted decisions made in isolation that could become barriers to success.
4. Use assemblies, posters, email communication to promote the survey with students, explaining the purpose and benefits of participating. Promote the benefits of positive wellbeing and the vision of a more healthy, supportive community as a result.
5. Give the students very clear deadlines for completion. This clarity and communication increase participation numbers. We found giving students reasonably short completion periods (Tuesday launch to Friday deadline) supports this.
6. Give a second deadline for completion for students. State it has been extended and not to miss out. This gains some additional students who may have missed the first deadline.
7. Upon completion, use the data to target groups you wish to focus on. Don't get overwhelmed with the magnitude of what the data presents. Streamline the data and focus on manageable and targeted areas.
8. Interrogate the data, work with the Team driving the survey forward and identify key trends, then devise strategies, tailored to specific groups (gender, year, etc) to maximise impact.
9. Monitor the implemented interventions, adapt to ensure maximum impact and support. Being able to adapt and evolve is essential if it is to be successful
10. Get student, staff and parental feedback. The only people who will actually know if the interventions are being supportive and making a difference to wellbeing is the people involved. Listen to them and then plan future interventions with this information. This will ensure further effectiveness for whatever interventions you currently have in place.

Hope this helps and I wish you all positive mental health and well-being. 😊

Trevor O'Neill

trevor.oneill@langleyacademy.org