



Guidance for completing **PUPIL VIEWS QUESTIONNAIRE**

The right person

- Carefully consider who completes this with the young person
- Someone they know well or would choose
- Or someone more neutral, if they would prefer



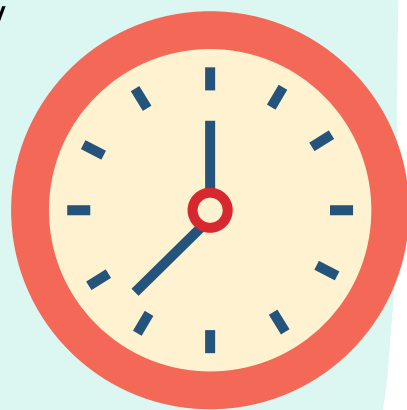
Environment

- Private room that will be uninterrupted
- Safe, warm and inviting space



Timings

- Time they are most regulated/ likely to engage
- Try not to interrupt favourite lessons/ recreational time



Making adaptations

- Can be chunked and completed in stages
- Explain each statement
- Consider adapting the primary version



Best Practice

- Complete alongside the young person and explain the purpose of gaining their views
- Ask follow up questions 'what in particular do you like / dislike?', 'would you like to tell me more about...?'
- Complete the strategy section with young person
- Explain how this information will be used, shared, and what will happen next
- Always follow up with the young person explaining what actions have been taken and review

