



Wellbeing Investments in Schools and Employers (WISE) Study

Interview Information Sheet

Summary: We would like to invite you to participate in our study which aims to understand the processes by which schools invest in mental health and wellbeing promotion. By investment we mean dedicate resources such as time, funding, infrastructure changes, activities for staff or pupils related to mental health and wellbeing, such as a wellbeing assembly series over a term. This information sheet provides further details about the study and what would be required of you as a participant. This is so you can make an informed decision as to whether you would like to take part.

If you have any questions, please feel free to contact us using the contact details provided at the end of the information sheet.

What is this research about?

This research explores the processes by which schools invest in mental health and wellbeing. More specifically, through our study we would like to 1) understand the process of investment and decision-making related to mental health and wellbeing in school, 2) how schools use information ('evidence') and 3) attitudes and views in schools towards investing in mental health and wellbeing promotion.

Why is this research important?

This research is important because there is increasing responsibility for mental health and wellbeing promotion within schools. However, we do not know how schools are engaging with mental health promotion activities, what their needs and resources are, and how schools decide what to dedicate resources to for mental health and wellbeing promotion. Through this research, we aim to gain insight on how schools make decisions and how they invest in mental health and wellbeing promotion. Findings from this research will be used to understand how best schools can be supported to invest in mental health promotion effectively and equitably.

Who is carrying out the research?

This study is being carried out by researchers at the University of Birmingham. It is funded by the Wellcome Trust.

Who has reviewed the study?

This study has received ethical consideration by the University of Birmingham ERN_21-1687

Why have I been invited to participate?

Your school has agreed to participate in this study and has suggested you would be a good person to speak with regarding your experience and knowledge of mental health and wellbeing at your school.

What would taking part involve?

If you agree to participate in this study, our research team would interview you, and may invite you to a follow up interview. As part of these interviews, we would like to explore how decisions are being made in your school to improve the mental health and wellbeing of your pupils or both staff and pupils; and which types of information, attitudes, values influence your decisions. We may also ask you about certain documents you use or have used in the past which have supported you in making decisions. For further details about what the study involves, please see our information sheet for 'SCHOOLS'.

Do I have to take part?

No, you do not have to take part in this study. Should you change your mind about your participation in the study, you can withdraw from the study at any time, though we would wish to know about any withdrawal as soon as possible. Given the uncertainty posed by COVID-19, we can be flexible about when data are collected and the ways in which that happens; we aim to work with your schedule.

If you decide to withdraw from the interview, please contact a member of the research team whose details are provided below. There will be no consequences to withdrawing from the study, and you do not need to tell us why you no longer wish your school to take part in the study.

When and where will the interviews take place?

The interview will ideally take place face-to-face at your educational setting, but other possibilities are by telephone, or virtually via zoom or MS Teams, depending on what works best for you and any possible COVID restrictions in place at the time of interview. Interviews will be audio-recorded and transcribed. COVID requirements for school admittance will be adhered to by researchers.

What types of documents will you request?

Documents may include your school vision, mission, values statements, Governor's meetings minutes, Covid-19 catch up strategy, agendas and budget reports, audit information, and similar.

What will be done with the information I provide?

The information provided through the case study approach will help us understand how different schools make decisions about investing in mental health and wellbeing promotion. The results of the study will be used to develop a report about our findings, a workshop for schools to understand the results and impact of the findings. In addition, it will help to guide policymakers and researchers on how to inform, support, and resource mental health and

wellbeing promotion in schools. We will also publish the findings in peer-reviewed journals for other researchers to use.

How will my information be kept confidential?

Pseudo-anonymisation is used in this study in order to enable information across all of the different forms of data collected to be linked across the case study site. This means documents, transcripts and field notes will contain identifiable data, but will be password protected. This is necessary in order to meet the project objectives and accurately process-trace the data across different data types: survey, interviews, documents, observations and routinely collected data. Because the nature of the interviews reflects school-level decision making processes, this information is considered low-risk. Pseudo-anonymisation of all data types described above are all password protected at the document level and only accessible to the researchers on this project, including the Principal Investigator. At the end of the project, all these data will be completely anonymised.

Interviews will be pseudo-anonymised by using school and individual-level IDs to organise data. Interviews will be recorded and transcribed by an external agency who has signed a confidentiality agreement with University of Birmingham. Information that interviewees share about other school staff will not be shared with those staff. Audio-recordings of the interviews will be kept in a secure folder on the University of Birmingham server for the duration of the project. Interview transcripts and recordings will be password protected at the individual document level in addition to the standard password access and two-factor authentication in the University system. Only members of the immediate research team will have access to the data in their non-anonymised state.

All identifying information as stated above (such as from interview quotes or documents) will be completely removed from any publications and reports – these final outputs will be completely anonymised. If photos are taken in the school as part of an observation (for example of a wellbeing gratitude wall) no individuals would be included in any photography) and publishing photographs would only occur with the express permission of the school Headteacher and/or study liaison. Please see our information sheet on ‘SCHOOLS’ for specific detail on each type of data collection.

In line with University of Birmingham’s General Data Protection Law we will process your information in a lawfully, fairly, and transparent manner. We will only collect information we need for the legitimate purposes of our research. You can learn more about your rights under the General Data Protection Law here: <https://www.birmingham.ac.uk/privacy/index.aspx>.

What are the possible benefits of participating?

We will feed back detailed information about the decision-making steps in your organisation and how these compare to other schools. This could aid your future wellbeing investment decisions. We will also invite you to a workshop about the study findings and how these could be used. Finally, we will also provide an voucher as a thank you for your time. There is a wider benefit to society, in helping further our understanding of how schools invest in mental health and wellbeing promotion. By sharing your experiences, you will be addressing an important gap in knowledge and enable researchers to build a better picture of how schools make

decisions and thus how they can be best supported in investing in mental health and wellbeing promotion.

What are the possible disadvantages of taking part?

There are no risks associated with your participation in this study. We realise that your organisation is busy, and this will involve you giving up some time to work with us. There is no preparation needed although we would welcome any suggestions of documentation you can direct us to or share about the process of decision-making.

We are very grateful to you for considering participation in this study. If you have any questions, please feel free to contact a member of the research team:

<p>Dr Rebecca Johnson Research Fellow Institute Applied Health Research University of Birmingham</p>	<p>Camille Allard Research Fellow Institute Applied Health Research University of Birmingham</p>
<p>Email: r.johnson.7@bham.ac.uk</p>	<p>Email: c.allard@bham.ac.uk</p>

Thank you for reading this information sheet.