

Guide for issuing pre-inspection questionnaires

An important aspect of the inspection is for key stakeholders to be given the opportunity to provide their views of the local authority. To gather the views of education authority staff, heads of establishment, Chairs of Parent Councils and elected members we ask the Chief Executive to issue a pre-inspection questionnaire to these stakeholders.

Distributing the links

Existing digital channels should be used to inform these stakeholders of the inspection and the appropriate link to the pre-inspection questionnaire. When sharing the links it is important to include the date which all responses must be completed by. We usually refer to this as the date the survey will close.

The Inspection Administrator can provide you with a regular update on responses rates. Where, for example, the response rates are lower for a particular stakeholder group you could send another communication which reminds and encourages more responses.

What will we do with the information we gather?

We will use an online survey tool, called SmartSurvey, which holds the pre-inspection questionnaires and responses.

- Education Scotland will then store all responses confidentially on secure servers for a period of five years. Personal information provided by respondents will not be shared with any other third party organisation and will only be used for the purpose it was obtained in accordance with the General Data Protection Regulation.
- Education Scotland is subject to the Freedom of Information (Scotland) Act 2002. Further information is available on our website.
- SmartSurvey follows the principles of the W3C Web Content Accessibility Guidelines and as such should not present a barrier to your stakeholders if they use screen readers or keyboard only control.
- If your stakeholders wish to increase font size to help them complete the survey, it's best to use the browser controls, for example, Internet Explorer offers options to increase text size via the view menu.

It is important that we protect the information that we gather through the pre-inspection questionnaires and that you and your stakeholders understand how we will do this.

- We may use the information for statistical purposes but no individual responses will be identified.
- Views will remain confidential, unless they raise specific issues, for example, in relation to child protection. In these circumstances, they would be shared

appropriately.

- We will then store responses confidentially on secure servers for a period of five years.
- Personal information will not be shared with any other third party organisation and will only be used for the purpose it was obtained in accordance with the Data Protection Act 1998. We are also subject to the Freedom of Information (Scotland) Act 2002. Further information is available on our website.