

31st October 2011

Dear Headteacher

Norfolk Anti-bullying Survey

I would like to invite your school to take part in the fifth county-wide anti-bullying survey to investigate pupils' experiences of bullying in and out of school and to find out how effectively they feel their school deals with bullying. The survey is a free, on-line questionnaire devised by the Anti-bullying Alliance and modified by Norfolk County Council and is intended for all Norfolk pupils in years **5 – 10**. It will be available for pupils to complete between **9 am 14 November to 5 pm 2nd December**.

The survey offers pupils an opportunity to contribute to a serious whole-school issue. Participating schools will receive their school's results, together with a county-wide comparison comprising the aggregated results for all other schools. The results will provide an invaluable insight into pupils' awareness of their school's anti-bullying policy and their views on the effectiveness of their school's practice. Information from the survey could be used to provide evidence of good practice to assess and review the effectiveness of the school's anti-bullying policy and for self-evaluation towards an Ofsted Inspection (see new framework – www.ofsted.gov.uk). Results from the previous survey have contributed to Norfolk's 2011 - 2012 anti-bullying targets. Each year thousands of pupils participate. As a result of feedback we have received over the years we have identified annual targets which have included training for parents and staff on cyberbullying, packs for schools on challenging homophobic bullying and a format for reported incidents of alleged bullying which we plan to roll out shortly.

I hope you will join with other Norfolk schools in completing the survey and if you wish to discuss general questions relating to the survey please do not hesitate to contact me on 01603 307567 or at rita.adair@norfolk.gov.uk. Andrew Walker 01603 679343 and Mark Alexander 01603 228907 can be contacted to give technical advice. I have attached an information sheet which provides further details including instructions on how to participate along with a copy of the questionnaire. Please also refer to the attached PDF 'Anti-Bullying Survey' which provides the survey questions.

Yours sincerely

Rita Adair

Senior Educational Psychologist, Children's Services, Norfolk County Council

Attached: Instruction sheet. Survey questions are in a separate PDF entitled 'Anti-Bullying Survey'.

Anti-bullying Survey 2011

- **What is it?**

The Anti-bullying survey has been adapted from a questionnaire designed by the Anti-bullying Alliance <http://www.anti-bullyingalliance.org.uk/> to gauge pupils' experiences of bullying and how they feel their school manages the issue. The survey is an on-line questionnaire which should take a year 5 child around 30 minutes to complete (depending upon their literacy level) and around 15 minutes for older pupils. Children's Services in Norfolk County Council is hosting an on-line version for Norfolk schools between **9 am 14 November to 5 pm 2 December 2011** to enable them to assess their pupils' views about bullying and how they feel their school deals with the issue.

- **What are the benefits of taking part?**

For pupils – an opportunity to reflect upon bullying, share their thoughts and influence the direction of their school's and Norfolk's anti-bullying strategy

For teachers – use of a free, easy-to-use activity that raises awareness of and provides invaluable information to support the anti-bullying agenda

For schools – free analysis of data and county wide comparison which provides evidence to show your school is taking bullying seriously and taking effective measures to address it

For Children's Services – we will use the data to ensure we are on track with our anti-bullying strategy and to inform the way we provide anti-bullying support to schools and communities.

- **Who can take part in the survey?**

The survey is open to all pupils in years 5 – 10. **At least ten pupils in the year group will need to take part to reduce the possibility of identifying a child** through her or his responses. You can include as many pupils as you wish. **We cannot provide feedback if fewer than ten pupils in a year group take part, or if it is otherwise possible to identify a child because this would contravene the Data Protection Act.**

- **How do I take part?**

(a) Before you undertake the survey

Each school must ensure that the general consent form that parents/carers are asked to complete at the start of the year covers this type of survey. If it does not, **schools must seek parental consent to carry out the anti-bullying survey.** In any case, parents and carers must be notified that the survey is taking place.

(b) Completing the survey

The survey can be completed as a stand-alone activity or as a starting point to discuss bullying issues. It can be completed as a whole class activity or by individuals, though teacher guidance may be needed for younger children and this may include reading it out

loud with a class. It is recommended that teachers look at the survey before completing. Please see attached PDF which gives all the questions that will be asked.

