



SCHOOL INFORMATION SHEET

Health & Activity of Pupils in the Primary Years (HAPPY) study

Your school is being invited to take part in a new and exciting research study that is investigating how school environments may encourage children to be active, and how this affects health and educational performance. Please take time to read the following information carefully and discuss it with others if you wish.

Please contact us if anything is unclear or if you would like more information. Our contact details are provided at the end of this information sheet. Thank you for reading this.

What is the purpose of this study?

Research has shown that school environments are important settings that can provide children with opportunities to be physically active. Increased physical activity can help to improve children's overall health and wellbeing. We are investigating the opportunities that schools provide that may encourage children to be active, and how active children are during the school day.

Why has my school been invited?

Schools across Greater London are being invited to take part in this study.

What do we have to do?

- We will arrange an initial visit to your school at your convenience to spend a few minutes talking to each Year 3 class to tell them about the study. The children will have the opportunity to ask any questions during this time.
- We will give the children a letter and information leaflets to take home to invite them and their parent/guardian to participate in the study (we will do all the preparation of the letters). The letter will include a reply slip which we will request be handed in to the class teacher (we will provide parents with a week to respond).
- We will come and collect the reply slips in which the parent/guardian will directly provide their contact details to us - we will never ask you or the school to provide any details of the parents/children.
- We will arrange a convenient date and time to take height and weight measures of the children and give them an activity watch to wear (the watch needs to be worn continuously for 7 full days). Children will also be given two questionnaires to take home for them and their parent/guardian to complete.
- We will give the class teacher a short questionnaire to complete about school activities and a few questions about the educational performance of each participating child. The questionnaire will take less than 1 minute to complete per child.
- After the children have worn the activity watch for 7 days, they will be asked to return the watch and their questionnaires to their class teacher.
- We will arrange to collect all the watches and questionnaires (including the teacher questionnaire) from your school (these can be collated and left with the school office).

- When we have checked we have all data, we will send the children a certificate and voucher to thank them for their help – these are usually posted to the school for distribution.
- If any watches/questionnaires have not been returned, we will chase these up directly with the parent/guardian. We will have their contact details through the reply slip they complete upon consenting to participate in the study. We will never ask the school to disclose any information about the child/parent/guardian's contact details.

Does my school have to take part?

It is up to you to decide whether or not your school would like to take part. If you decide to take part, you will be asked to sign a consent form. You would still be free to withdraw at any time after providing consent and without giving a reason. If you wish to withdraw after we have invited children and their parent/guardian to participate in the study but before we have carried out assessments, we will no longer be able to include the children and their parent/guardian in the study. If your school chooses to withdraw after we have collected data from the children, your school will be removed from our databases and upon written request any data collected directly from the school (i.e., information from the Teacher Questionnaire) will be securely deleted. Data we collect from the children and their parent/guardian will not be deleted unless requested by them.

What will happen to the school if we take part?

There are minimal risks from taking part in this research. The research will be ongoing for the next year, but your school only participates at one time during the study period. If you have any concerns or complaints, please get in touch with the HAPPY study team [*study email address*].

The study team may seek opportunities to take photos of the children wearing their activity watches or having their height measured to promote the study. However, we will seek permission from parent/guardians to include their children in any photos. Any photos that we use for promotion (i.e., on social media) or for presentations will not name any children. Your school will only be named if we have explicit consent from you to do so. Schools often take photos of the children who are participating in research for their newsletters and/or for the school's social media. If these pictures are shared by the school on their social media accounts, i.e., in the public domain, the study team will assume these pictures are free to use for promoting the study.

What are the possible disadvantages and risks of taking part?

There are no disadvantages or risks to you or the school from participating in this research. The study is adopting an all-inclusive approach; every child in Year 3 will be eligible, and invited to participate in the study.

What are the possible benefits of taking part?

Taking part in this study will offer the opportunity to take part in an exciting research study that will help us to understand how school environments can help children to be physically active. This will help us assess the needs of schools to help support children to be active.

All the data that we collect from the school will be kept in strict confidence. Neither your school nor the children and parent/guardian will be identifiable - your school will be given an ID number - nobody outside the research team will be able to identify your school.

If your school decides to participate and is part of the School Research Network (part of the National Institute for Health and Care Research (NIHR) Clinical Research Network (CRN)), then your school may be eligible for a monetary incentive. If you are not part of the network but this is something you may be interested in, your school will have the option of joining the Schools Research Network. This network aims to build links between research, schools and communities. Opting in to join the network means that if there are other relevant research studies taking place in schools, your school will be invited to take part. However, participation in other studies is entirely voluntary – there is no obligation to participate in other studies by signing up to the network. The monetary incentive can be spent on anything for the school.

