

SALSUS 2018 INSTRUCTIONS FOR LIAISON POINTS

Thank you very much for your help so far with this survey. This pack contains everything you need for to take part in SALSUS 2018. You will have been sent a pack of materials for each selected class in your school. This document explains the steps you need to take.

If you have any problems or questions, please see the SALSUS website (www.salsus2018.co.uk), or contact Lucy Setterfield, Ipsos MORI project manager, on 0131 226 8677 or salsus2018@ipsos.com.

Each individual class pack should contain:

- Instructions for the class teacher administering the survey (x1). These instructions are also included at the end of this document for your reference.
- Opt-out letters for parents (x30)
- Information sheets for pupils (x30)
- A set of 40 stickers with the survey link and unique log-ins for pupils (x1)
- A class response sheet (x1)

The liaison point pack should also contain:

- A separate sheet of test log-ins for you and the class teacher administering the survey (x1)
- A reply paid envelope for returning the class response sheets (x1)

If there is anything missing, please contact Ipsos MORI. Alternatively, electronic copies of the materials can be downloaded from our SALSUS website: www.salsus2018.co.uk.

A summary of the steps involved...

1. Check the contents of each class pack and read these instructions and the class teacher instructions carefully.
2. Raise awareness of the survey among parents.
3. Distribute the packs to the relevant class teachers in the bags supplied.
4. Use one of the test links on the separate sheet enclosed to verify that the survey works and none of the questions are blocked by a filter.
5. Take a note of when the class teacher plans to administer the survey and follow up if they have not returned the class response sheet on that date.
6. Post the completed class response sheets to Ipsos MORI in the provided reply paid envelope.
7. Follow up on absent pupils.

Step 1: Please check the contents of each class pack and read these instructions and the class teacher instructions carefully

You should keep these instructions and give everything else to the class teacher.

Step 2: Raise awareness of the survey among parents

To ensure that parents are aware their child might/will be asked to participate in the survey, it would be much appreciated if you can raise awareness that the school is taking part in SALSUS 2018.

This could be done, for example, by posting a short message on the school website, in (e-) newsletters, or via other sources from which parents receive information from the school.

The information should make clear to parents that while participation is important, and the results of previous waves of the survey have helped in planning and developing services aimed at reducing smoking, drinking and drug use among young people in Scotland, they can request that their child does not take part in the survey.

Sample text for raising awareness of the survey among parents is provided on the SALSUS website (www.salsus2018.co.uk), or can be obtained from us by emailing salsus2018@ipsos.com.

Step 3: Distribute the packs to the relevant class teachers in the bag supplied

There is a label on each bag to show which pack is for which class (it will say '2F' or '4B' etc.). Please use the specified classes – do not substitute with other classes. Please ensure that you use the correct bag for each class, and please emphasise the following key points to the class teacher:

- the opt-out letters for parents and the information sheets for pupils need to be issued at least a week before the survey is completed (the school may decide to send its own opt-out letter, rather than use the one provided)
- they must complete the class response sheet and return it to you
- arranging for absent pupils to complete the survey at a later date is key to the reliability and representativeness of the results.

Step 4: Test the survey with one of the links provided on the test logins sheet. These are test log-ins and should **not** be used for pupils. **If pupils use these log-ins to access the survey, the data they provide will not be recorded.**

When testing the survey, please make sure you check right through to the end (and that you say you smoke, drink and use drugs to cover all of the questions!).

You can test the survey using the main **SURVEY LINK**: <https://ipsos.uk/SALSUS2018>

Step 5: Take a note of when the class teacher plans to administer the survey and follow up if they have not returned the class response sheet on that date

Step 6: Post all class response sheets to Ipsos MORI Scotland

Please return the completed class response sheets in the reply paid envelope provided. If you have misplaced the envelope you can contact Ipsos MORI or use the following freepost address: **Freepost RTSA-ZGKX-STRU, Salsus 2018, Ipsos MORI, Kings House, Kymberley Road, Harrow, HA1 1PT** on a standard A4 envelope.

The final date for the completion of online surveys and the return of class response sheets is **25th January 2019**, but please return your school's response sheets as soon as they have all been completed. If more than one class in your school has been selected, please return them at the same time.