(c) Clarify the definition of bullying

Participants need to be clear about what bullying is and what bullying is not. A brief explanation before logging onto the survey would be helpful. For the purposes of the survey, the definition of bullying is: **"Bullying means people doing nasty or unkind things to you on purpose, more than once, which it is difficult to stop."** You need to clarify that bullying is different from a situation where two friends of equal strength have the odd fall out or quarrel. Older pupils may find it easier to understand the following definition which emphasises the three key characteristics of bullying:

- It is deliberately intended to hurt.
- It is repeated often over a period of time
- It is difficult for the bullied to defend themselves against

Step-by-Step guide

The on-line survey will be available from **9 am 14 November – 5 pm 2 December**

- Select participants from years **5-10** (ensuring that each year group has a minimum of ten pupils) and provide access for each pupil to an internet-access enabled computer so they can complete the survey individually. Please note the more pupils who participate the more useful the survey results for schools. Ideally this would be the whole of the school population. In some secondary schools where this is not possible then they should consider sampling no less than 40% of the entire school population across all years, to provide more statistically robust data.
- Brief pupils – the briefing should include the definition of bullying, purpose of survey, how long it will take to complete, when and how feedback will be received, reassurance of participant's anonymity, where to go for further advice). Pupils should be made aware that participation is voluntary and they may choose not to answer some of the questions but the benefits of taking part should also be stressed.
- Log onto <https://www.surveymonkey.com/s/anti-bullying-survey> At the bottom of the first page, the participant will be prompted to select the school's name from a drop down menu. Schools which are named after Saint's should take care as there may be more than one school of that name. Ensure your pupils know the full name of your school and check they click on this detail as they will not be able to complete the survey without doing so and this could result in fewer results for your school.
- If you experience technical difficulties, please contact Andrew Walker on 01603 679343 and Mark Alexander on 01603 228907

• When will I receive my school's results?

It will take our data team some time to collate the results but results will be placed the Schools website which is password protected by end of February 2012. You will need to log on to the My school section, click on school performance and then click on Norfolk Anti-Bullying Week survey 2011 for full details of your results. I

encourage you to share results and consequential action with pupils, parents, governors and staff so they can see what difference participation has made. Data will be processed and reported safely in accordance with Norfolk County Council's data protection policy. For the last survey's results (November 2010) go to www.schools.norfolk.gov.uk/go/bullying and click on Norfolk Anti-Bullying survey November 2011. If your school completed last year's survey, you can access your school's results by clicking on <http://www.schools.norfolk.gov.uk>. You will need to log on to the My school section, click on school performance and then click on Anti-Bullying Survey Results - Academic Year 2010/11 for full details of your results.

- **What else I need to know?**

The final page of the survey encourages participants to seek help if they have been involved in bullying. Teachers may also wish to discuss the school's policy or to reiterate the Childline number and CyberMentors website which appears on the final page of the questionnaire after completion of the survey to ensure pupils understand where to seek help should it be required. This is important because as the survey is anonymous it is not possible to link participants with particular remarks and to offer appropriate follow-up. If parents wish for further information about the survey you may wish to direct them to the Anti-Bullying Alliance website (www.anti-bullyingalliance.org.uk) or to share this paper and the questionnaire with them. You may also be interested in the Parents questionnaire designed by the Anti-Bullying Alliance which your school can carry out. Go to:

http://www.anti-bullyingalliance.org.uk/Docs/ABA_audit_questionnaire_Parents_and_Carers_UPDATED.doc

- **Who can I talk to about the survey?**

If you'd like more information about the survey, please contact Rita Adair on 01603 307567 or rita.adair@norfolk.gov.uk. Contact Andrew Walker 01603 679343 (andrew.walker@norfolk.gov.uk) or Mark Alexander 01603 228907 (mark.alexander@norfolk.gov.uk) for support with technical difficulties

After the survey how can we access our school's results in February 2012

You will be able to access your school's survey results by clicking on <http://www.schools.norfolk.gov.uk>. You will need to log on to the My school section, click on school performance and then click on Anti-Bullying Survey Results - Academic Year 2011/12 for full details of your results.