**Study Information Sheet**

**Title of Study:** Considerations for Local Authorities commissioning SEND (Special Educational Needs and Disabilities) Services; how would children and young people with SEND like to be consulted?

**Department:** IOE Department of Psychology and Human Development

**Name and Contact Details of the Researcher(s):** Madeleine Grant, madeleine.grant.21@ucl.ac.uk

**Name and Contact Details of Research Supervisor:** Dr Daisy Anne Loyd, d.loyd@ucl.ac.uk

You are being invited to take part in a research project about how people with SEND would like to support the development of SEND Services by Local Government bodies. Before you decide, it is important for you to understand why the research is being done and what participation will involve. Please take time to read the following information carefully and talk about it with others if you wish. Ask us if there is anything that is not clear or if you would like more information.  Thank you for reading this.

**Who is carrying out the research?**

My name is Madeleine Grant, and I am currently a student on the MA Special and Inclusive Education program at IOE, UCL’s Faculty of Education and Society in London. I am completing this study for my research project that is supervised by Dr. Daisy Loyd. This project has been reviewed and approved by the Psychology and Human Development department ethics committee at IOE.

**Why is this research important?**

There are laws that say local and national governments to include those with SEND in the development of services and policies which affect them, there is limited research on how governments engage children and young people with SEND in strategic decision-making and it is unclear how often this happens. This research aims to evaluate how Local Authorities can get feedback from young people in the best way. The objectives are to see what areas of commissioning those with SEND would like to share their views about, what methods they would like to use to share their views and what support they need.

**Why have I been chosen to take part?**

If you are a person with SEND of any age, we would like you to participate in this study. Should you have finished school, we are asking you to answer the questions in the way you would have been most likely to while you were at school. We are including those who had a SEND diagnosis while they were in school and went to school in the UK (United Kingdom). We are contacting organizations that support those with SEND in the U.K. and asking members who fit this description to participate.

If you do not have SEND, did not go to school in the UK or got a form of SEND after you finished school, then you are not an appropriate participant for this study, and we will remove your data should you fill out this survey.

If you are under the age of 16, please ask your parent or guardian's permission before filling out the survey.

**What will happen to me if I take part?**

You will fill in this questionnaire, which will begin with this information sheet, data privacy notice and consent form. This questionnaire has some introductory questions about you, questions about areas of commissioning you would like to share your views about; what methods you would like to use to share your views and what support you might need for this process. The questionnaire should take around 10 to 30 minutes to complete; this may vary depending on your processing time and how much consideration you give to your answers.

Once the questionnaire is complete, you do not have to do anything else. Once all responses are received, your answers will be confidential and analysed by the researcher. Then, the findings will be reported in a research dissertation and shared with relevant stakeholders. There will be no reimbursement for participation.

**Do I have to take part?**

Taking part in this study is your choice, you do not have to participate if you do not want to. If you do not want to participate, you will not receive any penalty or lose any benefits you are entitled to. If you do decide to take part, you can withdraw at any time and there will be no negative consequences. If you start the questionnaire, you do not have to complete it or answer all the questions if you do not want to. Should you withdraw, or not like to take part you do not have to give a reason for doing so, and you will not receive any penalty or lose any benefits you are entitled to.

If, after you have submitted the questionnaire you would like to withdraw your data, you will be able to do this until August 26th 2022. If you would like to withdraw your data after submitting it, please contact us and we will ask you what you wish to happen with the data you have provided. If you do decide to take part, you will be given this information sheet to keep and be asked to provide your consent to participate at the start of the questionnaire.

**Support for completing questionnaire**

You are welcome to ask someone (like a parent, carer, teacher, or friend) to help you complete this questionnaire if you like.

If you would like the format of this document to be changed so it is easier to fill out, please contact me at madeleine.grant.21@ucl.ac.uk and tell me what format you would prefer so that I can send this to you. Qualities like font, spacing between lines, font size and background colour can be changed.

While we have tried to make the questions as simple and accessible as possible, there may still be some questions you do not understand. We want to know whether you are interested in giving feedback to Local Government bodies about things you do not currently understand, so it is okay if you do not understand every question.

