

Guide for Key Contacts

<SchoolCKL>

<Schoolserial>

Dear <teachername>

February 2023

What is the Behaviour in Scottish Schools study?

The Scottish Government has commissioned the Scottish Centre for Social Research (ScotCen) to carry out the 2023 Behaviour in Scottish Schools study. The study has been carried out since 2006 and last took place in 2016. It is the key source of information on relationships, pupil behaviour and current policy and practice across schools in Scotland. This study has been endorsed by the Scottish Advisory Group on Relationships and Behaviour in Schools (SAGRABIS), which includes membership from the main teaching unions, Education Scotland and COSLA.

The information collected from head teachers, teachers and support staff will provide a representative picture of behaviour in Scottish schools and identify any changes since 2016. It is crucial to informing Scottish Government policy development as it will investigate the range of different approaches to promoting positive relationships and behaviour; perceptions of the effectiveness of those approaches; and confidence of school staff to manage behaviour.

Your role is key

Your head teacher has nominated you as the key contact person for your school. We are very grateful for your help with this unique study – thank you!

Let's make it a success!

So the results are as accurate as can be, we need as many staff to take part as possible. We would be grateful if you could help promote the study and encourage selected staff to take part. Make a note of who you have selected and one week before <enddate>, remind them that they have one week left to fill out the questionnaire if they have not already done so.

What's in your pack?

Your pack includes everything you need for your school to take part. It includes:

- 1** this guide which is your step-by-step instructions on how to take part
- 2** an invitation letter for your head teacher
- 3** invitation letter(s) for chosen teachers
- 4** pack(s) (in white envelopes) for chosen class-based support staff

You may have also received a survey pack from us by email. Please note that you only have to distribute invitation letters either by email or in person.

If you have not received an email pack from us and would prefer to distribute the survey by email, please contact us at biss@scotcen.org.uk and we will send you what you need.

For step-by-step instructions for distributing survey packs in person, please turn over.

Your step-by-step guide

Please note that participants should only complete one survey per person.

1 Asking your head teacher to take part

Your pack includes an invitation letter for the headteacher. Please give this to your headteacher (or acting head) and ask them to complete the online survey at their earliest convenience and by the end of the day on <enddate>.

2 Asking teachers to take part

We would like <Teachers> teacher(s) from your school to take part and have included an invitation letter for each of them in your pack. For the survey to work effectively, **it is essential that the teacher selection process is entirely random.** Follow the steps below as closely as possible.

Create a staff list

Make two alphabetical lists: 1. the head teacher and all teachers 2. the head teacher and all support staff. These lists will be used to select the teachers and support staff who should be invited to take part in the study.

DO include staff in:

- acting up roles
- part-time & full-time
- temporary & supply posts (if been in post for at least a week already & will be there until <enddate>)
- promoted or unpromoted posts
- support staff based in the classroom

DO NOT include:

- support staff who are not classroom based
- staff who will not be in school before <enddate> (i.e. because of secondment, long term sick leave or another type of extended leave)

Selecting teachers from the list

Find the head teacher's surname on the list working down the list (i.e. A-Z), select the first <teachers> **teachers** whose surnames come immediately **after** the headteacher's in alphabetical order. These will be the <teachers> teachers invited to take part. If you reach the bottom of the list, return to the top and continue working down.

Give selected teachers their invitation letter

Please hand the selected teachers an invitation letter each and ask them to complete the online questionnaire by <enddate>.

Do not tell anyone the names of the teachers who have been selected for the survey. It is important that participants names are kept confidential.

3 Asking support staff to take part

We would also like <Supportstaff> classroom support staff from your school to take part. We have sent you <Supportstaff> classroom support staff survey pack(s). These are explained fully in the section below.

Which support staff should I include in my list?

Only include support staff who assist teachers in their work with pupils in classrooms and support bases. Staff who provide administrative assistance (e.g. photocopying) or technical assistance to teachers should **not** be included in your selection list.

Select support staff to take part

Find the head teacher's surname on the list working down the list (i.e. A-Z), select the first <supportstaff> **classroom-based support staff** whose surnames come immediately **after** the headteacher's in alphabetical order. These will be the <supportstaff> support staff invited to take part. If you reach the bottom of the list, return to the top and continue working down.

If the number of support staff in your school is fewer than the number we would like to take part then please ask all classroom support staff to take part.

Hand out envelopes and paper questionnaires to support staff if needed

Each member of support staff selected should get one of the plain white envelopes in your pack. These envelopes include a weblink to the questionnaire and a paper questionnaire (and freepost return envelope) in case they are unable to complete it online. They only need to complete the survey **either** via the weblink or on paper.

For selected staff, write their name on the envelope, hand them an envelope and ask them to complete the questionnaire by the <enddate>.

Again, do not tell anyone the names of the support staff who have been selected for the survey. It is important that participants names are kept confidential.

Support staff are encouraged to take part online if possible, however they don't always have easy access to a computer to allow them to take part online in privacy. So we've included a pack with a paper questionnaire and a reply-paid return envelope in case they cannot take part online. This is all explained in their letter.

Need Help?

If someone has a problem accessing the online questionnaire, please ask them:

- 1** to wait 10 minutes and try again
 - 2** double check with them that they have used the correct link survey.natcen.ac.uk/bisslogin
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If someone needs to restart their survey and can't remember their access code, they can restart the survey again by using the link survey.natcen.ac.uk/bisslogin but please note that previous answers won't be saved.

Lost return envelopes

If a member of support staff loses their return envelope, please email us at biss@scotcen.org.uk and request that one is sent out. Alternatively, it can be sent to:

NatCen Social Research
101-135 Kings Road
Brentwood, Essex
CM14 4LX

Contact us

More information is available on www.scotcen.org.uk/biss.
You can also contact us on **0800 652 9295** or at biss@scotcen.org.uk.

The success of the study relies on your help. Your role as key contact is vital and appreciated. Please remind teachers and support staff in your school to take part in this unique study

Thank you