

Memorandum of Understanding

More Good Days At School: Building relationships to promote health, happiness and learning

Between

Anna Freud
4-8 Rodney Street
London, NW 9JH

And

Avanti Fields School

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21 Furrow View
Leicester
LE5 0BX

Background

Anna Freud has been commissioned by the Youth Endowment Fund (YEF) to deliver the “More Good Days At School: Building relationships to promote health, happiness and learning” study. This study will implement and evaluate mental health support across secondary schools with the aim of contributing to the evidence-based for school-based mental health support. The study will run from December 2023 - September 2025. A full timeline of key dates for schools can be found in **Appendix 1**.

Purpose of this document

This Memorandum of Understanding (MoU) outlines what will be required of schools participating in the “More Good Days At School: Building relationships to promote health, happiness and learning” study. In order to take part in the study, a senior leader at the school must add their signature to this form and return by email to MGDAS@annafreud.org within two weeks of receiving it. Please put your postcode and the name of your school as the email subject heading (e.g., MoU - NW1 9JH - Freud High School). This document should be read in conjunction with other documents provided, such as the information sheets and guidance documents.

Requirements of schools

We are conducting a randomised controlled trial, which means that schools will be randomly allocated to either the intervention group (receiving whole-school trauma-informed staff training in addition to existing support), or the control group (continuing with existing support). Random allocation means that schools will **not** be able to choose which group they are in. Schools will only be informed of their group allocation after both baseline data collection and randomisation have been completed (February 2024). If the school is allocated to the intervention group, the school will be contacted by the training providers (Knowledge Change Action and Warren Larkin Associates Ltd.) to arrange and conduct the training sessions. Data will be collected from both the intervention and the control groups. For a full timeline of the project, please review Appendix 1. Schools will not be allowed to switch to a different group after they have been allocated, as this would compromise the integrity of the research.

If your school decides to take part in the study, we will ask the following:

1. Year 8 and 9 pupils will be asked to complete a survey 3 times over the next two years about how pupils are doing, what it’s like at school, how they get on

with people at school, what they think about wellbeing support at school, as well as demographic information.

2. All school staff members will be asked to complete a survey 3 times over the next two years that asks about their well-being, what practices they adopt in supporting young people and their experiences with it, as well as demographic information.
3. Pupils and school staff from a small number of schools will be asked to speak to a researcher one-to-one about their experiences during the study. This discussion will be audio-recorded.

Participation is voluntary, and everyone will be asked to provide consent before taking part. If pupils and staff choose not to take part, it will not affect their rights. Parents/carers will have the option for their child to opt-out of the study before baseline data collection. Until July 2025, pupils and staff can withdraw at any time and their information will be deleted unless permission is given to keep the data. If pupils or staff have taken part in a one-to-one discussion, they will be able to withdraw their data until 9 months later.

Results from this project will be published in reports, such as on Anna Freud's, UCL's, and Youth Endowment Fund's websites. The final report will not contain any personal information about the people who took part in the study, and it will not be possible to identify individuals from the report.

Role of the lead contact at school

The lead contact at the school will be responsible for communicating the requirements of the project to all participating school staff once the school has been randomly allocated to its research group.

The lead contact will also be asked to do the following:

- Answer queries from the evaluation team within a reasonable timeframe.
- Notify the research team if there are any issues that could prevent the execution of the research trial.
- If the school has to withdraw from the study for unavoidable reasons, they will notify the research team.
- Store any data securely and confidentially, and in accordance with the Data Protection Act (1998), and the General Data Protection Regulation (GDPR).
- Send information to the school's Safeguarding Lead to ensure students are supported in the event they become distressed at any point during the study.
- Complete and send the adverse events information form to Anna Freud in the unlikely event that an adverse event may occur.
- Complete two types of surveys at multiple time points: one describing wellbeing support provided at your school, and one describing costs incurred as a result of taking part in the MGDAS programme activities (such as staff hours and facilities), if the school is randomised to receive the training.
- Securely send pupil school data to the evaluation team in July 2024 and July 2025.
 - This includes the pupils' Unique Pupil Number, date of birth, gender, ethnicity, whether they are looked after by the local authority, whether they have any special educational needs, whether they have a disability, school attendance, attainment, and exclusions.

