Getting the most out of your survey - essential checklist

Acknowledgements

This resource has been written for this programme by John Khan.

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He has also worked as the South East Regional Coordinator for the Anti-Bullying Alliance and previously held senior research and development positions at Save the Children and the Council for Disabled Children.

Getting the most out of your survey - essential checklist

✓ Make sure that the whole-school community is involved in all aspects of the survey from development to the dissemination of key findings

✓ Be honest and open with children about why you want to do the survey and how valuable their contribution and participation is

✓ Think about using a tried and tested survey tool that cover some of the key areas. Areas you may wish to consider might include:
- wider well-being indicators about friendships in schools
- children's perceptions of how safe they feel in school
- children's experiences of bullying in the last 12 months
- the types of bullying behaviour encountered
- what the motivation is behind the bullying behaviour
- how well the bullying was dealt with

✓ Seek advice from your local authority as they may be able help set-up an online survey. Many already use software such Citizen Space that allows for a survey to be set up quickly and can generates simple reports of key findings

✓ Plan your sample well and aim to administer the survey with children from across all year groups, with a sample no less than 50% of the school population to avoid skewing the final results

✓ Think about when the best time might be to administer the survey such as in the lead to or during national Anti-Bullying Week

✓ Don't survey children 'cold' but plan assemblies or short activities prior to undertaking the survey...this needs to include a discussion of what bullying is, and what bullying isn't

✓ Can children do the survey during tutorial time, PHSEs, Citizenship or I.T. lessons?

✓ Ensure that staff familiarise themselves with the survey before it is used

✓ Children must be clear that they do not have to take part in the survey or complete the questionnaires if they do not want to do so

✓ Children will be disclosing information about potentially difficult or painful experiences they may be having or may have had, so make

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sure there are clear signposts to support in school and other outside agencies

✓ **For Year 7 students only**, make it clear that you are only concerned about their perceptions and experiences of bullying since starting at your school in September. Otherwise you risk skewing your school's data with incidents of bullying that took place while they were in primary school

✓ Aim to leave as little 'lag' between surveying and reporting back as possible, particularly if you want children to repeat the survey in subsequent years

✓ Produce the findings in a range of accessible formats and share your key findings with the SMT, the Governing Body and the School Council in the first instance

✓ Invite parents to complete questionnaires when they visit the school for events, consultations or meetings

✓ Invite teachers to complete questionnaires to ascertain their experiences of bullying behaviour and the schools strengths as well as potential areas for further development

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Help us improve this resource

If you have ideas or suggestions that would improve this resource, such as alternative statements, or adaptations to make activities more affective with younger/older learners, or in the context of specific learning difficulties, we would really welcome your suggestions and comments:

Please contact **antibullying@afa3as.org.uk**

ABA Information Hub: www.anti-bullyingalliance.org.uk/1198

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