What if something goes wrong?

Our recruitment and measures are straight forward, and it is unlikely that anything will go wrong. Imperial College London holds insurance policies which apply to this study. If you experience harm or injury as a result of taking part in this study, you will be eligible to claim compensation without having to prove that Imperial College is at fault. This does not affect your legal rights to seek compensation.

If you are harmed due to someone's negligence, then you may have grounds for a legal action. Regardless of this, if you wish to complain, or have any concerns about any aspect of the way you have been treated during the course of this study then you should immediately inform the Investigator (happy.study@imperial.ac.uk). If you are still not satisfied with the response, you may contact the Imperial College Research Governance and Integrity Team (rgitcoordinator@imperial.ac.uk)

What will happen to the results of the study?

We will publish the results from the study in scientific journals, and present the findings at conferences, seminars and to relevant organisations. None of the results will include any details that identify you, the school, or the children and their parent/guardian. We will also share the results through newsletters, social media, and on our study website which you can access at your convenience.

Who is organising and funding the research?

This research is funded by the National Institute for Health and Care Research (NIHR), School for Public Health Research (SPHR), and being undertaken by Imperial College London. The study is being led by Professor Sonia Saxena in the Department of Primary Care and Public Health. The research is a collaboration with experts from the Universities of Cambridge, Birmingham, Durham and Exeter.

Who has reviewed the study?

The study was given favourable opinion by Imperial College Research Ethics Committee (ICREC) and approval by Professor Azeem Majeed, Head of the Department of Primary Care and Public Health.

Contact for further information

If you have any questions about the study, or would like to know more before deciding to participate, please contact the HAPPY study team at happy.study@imperial.ac.uk. Or write to us at: HAPPY study team, Child Health Unit, Department of Primary Care and Public Health, Imperial College London, Charing Cross Campus, Reynolds Building, St Dunstan's Road, London, W6 8RP.

The HAPPY study core team are:

Principal Investigator: Professor Sonia Saxena

Research Team: Dr Bina Ram, Ms Nancy Gullett, & the Clinical Research Network team.

The study is part of a wider collaboration team with partners at Cambridge, Durham, Birmingham, and Exeter Universities.

Thank you for reading this information leaflet. We hope you consider taking part in this important research!

FURTHER INFORMATION

How will we use Information about you?

Research Study Title: Health & Activity of Pupils in the Primary school Years (HAPPY) study
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Imperial College London is the sponsor for this study and will act as the Data Controller for this study. This means that we are responsible for looking after your information and using it appropriately. Imperial College London will keep your personal data for:

- 10 years after the study has finished in relation to data subject consent forms.
- 10 years after the study has completed in relation to primary research data.

The study is expected to finish in September 2025

For more information / confirmation regarding the end date please contact the study team, see '**WHERE CAN YOU FIND OUT MORE ABOUT HOW YOUR INFORMATION IS USED**' for contact information.

We will need to use information (including personal data and data created as part of the study) from you for this research project.

This information will include your name, contact details, and data collected as part of the study. People within the College and study team (see section 'Sharing your information with others') will use this information to do the research or to check your records (see information to be collected) to make sure that the research is being done properly and the information held (such as contact details) is accurate.

People who do not need to know who you are will not be able to see your name or contact details. Your data will have a unique study number instead.

We will keep all information about you safe and secure.

Once we have finished the study, we will keep some of the data so we can check the results. We will write our reports in a way that no-one can work out that you took part in the study.

LEGAL BASIS

As a university we use personally-identifiable information to conduct research to improve health, care and services. As a publicly-funded organisation, we have to ensure that it is in the public interest when we use personally-identifiable information from people who have agreed to take part in research. This means that when you agree to take part in a research study, we will use your data in the ways needed to conduct and analyse the research study. Our legal basis for using your information under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, is as follows:

- Imperial College London - "performance of a task carried out in the public interest"; Health and care research should serve the public interest, which means that we have to demonstrate that our research serves the interests of society as a whole. We do this by following the [UK Policy Framework for Health and Social Care Research](#)
- Where special category personal information is involved (most commonly health data, biometric data and genetic data, racial and ethnic data etc.), Imperial College London) rely on "scientific or historical research purposes or statistical purposes.