Microsoft Forms will also be used to host the questionnaire online, which you can use if you prefer. You can access the online version of the survey here, <https://forms.office.com/r/9RhzmCEAcA>. Microsoft Forms has a variety of accessibility functions, particularly for those who are visually impaired, for further information about this please go to this link, <https://support.microsoft.com/en-us/office/accessibility-support-for-microsoft-forms-a77e8a20-ce55-4f93-99a2-96bd688b86f3>.

**Will anyone know I have been involved in this research?**

All the information that we collect about you for this research will be kept private. You will not be able to be identified from the questionnaire and all responses to open-ended questions will be anonymized. To help us ensure anonymity, please avoid using any personally identifying information (like your name or the name of the school you go to) in your responses. It is up to you whether you tell others that you have participated in this research.

Please note that your responses will be kept confidential as far as it is possible unless I see anything in your responses that makes me worried that someone might be in danger. If this happens, I may need to inform relevant agencies as a part of a duty of care. If this were the case, we would inform you of any decisions that might limit your confidentiality if appropriate.

**Data Protection Privacy Notice**

The controller for this project will be University College London (UCL). The UCL Data Protection Officer provides oversight of UCL activities involving the processing of personal data, and can be contacted at data-protection@ucl.ac.uk

This ‘local’ privacy notice sets out the information that applies to this study. Further information on how UCL uses participant information from research studies can be found in our ‘general’ privacy notice for participants in research studies at the link here <https://www.ucl.ac.uk/legal-services/privacy/ucl-general-research-participant-privacy-notice>.

The information that is required to be provided to participants under data protection legislation (GDPR and DPA 2018) is provided across both the ‘local’ and ‘general’ privacy notices. The lawful basis that will be used to process any personal data is: ‘Public task’ for personal data and ’Research purposes’ for special category data. We will be collecting personal data such as:age, educational experience, type of disability or special educational need and email should you wish to be kept informed of the study.

Your personal data will be processed so long as it is required for the research project. If we can anonymise or pseudonymise the personal data you provide, we will do so to minimize the processing of personal data wherever possible.

If you are concerned about how your personal data is being processed, or if you would like to contact us about your rights, please contact UCL in the first instance at data-protection@ucl.ac.uk.

**Contact for further information**

If you have any further questions before you decide whether to take part, you can reach me at madeleine.grant.21@ucl.ac.uk.

If you would like to be involved, please turn the page to complete the consent form and begin the questionnaire.

Thank you very much for taking the time to read this information sheet.

**Consent Form**

If you are happy to participate in this study, please complete this consent form by ticking each statement, as appropriate:

If you have any questions about this study, please contact: madeleine.grant.21@ucl.ac.uk

Participant’s Declaration of Consent

* I confirm that I have read and understood the information sheet and have had the opportunity to consider the information, ask questions and have had these questions answered.
* I understand that my participation is voluntary and that I am free to withdraw at any time, without giving any reason.
* I know that I can refuse to answer any or all of the questions.
* I am aware that all data will be stored under the terms of General Data Protection Regulation (GDPR).
* I understand that all data will be anonymized and kept securely, and it will not be possible to identify me in any reports.

**Section 1 - Introductory Questions**

These are some background questions about you and your experience. The answers to these questions will help us see if different sorts of people have different preferences about sharing their views or being involved in decision making.

1. What year were you born?

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1. Did you ever go to school in the UK?
* Yes
* No
1. What kind of Special Educational Need/ Disability do you have? You can pick more than one answer

* Learning difficulties
* Communication difficulties
* Specific learning difficulties (like dyslexia and dyspraxia)
* Social, emotional or mental health issues
* Physical/mobility issues
* Deafness or hearing issues
* Blindness of visual impairment
* Medical issues (like a chronic illness or epilepsy)
* Autism
* None
* Other, please explain what kind of SEND you have below:

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* I don't understand the question

1. Have you ever been to, used or received any of these things? You can pick more than one answer

* A special school
* A special unit or resource provision in a mainstream school
* SEND support in a mainstream school (that you don't need an EHCP for)
* Alternative education (like pupil referral units, homeschooling or hospital teaching)
* A private school (which was not paid for by the government)
* Education Health Care Plan or Statement of Special Educational Need
* SEND related social care services (like a SEND social worker, short breaks or SEND transport)
* SEND related health care services (like wheelchair services or children’s mental health services)
* None of these
* I don't know
* I don't understand the question

1. How much do you understand about how consultation with the Local Authority works and how local policy and services are developed?