Spare materials should be retained until all absent pupils have completed the survey and then put in your paper recycling – please do not return any spare materials.

Step 7: Follow up on absent pupils

If any pupils are absent when the survey is completed, class teachers should record this on the class response sheet and note their names in the space provided in Step 4 of their instructions.

If possible, absent pupils should complete the survey the next time they attend that class. If this is not possible, please arrange another suitable time. You could administer the survey to all absent pupils at the same time in an ICT suite or the library, or in individual classes either on laptops or tablets. We understand the additional work involved in following up on absent pupils but **following up on these pupils will make a big difference to the representativeness of the sample and the robustness of the survey results. Why is this so important? Surely getting responses from 23 out of 25 pupils in a class is really good....?**

The higher the response rate, the more accurate the results will be. We know from previous surveys that absenteeism is strongly linked to some of the behaviours we are looking at – so following up on absent pupils is particularly important because we know that, as a group, they are 'different' to the pupils who are not absent. If we do not follow up on absent pupils the results will be biased.

Absenteeism due to truanting and exclusion is highly correlated with substance use. For example, in the 2018 survey:

- 80% of 15 year old regular smokers had also truanted in the past year, compared with 37% of 15 year old non-smokers
- 62% of 15 year olds who had drunk in the last week had also truanted in the past year, compared with 26% of 15 year olds who never drink alcohol
- 24% of 15 year olds who had used drugs in the month prior to the survey had truanted more than 10 times, compared with 4% of 15 year olds who had never used drugs.

Levels of absenteeism due to sickness were not asked about, but there was a question on health and this was also correlated with substance misuse (e.g. 91% of those who had never used drugs rated their health as 'excellent' or 'good' compared with 77% of those who had used drugs in the month before the survey). It therefore seems likely that there is also a correlation between absenteeism due to sickness and substance misuse.

Absent pupils who are completing the survey at a later date should do so under the same conditions as pupils in the main session. This needs to be explained before they complete the survey so that they feel they can be honest while they are completing it – reassurances given afterwards will be too late to affect the quality of the data collected.

We have provided space below for you to keep a note of the absent pupils to be followed up. If pupils are on long-term absence, we can arrange for a pack to be sent to their home address.

Thank you very much again for your help.

Class (e.g. '2F' or '4B' etc)

Date surveys completed by class

Names of absent pupils to be followed up: (do not include those who have refused or whose parents refused)

..... Date completed

..... Date completed

..... Date completed

..... Date completed

..... Date completed

Class (e.g. '2F' or '4B' etc)

Date surveys completed by class

Names of absent pupils to be followed up: (do not include those who have refused or whose parents refused)

..... Date completed

..... Date completed

..... Date completed

..... Date completed

..... Date completed

Class (e.g. '2F' or '4B' etc)

Date surveys completed by class

Names of absent pupils to be followed up: (do not include those who have refused or whose parents refused)

..... Date completed

..... Date completed

..... Date completed

..... Date completed

..... Date completed

Class (e.g. '2F' or '4B' etc)

Date surveys completed by class

Names of absent pupils to be followed up: (do not include those who have refused or whose parents refused)

..... Date completed

..... Date completed

..... Date completed

..... Date completed

..... Date completed

Class (e.g. '2F' or '4B' etc)

Date surveys completed by class

Names of absent pupils to be followed up: (do not include those who have refused or whose parents refused)

..... Date completed

..... Date completed

..... Date completed

..... Date completed

..... Date completed

Class (e.g. '2F' or '4B' etc)

Date surveys completed by class

Names of absent pupils to be followed up: (do not include those who have refused or whose parents refused)

..... Date completed

..... Date completed

..... Date completed

..... Date completed

..... Date completed

SALSUS 2018
INSTRUCTIONS FOR CLASS TEACHERS
★ PLEASE READ AT LEAST A WEEK BEFORE THE SURVEY ★

Please read these instructions carefully as they are essential for the robustness of the research. They will only take around five minutes to read but please do so at least one week before you plan to administer the survey as letters must be sent to parents and information sheets given to pupils in advance.