Ethics approval

UCL Ethics Committee has approved the study. All research is looked at by an independent group of people, called a Research Ethics Committee, to protect your interests and safety. This research has been reviewed and given a favourable

outcome by University College London Research Ethics Committee (no. 14037/012).

Data security

The UK GDPR basis for processing these data is legitimate interest (Article 6(1)(f)) and research purposes (Article 9(2)(j)) and DPA (2018) Schedule 1 part 1 paragraph 4. This allows us to process personal data for research or evaluation purposes where appropriate care is taken to manage the data securely.

Personal data (e.g., names, contact details, survey responses, discussion responses audio recording) will be held securely until the end of the project (winter 2025). After the study has ended (winter 2025), we will link the data we have collected with other data from the Department for Education (DfE). This is so that we, and future researchers, can look at long-term impacts of this programme using other sources of information from educational and criminal datasets. The DfE will replace all identifying information about the young people who have taken part in the study (their name, gender, date of birth, home address) with the young person's unique Pupil Matching Reference number in the DfE's National Pupil Database. Once this has been done, it is no longer possible to identify any individual person from the study data. This process is called pseudonymisation. Once this has been done, we (Anna Freud and UCL) will delete identifying information, except for consent forms. Consent forms (with names on them) will be held as long as the data are held, so for at least 10 years (December 2035).

Once we (Anna Freud and UCL) have finished our study (winter 2025) and transfer the data to the DfE, we hand over control to the Youth Endowment Fund (YEF) for protecting the personal information. The DfE will transfer the pseudonymised information to the YEF archive, which is stored in the Office for National Statistics' Secure Research Service. The YEF is the 'controller' of the information in the YEF

archive. By maintaining the archive and allowing approved researchers to access the information in the archive, the YEF is performing a task in the public interest and this gives the YEF a lawful basis to use personal information.

The Secure Research Service is an extremely protected and controlled environment - it would be technically almost impossible (and also illegal) for anyone to link the information back to an individual person. For more information on the Office for National Statistics' Secure Research Service, you can visit their website:

<https://www.ons.gov.uk/aboutus/whatwedo/statistics/requestingstatistics/secure-researchservice>

Information in the YEF archive can only be used by approved researchers to explore whether “More Good Days At School: Building relationships to promote health, happiness and learning”, and other programmes funded by YEF, had an impact over a longer period of time. Using the unique Pupil Matching Reference numbers added to the data by the DfE, it will be possible to link the records held in the YEF archive to other public datasets such as education and criminal justice datasets. This will help approved researchers to find out the long-term impact of the projects funded by YEF because they'll be able to see, for example, whether being part of a project reduces a child's likelihood of being excluded from school or becoming involved in criminal activity.

The YEF will keep information in the YEF archive for as long as it is needed for research purposes. Data protection laws permit personal information to be kept for longer periods of time where it is necessary for research and archiving in the public interest and for statistical purposes. The YEF will carry out a review every 5 years to assess whether there is a continued benefit to storing the information in the archive, based on its potential use in future research.

Once information goes into the YEF archive it can no longer be deleted as that would affect the quality of the archived data for use in future research.

The information from audio recordings will be kept for no longer than 9 months. The audio recordings will be shared with a company called The Transcription Service for the purposes of writing up the spoken answers into words. There will be a data sharing agreement in place before they write-up the audio recordings. We will make sure that they keep the data safe, in line with UK data protection law. When the recording has been written up, we will replace your name with a number and the recording will be deleted. In group discussions, we ask everyone to respect each other's privacy and to not repeat what is discussed with other people. As soon as the audio recordings have been written up in text, the audio recording will be deleted, and it will not be possible to identify individual people from the write up.