When you are consulted, you can give feedback and get involved in decision-making about things. Consultation is something the Local Authority does when they want to know what the community wants.

* I know a lot
* I know a little
* I know nothing
* I am not sure how much I know
* I don't understand the question

1. Do you want to be involved in decisions about SEND Services and Education where you live?

* Yes
* No
* I’m not sure
* I don’t understand the question

1. Do you think your Local Authority cares about your opinions about SEND services and education?

* Yes
* No
* I’m not sure
* I don’t understand the question

1. Has your Local Authority ever tried to get your opinion on SEND Services and Education?

* Yes, including for the purpose of developing and improving services and education for all people with SEND.
* Yes, but only about decisions about my personal education and care
* No
* I'm not sure
* I don't understand the question

**What do you want to share your views about?**

This section will ask questions about what types of things you would like to share your views about.

1. Do you want to share your views any of these topics? Put an X in the box that you agree with most. There will be some specific examples provided in each category.

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|   | Yes  | Maybe  | No  | I do not understand the question  |
| Support and learning (EHCP’s, teaching methods, assessment) |   |   |   |   |
| Preparing for adulthood (support with employment or living on your own)  |   |   |   |   |
| Wellbeing (your happiness, health and safety, safeguarding from harm)  |   |   |   |   |
| Social life (social activities, anti-bullying programmes)  |   |   |   |   |
| Related social care services (specialist social workers, short breaks or SEND transport)  |   |   |   |   |
| Related health services (medical plans and equipment)  |   |   |   |   |
| Social justice issues (equality and inclusion for people with SEND, racism, LGBT issues, democracy)  |   |   |   |   |
| Financial issues (budget, value for money, the local economy)  |   |   |   |   |
| SEND staff, including teachers, Local Authority workers (training, management and performance)  |   |   |   |   |
| Setting priorities and targets for SEND services and education  |   |   |   |   |
| Policies (eligibility criteria, behavior policies)  |   |   |   |   |
| Processes (application processes, EHCP allocation and review processes, appeal or complaint processes)  |   |   |   |   |
| Governance and leadership  |   |   |   |   |
| Information and advice about SEND (The Local Offer, social media)  |   |   |   |   |
| Deciding how services are set up or picking providers of services (this sometimes-called procurement or commissioning)  |   |   |   |   |
| Facilities (buildings, equipment and maintenance)  |   |   |   |   |

1. Do you have anything to add about the answers you picked in this section (including why you picked them)? If you do not have anything to add, that is fine, you can move on to the next section.

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**How do you want to share your views?**

This section will ask about what ways you would prefer to share your views and be involved in decision making.

1. Would you want to use any of these ways of sharing your views? You can select all options that you would like to use :
* Surveys
* Interviews
* Activities in after school clubs
* Classroom activities
* A SEND Young People's Board (This is where a group of a few pupils with SEND, who are picked by their school or the Local Authority can give feedback and be involved in decision-making on behalf of all people with SEND)
* A SEND Youth Parliament (This is where a group of a few pupils with SEND are elected by all pupils with SEND to give feedback on their behalf)
* Social Media
* Sending an email, letter, text or making a phone call to someone in the Local Authority when you feel like it
* Creative methods (like an art project, performance or making a documentary)
* Someone else (like a teacher, parent or carer) gives feedback on your behalf
* I don't understand the question
* Other, please explain how you would like to share your views or be involved in making decisions:

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1. This is a list of ways that activities where you can share your views can be organised. Please say how you feel about each option below and tick the box which applied to your opinion the most.

