

Memorandum of Understanding

For AP settings taking part in Alternative Provision Specialist Taskforces regarding the evaluation

Purpose of document?

This document is an agreement about the roles that different parties will have in the evaluation of the APST. The parties involved include: Department for Education (the delivery team), RAND Europe (the evaluation team), University of Westminster (the evaluation team), FFT Education Datalab (the evaluation team) and the AP setting named below. The evaluation is being funded by the Youth Endowment Fund (YEF).

Project Overview

The **Alternative Provision Specialist Taskforces (APST)** is a programme which enables the creation/expansion of networks of specialist practitioners within 21 APs situated in serious violence hotspots. The initiative is built on the understanding that by having localised teams of specialists (such as mental health workers, speech and language therapists and family support workers) embedded within AP settings, pupil outcomes (including reducing serious violence), will be improved.

Evaluation Overview

The aim of the APST is to improve educational and lifetime outcomes for pupils in AP settings and to reduce serious violence. To see if the APST has an effect on these outcomes, RAND Europe, the University of Westminster, and FFT Education Datalab have been commissioned by the Youth Endowment Fund (YEF) to evaluate this project.

Benefits of your involvement for your school

By taking part in this pilot and evaluation, you are contributing to the APST program's important goal of improving pupil outcomes and reducing serious violence nationwide.

Key dates and timelines

Date	Evaluation activities
October 2021	RAND Europe will request your school to administer the baseline Strengths and Difficulties Questionnaire (SDQ) survey for pupils at the school in KS3 and 4 and share the data with RAND Europe via Smart Survey.
1 November 2021-October 2023	Throughout the evaluation, we will ask you to administer the SDQ survey to all pupils in KS3 and 4 when joining and leaving the school. We may also ask you to administer the Self-Reported

	Delinquency (SRDS) survey to pupils leaving the school: we will confirm this in the new calendar year.
November 2021, July 2023	The evaluation team will ask to have an interview with an SLT lead from each AP setting about their experiences so far.
January 2022, June 2022, May 2023	An online survey will be sent to AP staff to ask for their inputs as part of the process evaluation
March 2022, October 2022, May 2023	AP settings may be contacted at one of these time points and invited to take part in a case study about taking part in the first round of case study interviews with school staff and pupils.
October 2023	RAND Europe will request your school to administer the endline SDQ and SRDS assessment to all pupils at the school in KS 3 and 4.

Responsibilities of parties involved

What we are asking you (the AP setting) to do

- The AP setting will communicate fully and promptly with the DfE and RAND Europe and encourage and support data collection for the process and cost evaluation (e.g. by encouraging staff to take part in interviews, facilitating researcher visits to the school, completing surveys and engaging in formative feedback sessions).
- The AP setting will inform the parents and pupils themselves (if aged 13+ and able to read the information included) of data that will be collected and shared with the evaluation team using information sheets and privacy notices provided by RE. Settings will give parents the opportunity to withdraw their children's data from the evaluation using a separate withdrawal form (to be provided alongside the parent information sheet).
- The AP setting will administer the SDQ survey for all pupils in KS3 and 4 at the beginning of the evaluation in October 2021 (or any time when KS3 and 4 pupils arrive at the AP setting after this point)
- The AP setting will administer the SDQ (and potentially the SRDS, depending on instructions from the evaluation team) at the end of the evaluation (or any time when KS3 and 4 pupils leave the AP setting before this point).
- The AP setting will share the SDQ and SRDS data (along with pupil name, pupil DoB, pupil UPN, school postcode and school LAESTAB) with RE when requested. This is likely to be shortly after the beginning of the implementation, termly, and at the end of the evaluation.

What RAND Europe (RE) will do

- RE will act as joint controller for the data (with DfE). As joint controller, RAND Europe is responsible for collecting pupils' personal data (your name, your date of birth and your UPN) and your SRDS and SDQ scores from the AP school, for storing them securely on the RAND Europe server, and for transferring them securely to the DfE. RAND Europe is also

responsible for liaising with data subjects (parents and pupils) at all points in the evaluation.

- As part of the impact evaluation, RE will provide AP settings with the necessary information to inform practitioners and parents of the evaluation and provide the option to withdraw their children from data collection before any data collection takes place. RE will also ensure that parents can request for personal identifiable data to be deleted at any point in the evaluation.
- As part of the impact evaluation, RE will liaise with the AP settings to provide full information about the data to be provided, the SDQ and SRDS tests to be administered, and how to share information. RE will be available for questions and further information as needed.
- As part of the process and cost evaluations, RE will conduct various surveys and interviews with AP practitioners and other stakeholders in the AP setting. This may also include liaising with the AP setting to capture pupil voice for the case studies.
- RE have put appropriate security measures in place to keep personal data secure and to prevent any unauthorised access to or use of it. The evaluation team will collect and store all evaluation data in accordance with the Data Protection Act (2018) and GDPR (General Data Protection and Regulation) requirements. No data will be saved on servers or shared with processors outside the European Economic Area or the United Kingdom pursuant to EEA approved terms. Evaluation data will be stored on secure servers. Data transferred between the delivery and evaluation teams will be encrypted and use secure file transfer protocols.
- Further details of the data to be collected as part of the evaluation and how it will be used can be found in the privacy notice to be shared with parents/pupils.

What the DfE will do

- The DfE will act as joint controller for the data (with RAND Europe). As joint controller, the DfE is responsible for linking the personal data and the SDQ and SRDS scores with other data on the National Pupil Database and the Individual Learner Record. They will also share these linked datasets in a pseudoanonymised format with the University of Westminster and FFT Education Datalab via the Office for National Statistics (ONS) secure research service (SRS).
- The DfE will offer cross-departmental support to work with each department's frontline services to embed specialists in AP settings full-time to work in partnership with AP leaders and their teams.
- The DfE will work alongside APs to develop and finalise delivery plans, as well as engage APs in evaluation activities.
- The DfE will provide the names and contact details of AP practitioners and other AP stakeholders to the evaluator team for the purpose of conducting surveys and interviews.

What the University of Westminster & FFT Education Datalab will do

- FFT Education Datalab and University of Westminster are processors of the data.
- FFT Education Datalab and University of Westminster will lead on the impact evaluation, including by identifying settings outside of the APST who could act as 'comparison' settings (for more information, please see project information sheet) and all impact outcome analyses.

- The FFT and UW will receive pseudoanonymised data from the Department for Education for all KS3 and KS4 pupils in the participating AP settings and analyse this data to understand the impact that the APST has on the pupil outcomes.
- At the end of the project, FFT and UW will securely transfer the data to be stored in the YEF archive. For more information please see:
<https://youthendowmentfund.org.uk/evaluation-dataarchive/>

What the YEF will do

- The YEF fund the evaluation of the APST.
- As part of their work, the YEF hold a data archive. At the end of the project, they will become 'controllers' of the data collected throughout the project. It will be securely transferred into their archive. You can find more information about the YEF archive on the YEF's website: <https://res.cloudinary.com/yef/images/v1625734531/cdn/YEF-Data-Guidance-Participants/YEF-Data-Guidance-Participants.pdf>
- Before the data goes into the YEF archive, the Department for Education will take out names and other personal details like addresses. This means that no one who looks at the information in the YEF archive will know who it relates to. In the future, people can ask to use the YEF archive to do more studies to find out whether this project has helped young people. Only researchers who are approved by the YEF will be able to look at the archive. The police can't use the information in the YEF archive.

If you have any questions, please get in touch with the team at

APSTevaluation@randeurope.org