

What is the Norfolk Schools Survey for LGBT History Month?

The survey is designed to find out about the extent of homophobia in schools in Norfolk. The questions are based on the information that Ofsted asks for and is set out in the guidance 'Exploring school's actions to prevent homophobic bullying'. The questions in the survey have also been informed by surveys used in other parts of the country, such as Hertfordshire's HABI survey.

The survey will help you understand:

- how much homophobic language is used in your school.
- what pupils in your school think is acceptable language and what they consider offensive or bullying.
- the extent of homophobic bullying in your school.
- what pupils think of what your school teaches them about the lives of gay and bi-sexual people.
- the extent to which homophobic language is challenged by teachers and pupils in your school.
- what pupils think your school could do to tackle homophobic bullying.

The survey is an online questionnaire which should take between 10 and 15 minutes to complete, depending upon the child's literacy level and experience. It will be available for pupils to complete between Monday the 3rd of February and Friday the 21st of March 2014.

What are the benefits of taking part?

- For pupils – an opportunity to gain a greater understanding that comments such as using the word 'gay' negatively towards some people is inappropriate and should be challenged.
- 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 Ofsted that your school is taking homophobic 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 the work we are doing in Norfolk to challenge homophobia and homophobic bullying as part of our work as a Stonewall Education Champion.

Who can take part in the survey?

The survey is open to all pupils in years 5 and 6. There is a separate survey about homophobia and transphobia for pupils in years 7 – 11. It is an anonymous survey. **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.

Step by step guide

1. Before you undertake the survey – each school should 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 survey and let parents and carers know that the survey is taking place.

2. Completing the survey – the survey can be completed as a stand-alone activity or as a starting point to discuss homophobic 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 strongly recommended that teachers look at the survey before it is completed. **Please see the attached PDF version of the survey.**

3. Select participants from years 5 and 6 (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 larger 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.

4. Brief pupils – the briefing should include a broad outline of the purpose of survey. You can use the wording in the introduction of the survey – please see the attached pdf of the survey. Please note we have deliberately avoided giving pupils the definition of bullying before they have completed the questionnaire. This is intentional as we want pupils to be honest in their responses and so that the data is more accurate. The definitions of bullying and homophobic bullying are included towards the end of the survey.

The briefing should also include how long the survey will take to complete, when and how feedback will be received and reassurance of the participant's anonymity. 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.

5. Log onto: www.surveymonkey.com/s/LGBTSurvey2014-PrimarySchools.

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 make sure that they click on this because they will not be able to complete the survey without doing so and it will result in fewer results for your school if they click on the wrong name.

6. After pupils have completed the survey – you might want to talk to them about the schools bullying policy, their understanding of homophobia and transphobia, as well how they can challenge the word 'gay' or other inappropriate language.

You could take the opportunity to discuss that it is OK to use the word 'gay' to describe someone who is gay or lesbian and to use terms like bisexual, transgender or transsexual when appropriate. We want children and young people to feel confident to respond if they hear someone using inappropriate language. The survey includes some phrases that pupils can use if they hear inappropriate language:

- "In this school, we don't use language like that. We try to be kind to everyone."

- "How would you like it if someone called you names like that?"
- "What do you mean by 'that's so gay!'?"
- "Gay is a word we use to describe people who love people of the same sex, not a nasty word to use against people."
- "I'm really sad to hear you talk like that. I hoped you knew it was important to be kind to everyone."
- "I don't like you using language like that."

The final page of the survey encourages participants to seek help if they have experienced bullying. Teachers may also wish to reiterate: the Childline number and CyberMentors website (for online peer support). 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.

7. Receiving the results for your school – it will take our team some time to collate the results. The results will be placed on the Schools website by end of June 2014, which only headteachers can access because it is password protected. You will need to log on to the 'My school' section, click on 'School performance' and then click on 'Norfolk Schools Survey for LGBT History Month - 2014' to see your results.

If other staff want to access the information, headteachers 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. It would be good to describe what actions you intend to carry out as a result. Rita Adair will be happy to support your school with the interpretation of the results and any follow up needed (rita.adair@norfolk.gov.uk). Data will be processed and reported safely in accordance with Norfolk County Council's data protection policy.

Who can I talk to about the survey?

If you'd like more information about the survey, please contact Rita Adair on 01603 307567 (mobile: 07917 215202) or rita.adair@norfolk.gov.uk.

If you have any technical difficulties completing the survey, please contact Chris Williams on chris.williams2@norfolk.gov.uk or 01603 495107. If you have any difficulties accessing your results, please contact Mark Alexander on mark.alexander@norfolk.gov.uk or 01603 228907.