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|   | I want this option  | I wouldn’t mind this option  | I don’t like this option  | I do not understand the question  |
| I can join in virtually or online  |   |   |   |   |
| I can share my views in person  |   |   |   |   |
| I can join in anonymously, so my opinions are private  |   |   |   |   |
| Activities are formal and structured  |   |   |   |   |
| Activities are informal  |   |   |   |   |
| Activities are organised and led by professionals  |   |   |   |   |
| Activities are organised and led by people with SEND  |   |   |   |   |
| Activities are kept as fun as possible  |   |   |   |   |
| Activities are focused on serious issues  |   |   |   |   |
| Education is provided about that I am not familiar with, or that are hard to understand  |   |   |   |   |
| Complicated topics are simplified as much as possible  |   |   |   |   |
| I can share my views in a group  |   |   |   |   |
| I can share my views on my own  |   |   |   |   |

1. If you want to give feedback in a group, who do you want to be in the group? You can select more than one answer

* Only people in your class
* Only people in your school
* Only people a similar age to you
* Only people that have the same kind of SEND as you
* People in all schools
* People of all ages
* People who have every kind of SEND
* I'm not sure
* I don’t want to give feedback in a group
* I don't understand the question

1. If you had the opportunity to have a leadership role amongst young people with SEND, would you want to?

* Yes
* No
* I’m not sure
* I don’t understand the question

1. If you want to share your views and be involved with decision making, how often do you want to get involved?

* Daily
* Weekly
* Monthly
* Once a term
* Once a year
* Whenever I feel like it
* I'm not sure
* I don't understand the question

1. What ways of sharing your views do you think would lead to the best quality feedback and why? Good quality feedback is accurate and detailed. If the way you are thinking of was not listed above, please explain what it is. If you can’t think of anything, that is okay, please move on to the next question.

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1. What ways of sharing your views do you think you would find the most empowering and why? If the way you are thinking of was not listed above, please explain what it is. If you can’t think of anything, that is okay, please move on to the next section.

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 **What could help or stop you from sharing your views or being involved in decision making**

This section will ask about things you feel may help or prevent you from sharing your views or being involved in decision making. These answers could identify what support people need to join in.

1. Do you need any of these types of support to share your views and be involved in activities? You can select more than one option.
* Support with transportation to get to in person events
* Technology (like a laptop) if I need to join in with online events from home
* Information in alternative formats (like easy read documents, audio descriptions or sign language interpretation)
* Support with my personal care
* A sensory friendly environment or accommodations
* A physically accessible building for wheelchairs or people who use mobility aids
* Lots of time, so I can process information, understand things and explain my views
* Lots of breaks
* Help advocating for myself
* Support understanding complicated
* Support with my communication
* I don't understand the question
* Other, please explain what support you need:

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1. If you need support to give your feedback and participate in decision making, who would you like it from? You can select more than one choice.

* I don't want or need support from anyone
* A parent
* A teacher
* A keyworker or carer
* A friend
* An independent advocate
* I'm not sure
* I don't understand the question

1. Is there anything else you want to say about any of the topics presented in this survey? If you can't think of anything, that is okay, please finish the survey

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**Debrief**

You have now finished the survey. Please email a photo of this survey or a scanned version to madeleine.grant.21@ucl.ac.uk. If you cannot send the survey yourself, you can ask someone else to do it for you.

Thank you for participating in this questionnaire about how local authorities can get feedback from young people. Your responses will help me understand what areas of commissioning those with SEND would like to provide input on, what methods they would like to use to provide input and what barriers or facilitating factors could affect this process.

I would like to reiterate that all responses will be treated confidentially and anonymously. Should you have any further questions about this research, or wish to have your data removed, please contact me at madeleine.grant.21@ucl.ac.uk

Thank you very much for your participation, it is greatly appreciated!

Should you wish to receive a summary of the findings please include your email below so this can be sent to you. If you would like this in any particular format, please email me at madeleine.grant.21@ucl.ac.uk to make this request.

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