



## **Explanatory statement and invitation to participate in the**

### **The Irish Principal Health and Wellbeing Survey**

*The Irish Principal Health and Wellbeing Survey* is a confidential survey, independent of all employer groups, professional associations and unions. The survey is being conducted in response to concerns that the increasing complexity and workload demands of school leadership roles are impacting on the health and wellbeing of Irish school leaders.

You will be able to track your job-related personal health and wellbeing over time, with an individualised report generated as soon as you submit your survey.

Global results will build a longitudinal picture of the state of health and wellbeing for school principals and deputy principals internationally.

By correlating changes in health and wellbeing with imposed and voluntarily adopted changes to education policies and procedures, more accurate evaluations of the impact on principals and deputy principals (and by implication, teachers and students) can be provided to policy makers.

Participation involves completing an annual, confidential online survey. This will take around one hour in total to gather demographic as well as health and wellbeing information about you. However, you do not have to complete this survey in one session. Your responses are saved each time you press the 'next' button so you can leave the survey and then return to it and continue from where you are up to as many times as you like. We will contact you again each year for an annual update of your status. The subsequent surveys take 30-40 minutes to complete.

During the initial survey we will ask you for the contact details of a close friend or relative whom we can contact if, for some reason we are unable to contact you. You can rest assured that no information about you will be ever given to this person. They are simply an alternative contact should your details change and we lose touch with you. You may choose to participate in some or all of the surveys. You should also be aware that you are able to withdraw from participation at any time and have all your de-identified information removed from the project, by informing us in writing up to one month before the publication of the annual report (usually May each year).

#### **Inconvenience/discomfort**

Should participation cause you any distress you may wish to seek individual help such as counselling. When we return your survey results contact details of agencies close to you will be included. The Principal Health and Wellbeing website ([www.principalhealth.org/ie](http://www.principalhealth.org/ie)) contains information about support services. Alternatively, the Chief Investigator can arrange individual assistance, which may involve some cost to you. He can be contacted via email: [philip.riley@principalhealth.org](mailto:philip.riley@principalhealth.org) In the meantime, localised health and wellbeing information can be found at [www.principalhealth.org/ie/support.php](http://www.principalhealth.org/ie/support.php)

I am bound to act at all times within the guidelines of the psychologists' *Code of Ethics*. Therefore, if you disclose an immediate and specified risk of harm to an identifiable person or persons that can be averted only by disclosing information you have supplied we will immediately pass this information on to the closest local agent legally responsible for the protection of the individual and/or general public.

#### **Your contact information**

The invitation to participate in this research has been sent to you from your Principal/Deputy Principal associations. Any personal information held by this association has not been passed on to the researchers. Your contact details and the details of an alternative contact person will be sought if you

choose to complete the survey. These contact details will be used to contact you to invite you to complete annual updates of the survey. All personal information will be kept in strict confidence.

**Confidentiality**

All information will be kept in the strictest confidence. Any information used for publication will be aggregated and de-identified to preserve participants' anonymity.

**Storage of data**

Storage of the data will adhere to the University regulations and be kept on University premises in a locked cupboard/filing cabinet and/or password protected computer files for at least 5 years.

**Use of data for other purposes**

A report of the study may be submitted for publication, such as in an academic journal, book or conference proceeding, but individual participants/schools will not be identifiable in such a report.

**Thank you for considering this invitation,**

A handwritten signature in blue ink that reads "Riley". The signature is written in a cursive style with a large initial "R".

**Dr Philip Riley**