If you have any problems or questions, please contact the liaison point within your school, see the SALSUS website (www.salsus2018.co.uk), or contact Lucy Setterfield, Ipsos MORI project manager, on 0131 226 8677 or salsus2018@ipsos.com.

Class Pack

Your pack to undertake SALSUS 2018 with one class of pupils should contain:

- Opt-out letters for parents (x30)
- Information sheets for pupils (x30)
- A set of 40 stickers with the survey link and unique log-ins for pupils (x1)
- Class response sheet (x1)

If there are more than 30 pupils in the class, you will require additional opt-out letters and information sheets. For additional materials, please contact Lucy Setterfield or these can be downloaded from the SALSUS website.

If there is anything missing, please contact the liaison point within your school.

Background to the survey

SALSUS (the Scottish Schools Adolescent Lifestyle and Substance Use Survey) has been running since 1982. It provides valuable information about young people's lifestyle choices, in particular, providing data on levels of smoking, drinking and drug use.

The Scottish Government has commissioned Ipsos MORI to undertake the 2018 wave of SALSUS.

To ensure that the results are as representative as possible, Ipsos MORI have randomly selected over 2000 S2 and S4 classes from schools across Scotland to participate. To ensure the results are reliable, it is important that the survey is administered in the same way across all classes and schools. We have therefore drawn up the following guidelines.

A summary of the steps involved...

- 1) Identify a suitable date and time to administer the survey**
- 2) Distribute the opt-out letters for parents and the information sheet for pupils at least a week in advance of the survey**
- 3) Administer the survey**
- 4) Complete the class response sheet and take a note of absent pupils**
- 5) Return the class response sheet to your school liaison point**
- 6) Follow up on any absent pupils.**

Step 1: Identify a suitable date and time to administer the survey

The survey must be undertaken in a mixed ability class (e.g. a Social Education/PSE class), and filled in on one occasion (not two separate occasions) – this may be over one class period or a double period (depending on how long each period lasts). The survey should take around 30 minutes to complete although some pupils may take longer.

When planning a date to administer the survey, please bear in mind that the opt-out letters to parents and the pupil information sheets need to be issued at least a week before the survey is to be administered.

Step 2: Distribute the opt-out letters for parents and information sheet for pupils

An opt-out letter should be taken home by each pupil, and given to their parent/guardian. Please ask pupils to write the final return deadline (i.e. the day the survey will take place) on the opt-out letter. At the same time, each pupil should be given a copy of the 'Information sheet for pupils'. In order to allow time for parents to respond if they *do not* wish their child to participate, these handouts need to be issued at least a week before the survey is to be administered. When pupils are given these materials, please re-iterate to them that they should ensure they pass the opt-out letter on to their parent/guardian.

Step 3: Administer the survey

The survey can be administered on desktop PCs, laptops/netbooks, or tablets.

Set-up of the room

To help ensure that responses are as honest as possible, it is important that pupils cannot see each other's answers. If pupils are completing the survey on laptops or tablets in an ordinary classroom, the room should be set up exam style, with pupils at separate desks. If an ICT suite or the school library is being used, they should be spaced out as much as possible if it is practical to do so.

Ensure that each pupil selects a sticker with the survey link and unique login at random – this will help reassure them of confidentiality and anonymity. **Do not share stickers between pupils.** We have provided 40 stickers per class in case there are more than 30 pupils per class and/or if spares are required (for example, if pupils are frozen out of the survey).

Please emphasise the anonymity and confidentiality of the exercise, and that no-one in the school will see any of the completed surveys.

So that pupils feel they can be honest while they are completing the survey, these reassurances about confidentiality and anonymity need to be given before pupils start the survey – reassurances given afterwards will be too late to affect the quality of the data collected.

Pupils will be worried if you are able to see their answers, so please **remain at the front of the room as much as possible.**

Instructions to pupils

Ask pupils to type in the survey link in their computer/device's web browser, and to type in their access code in the space provided.

