

24 October 2013

Dear Headteacher

Norfolk Anti-bullying Survey 2013

I would like to invite your school to take part in the seventh 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, online 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 **Monday the 4th November and Friday 20th December**. **Many schools choose to do it during Anti-Bullying Week, which this year falls between Monday 18th and Friday 22nd November**. In response to feedback from last year, we will keep the survey open throughout the half-term so that schools have more time to get involved.

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 p.18 – [Latest Ofsted Framework for School Inspection](#)).

Results from these surveys have contributed to Norfolk's 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 an online 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 rita.adair@norfolk.gov.uk. I have attached an information sheet which provides further details, including instructions on how to participate, and a copy of the questionnaire. **Please ensure this and the step by step guide is passed to relevant staff as they will need these instructions to participate.**

Yours sincerely

Rita Adair
Senior Lead Educational Psychologist, Children's Services, Norfolk County Council

Attached: Information sheet. Survey questions are in a separate PDF entitled 'Anti-Bullying Survey November 2013'.

Anti-bullying Survey November 2013 information sheet

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 online questionnaire which should take a year 5 child around 30 minutes to complete (depending upon their literacy level) and around 10 minutes for older pupils.

Children's Services in Norfolk County Council is hosting an online version for Norfolk schools between Monday the 4th November from 9 a.m. and Friday 20th December 5 pm 2013 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 his or her 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.

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 school year covers this type of survey. If it does not, schools may want to seek parental consent to carry out the anti-bullying survey and let parents and carers know that the survey is taking place.

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 it is completed. **Please see the attached PDF version of the survey.**

Children with significant learning difficulties

For some children particularly those in special schools an alternative survey may be more appropriate. Mencap have designed a very simple visual questionnaire which can be downloaded and would need to be completed in hard copy and then marked up for your internal use. See

<http://www.abatoolsforschools.org.uk/pdf/Mencap%20questionnaire.pdf> and accompanying notes

<http://www.abatoolsforschools.org.uk/docs/Mencap%20administrator%20notes.doc>

When will I receive my school's results?

It will take our team some time to collate the results. The results will be placed on the Schools website, which is password protected, by end of January 2013. You will need to log on to the 'My school' section, click on 'School performance' and then click on 'Norfolk Anti-Bullying survey November 2013' for full details of your results **but only the Headteacher can do this as it is password protected**. If other staff want to access the information, Heads will need to make it available for them. 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 Norfolk full survey's results (March 2013) go to

<http://www.schools.norfolk.gov.uk/Behaviour-and-safety/Bullying/Norfolk-Anti-Bullying-surveys/index.htm> and click on Norfolk Anti-Bullying survey March 2013. 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 2012/2013](#)' 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 experienced bullying. Teachers may also wish to discuss the school's policy or to reiterate the Childline number and CyberMentors (on-line peer support via Beat Bullying) website. These appear on the final page of the questionnaire 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. To make this easier we have included this information in a separate sheet which you can copy and give to all children who participate

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. [ABA Parent and carers survey](#)

Step by step guide (Please ensure staff member organising the survey has a copy of this)

1. 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 enabled computer so they can complete the survey individually. Please note the more pupils who participate the more useful the survey results are 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.

2. Brief pupils – the briefing should include the **definition of bullying (see below)**, purpose of survey, how long it will take to complete, when and how feedback will be received, reassurance of the participant's anonymity and where to go for further advice about bullying. 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.

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 i.e. there is a power imbalance

3. Log onto <https://www.surveymonkey.com/s/AntiBullyingNovember2013>. 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 but we have put the location to make it easier to identify these schools. 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.**

4. 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.

If you have any technical difficulties completing the survey, please contact Cressy McLaughlin on 01603 679343 or cressida.mclaughlin@norfolk.gov.uk, or alternatively Chris Williams on 01603 495107 or chris.williams2@norfolk.gov.uk.

If you have any difficulties accessing your results, please contact Mark Alexander on 01603 228907 or mark.alexander@norfolk.gov.uk.