Safeguarding

Occasionally, someone may feel upset about a question or issue that arises during the study. If a pupil or staff member feels upset by any of the questions they are asked as part of this study, they should tell a researcher (using the contact details on the information sheet) or your school's safeguarding or pastoral lead. There are also external support services such as The Samaritans (Tel. 116 123, www.samaritans.org), Childline (Tel. 0800 1111, www.childline.org.uk), or Education Support (Tel. 08000 562561, <https://www.educationsupport.org.uk/get-help/help-for-you/helpline/>).

We will treat the information that pupils or staff share with us as confidential, but we may have to break confidentiality if they tell us something that makes us concerned about them or others being at risk. If this happens then we will try to discuss the issue with them first.

Contact details

Evidence Based Practice Unit

A partnership of



The Project Lead (Julian) is based at Anna Freud and UCL and can be contacted by email if you have any questions about this project, if there are any problems, or if you have any complaints: Julian.Childs@ucl.ac.uk. The general e-mail address for the project research team is MGDAS@annafreud.org.

If you agree to take part, please tick each point below to show you agree to the terms and conditions of the study. Please also ensure that the school name and address is completed on the first page. A senior leader at the school must add their signature to this form and return by email to MGDAS@annafreud.org within two weeks of receiving it. Please put your postcode and the name of your school as the email subject heading (e.g., MoU - NW1 9JH - Freud High School).

- I have read the points in the Memorandum of Understanding (MoU).
- I agree to all the points in the MoU and am happy for my school to be involved.

Signature:





Signetys1-21-2152042567397575528627065961498accdf82621

Name of signatory:

Job role:

Date:

Appendix 1

Project timelines

Baseline data collection: December 2023 - February 2024		
	Task	Date
1.	Send details of additional school contact (if the lead is unavailable) and Safeguarding Lead to Anna Freud.	By 21 December
2.	Send the parents/carers information sheet link (via e-mail) including opt-out consent form link to parents/carers of all pupils in Years 8 and 9.	Send by 21 December and collect until 8 January
3.	Organise introduction of the study to all pupils in Years 8 and 9 via assemblies (using our pupil study animation video) and send the pupil information sheet (via print-out or e-mail).	8-15 January
4.	Send to all staff members the study protocol training PowerPoint.	8-15 January
5.	Sign the Memorandum of Understanding and send to Anna Freud.	Within 2 weeks of receiving it
6.	Anna Freud to inform lead contact which students have opted out.	8 January
7.	Allocate tutor time (approx. 45 minutes) to share the baseline survey with all pupils in Years 8 and 9. Send tutors the guidance on completing measures in schools document and pupil survey link. Inform tutors which students have opted out.	8 January until 2 February
8.	Distribute staff survey link and regular reminders to all school staff members.	8-15 January
9.	Lead contact to complete survey describing wellbeing support provided at your school.	15 January until 2 February
10.	Anna Freud to inform schools the outcome of the randomisation (intervention or support as usual).	By 19 February
11.	If assigned intervention group, the programme team will be in contact regarding the training.	19 February onwards

Please find below a general outline of the tasks to be completed for the mid-programme follow up in 2024 and the end of programme follow up in 2025. More detailed tasks and specific dates will be provided closer to the time.

Mid-programme follow up: June 2024 - February 2025		
1.	Mid-programme follow-up data collected (pupil and staff survey)	June - July 2024
2.	School contact to complete survey describing wellbeing support provided at your school	July 2024
3.	Local school data (including cost survey) received (please see Memorandum of Understanding)	July 2024
4.	School staff and pupil interviews in a small number of schools	January - February 2025
End of programme follow up: June - July 2025		
1.	End of programme follow-up data collected (pupil, staff and support description survey)	June - July 2025
2.	School contact to complete survey describing wellbeing support provided at your school	June - July 2025
3.	Local school data (including cost survey) received (please see Memorandum of Understanding)	July 2025

Version 2, 30th October 2023