Before pupils start, you should stress the points which are explained in the section below. You may choose to read this out. However, if not, **please stress the points in bold – it is important that *all* the points in bold are made to *all* participating pupils:**

*Our school is taking part in a study about the lifestyle choices of young people in Scotland. You will be asked to fill in a survey. **It is up to you whether you want to complete the survey. If you do complete the survey and there are any questions you do not want to answer you do not have to. There will be a 'prefer not to answer' option to select if this is the case.***

The survey is confidential and anonymous. Nobody at school (including me), or at home, will see your answers. Don't type your name into the survey. When you have completed the questions, select 'Finish' to submit your answers. All the surveys will then be sent securely to the survey team.

Answer the questions as honestly as you can but don't spend too much time on each question. You should not talk to each other until everyone has finished. Remember it is your own opinion that is of interest and not that of everyone else. Although there will be no talking, the survey is not a test and there are no right or wrong answers.

***Before starting to fill out the survey, you should read the instructions at the beginning.** Depending on how you answer certain questions, you may be asked to miss out some later questions. You should therefore **look closely at the instructions for each question** – most of the time you will be asked to select the box that best fits your answer, but not always. Then select the 'Next' button underneath the question.*

If you have moved on and realise that you have made a mistake, select the 'Back to last question' button and then select the box that you think best fits your answer.

When you get to the end of the survey, select 'Finish' to submit your answers. This will then take you to a quiz which you can do if others are still completing the survey.

Giving help

The survey contains all the instructions pupils should need and will automatically route them to the next question. However, it is possible that some pupils may have problems answering certain questions, and ask you for guidance.

Any help you give must not bias the pupil's answers. Help should therefore only be given if the problem is a practical one e.g. whether to select or type a number in a box, or how to rectify a mistake. **Please do NOT help pupils interpret questions, suggest specific responses, or influence their responses in any way.**

If the request for help would mean helping a pupil interpret a question, or suggesting an answer, then the pupil should be instructed to answer as best they can or to answer the question as they understand it. If a pupil really does not know what to write and there is no 'Don't know' option they can select 'Prefer not to answer'.

It is important that pupils are not rushed as this will affect the validity of their answers.

At the end of the survey

We have provided a quiz, based on findings from 2015, at the end of the survey to occupy those pupils who complete the survey early.

Pupils with additional support needs

If there are any pupils who would normally receive support (e.g. scribing or other assistance), they should be given the choice of:

- completing the survey on their own
- completing the survey with support
- not completing the survey.

If a pupil is taking part with support, this should take place in an area where they cannot be overheard by anyone else. The person providing support must agree to maintain confidentiality and not to refer to the responses in any future contact with the pupil. The survey can be completed on a laptop or tablet device, so ASN pupils can complete the survey in a different room than the rest of the class if they require privacy (e.g. because they are using a screen reader or are receiving support to complete the survey).

It is very important that pupils understand the nature of the questions before deciding whether or not they wish to participate (particularly if they want to complete the survey with support). Some of the most sensitive/personal questions are shown below. Please read these questions on the next page to the pupil before they make up their minds whether they want support to take part.

Do you smoke cigarettes at all nowadays?

Yes

No

Have you ever been drunk?

No, never

Yes, once

Yes, 2-3 times

Yes, 4-10 times

Yes, more than 10 times

When was the last time you ever used or took any of the following?

Cannabis (hash, joints, weed, green, grass, pollen, resin, bud, smoke)

Gas, Glue or other solvents (Tipp-Ex, lighter fuel, aerosols, NO, laughing gas) – To inhale or sniff

Amphetamine (speed, base, whizz, sulph)

Methamphetamine (crystal meth, tina, glass, ice)

LSD (acid, tabs, trips)

Ecstasy (E, eccies, XTC, pills, MDMA, sweeties)

Semeron (sems, semmies)

Poppers (Amyl Nitrite, Liquid Gold, Rush)

Tranquilisers (downers, benzos, valium, vallies, blues, Temazepam)

Heroin (smack, skag, gear, H, kit)

Magic mushrooms (shrooms, mushies)

Methadone (linctus, physeptone, meth)

Cocaine (coke, charlie, c)

Crack cocaine (crack, rock, stone)

Anabolic Steroids (roids)

Mephedrone (bubbles, drone, M-CAT, meow meow)

GHB/GBL (G, liquid ecstasy)

Ketamine (K, ket, special k, horsey)