INTERNATIONAL TRANSFERS

There may be a requirement to transfer information to countries outside the United Kingdom (for example, to a research partner, either within the European Economic Area (EEA) or to other countries outside the EEA. Where this information contains your personal data, Imperial College London will ensure that it is transferred in accordance with data protection legislation. If the data is transferred to a country which is not subject to a UK adequacy decision in respect of its data protection standards, Imperial College London will enter into a data sharing agreement with the recipient research partner that incorporates UK approved standard contractual clauses or utilise another transfer mechanism that safeguards how your personal data is processed.

SHARING YOUR INFORMATION WITH OTHERS

We will only share your personal data with certain third parties for the purposes referred to in this participant information sheet and by relying on the legal basis for processing your data as set out above.

This research is a collaboration with experts from the Universities of Cambridge, Birmingham, Durham and Exeter. Data sharing with collaborators will be by written request to the Principal Investigator. Any data that is shared will be pseudonymised. Collaborators will not have access to any personal data at any point.

- Other Imperial College London employees (including staff involved directly with the research study or as part of certain secondary activities which may include support functions, internal audits, ensuring accuracy of contact details etc.), Imperial College London agents, contractors and service providers (for example, suppliers of printing and mailing services, email communication services or web services, or suppliers who help us carry out any of the activities described above). Our third party service providers are required to enter into data processing agreements with us. We only permit them to process your personal data for specified purposes and in accordance with our policies.
- The following Research Collaborators / Partners in the study
 - Third Party University – data will only be shared if necessary for research and reporting and with explicit consent from the Principal Investigator (PI). Any data shared will not include personal information that will identify the school, parent or child.
 - Third Party Company – data will only be shared if necessary for research and reporting and with explicit consent from the Principal Investigator (PI). Any data shared will not include personal information that will identify the school, parent or child.
 - Third Party Government department – data will only be shared if necessary for research and reporting and with explicit consent from the Principal Investigator (PI). Any data shared will not include personal information that will identify the school, parent or child.

POTENTIAL USE OF STUDY DATA FOR FUTURE RESEARCH

When you agree to take part in a research study, the information collected either as part of the study or in preparation for the study (such as contact details) may, if you consent, be provided to researchers running other research studies at Imperial College London and in other organisations which may be universities or organisations involved in research in this country or abroad. Your information will only be used to conduct research in accordance with legislation including the GDPR and the [UK Policy Framework for Health and Social Care Research](#).

This information will not identify you and will not be combined with other information in a way that could identify you, used against you or used to make decisions about you.

COMMERCIALISATION

Data from the study may also be provided to commercial organisations or non-commercial organisations for the purposes of undertaking the current study, future research studies or commercial purposes such as development by a company of a new test, product or treatment. We will ensure your name and any identifying details will NOT be given to these third parties, instead you will be identified by a unique study number with any sample analysis having the potential to generate 'personal data'.

Aggregated (combined) or anonymised data sets (all identifying information is removed) may also be created using your data (in a way which does not identify you individually) and be used for such research or commercial purposes where the purposes align to relevant legislation (including the GDPR) and wider aims of the study. Your data will not be shared with a commercial organisation for marketing purposes.

WHAT ARE YOUR CHOICES ABOUT HOW YOUR INFORMATION IS USED?

You can stop being part of the study at any time, without giving a reason, but we will keep information about you that we already have because some research using your data may have already taken place and this cannot be undone.

- We need to manage your records in specific ways for the research to be reliable. This means that we may not be able to let you see or change the data we hold about you if this could affect the wider study or the accuracy of data collected.
- If you agree to take part in this study, you will have the option to take part in future research using your data saved from this study.

WHERE CAN YOU FIND OUT MORE ABOUT HOW YOUR INFORMATION IS USED

You can find out more about how we use your information:

- by asking one of the research team
- by sending an email to happystudy@imperial.ac.uk
- by referring to our website

COMPLAINT

If you wish to raise a complaint about how we have handled your personal data, please contact the research team first by sending an email to happystudy@imperial.ac.uk, or by ringing us on 020 7594 0879.

Following our response, if you are not satisfied please contact Imperial College London's Data Protection Officer via email at dpo@imperial.ac.uk, via telephone on 020 7594 3502 and/or via post at Imperial College London, Data Protection Officer, Faculty Building Level 4, London SW7 2AZ.

If you remain unsatisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner's Office (ICO)- via www.ico.org.uk. Please note the ICO does recommend that you seek to resolve matters with the data controller (us) first before involving them.