Synthetic cannabis – e.g. Damnation, Black Mamba, Clockwork Orange, Pandora's Box

Salvia

MDMA powder (mandy, molly, madman)

*MDAI, 6-APB (Benzo Fury), methylone (or other synthetic empathogen)
MXE, MXP (or other synthetic dissociative)
Ethylphenidate, MPA or branded packets such as Ching, Snow White, Blue stuff, Pink Panthers (or other synthetic stimulant)
AMT, NBOMe, 2Cs (or other synthetic psychedelic)
Powders or pills that are sold as legal highs
Other drugs that would not be given to you by a doctor or chemist*

SDQ For each item, please mark the box for the Not True, Somewhat True or Certainly True.

*I am helpful if someone is hurt, upset or feeling ill
I am constantly fidgeting or squirming
I have one good friend or more
I fight a lot. I can make other people do what I want
I am often unhappy, down-hearted or tearful
Other people my age generally like me
I am easily distracted. I find it difficult to concentrate
I am nervous in new situations. I easily lose confidence*

Step 4: Complete the class response sheet & take a note of absent pupils to be followed up

The class response sheet should be completed during the session or immediately afterwards. It is really important that it is completed accurately so that we know which classes have submitted their surveys and how many pupils per class took part. This information enables us to calculate survey response rates. Please do not forget to return the class response sheet to your school's liaison point.

If any pupils are absent when the survey is completed, please record this on the class response sheet and note their names in the space provided below – this record is for your use only, **the names should not be written on the class response sheet.**

Class (e.g. '2F' or '4B' etc)

Date surveys completed by class

Names of absent pupils to be followed up: (do not include those who have refused or whose parents refused)

..... Date completed

..... Date completed

..... Date completed

..... Date completed

Step 5: Return the class response sheet to your liaison point

Return the class response sheet to your liaison point so that they can post it back to us.

Please do not return spare materials – retain them until all absent pupils have completed the survey and then put them in your paper recycling.

Step 6: Follow up on any absent pupils

If any pupils are absent when the survey is completed, please record this on the Class response sheet and note their names in the space provided under Step 4 above.

If possible, absent pupils should complete the survey the next time they attend that class. If this is not possible, please arrange another suitable time. You could administer the survey to all absent pupils at the same time in an ICT suite or the library, or in individual classes either on laptops or tablets. We understand the additional work involved in following up on absent pupils but **following up on these pupils will make a big difference to the representativeness of the sample and the robustness of the survey results. Why is this so important? Surely getting responses from 23 out of 25 pupils in a class is really good....?**

The higher the response rate, the more accurate the results will be. We know from previous surveys that absenteeism is strongly linked to some of the behaviours we are looking at – so following up on absent pupils is particularly important because we know that, as a group, they are 'different' to the pupils who are not absent. If we do not follow up on absent pupils the results will be biased.

Absenteeism due to truanting and exclusion is highly correlated with substance use. For example, in the 2015 survey:

- 80% of 15 year old regular smokers had also truanted in the past year, compared with 37% of 15 year old non-smokers
- 62% of 15 year olds who had drunk in the last week had also truanted in the past year, compared with 26% of 15 year olds who never drink alcohol
- 24% of 15 year olds who had used drugs in the month prior to the survey had truanted more than 10 times, compared with 4% of 15 year olds who had never used drugs.

Levels of absenteeism due to sickness were not asked about, but there was a question on health and this was also correlated with substance misuse (e.g. 91% of those who had never used drugs rated their health as 'excellent' or 'good' compared with 77% of those who had used drugs in the month before the survey). It therefore seems likely that there is also a correlation between absenteeism due to sickness and substance misuse.

Absent pupils who are completing the survey at a later date should do so under the same conditions as pupils in the main session. Please keep your liaison point informed of when absent pupils have completed the survey. If pupils are on long-term absence, we can arrange for them to complete the survey at home.

If you have any problems or questions, please contact the liaison point within your school or Lucy Setterfield, Ipsos MORI researcher, on 0131 226 8677 or salsus2018@ipsos.com, or see the SALSUS website (www.salsus2018.com).

Thank you very much for your help with SALSUS 2018