



GUIDANCE FOR MAKING THE RRSA PUPIL QUESTIONNAIRE ACCESSIBLE

WHO IS THIS GUIDANCE FOR?

This guidance provides specific support for schools to administer the Pupil questionnaire **to pupils with additional needs**.

For details on the questionnaire, including how to set it up, data submission and key ethical considerations, please refer to the **RRSA Pupil and Staff Questionnaire Guidance**.

Please contact your Professional Adviser with any queries, or you can email rrsa@unicef.org.uk.

USEFUL LINKS

ONLINE QUESTIONNAIRE (recommended): All accessible versions of the Pupil questionnaire can be **set up online using** this [link](#). See instructions on how to set it up in the RRSA Pupil and Staff Questionnaire Guidance.

HARDCOPIES: All hardcopies (Word versions) can be found on our website here:

- [Pupil Questionnaire using Adult Observations](#)
- [Pupil Questionnaire \(Accessible Version\)](#)

FINDINGS TEMPLATE:

- [Pupil questionnaire \(Accessible Version\) findings template](#)

MAKING THE PUPIL QUESTIONNAIRE ACCESSIBLE FOR PUPILS WITH ADDITIONAL NEEDS

We recognise that pupils have a wide range of educational needs, and school staff are best placed to understand and support their pupils. To ensure the voices of pupils with additional needs—including those with more complex needs—are captured meaningfully, we suggest schools consider one of the following approaches:

1. Adapt the questionnaire to suit your pupils' needs

Schools are encouraged to adapt the questionnaire in ways that work best for their pupils' needs. This could include:

- **Removing questions:** Where pupils have additional needs, we recommend focussing on a short set of questions that pupils can realistically answer and that provide meaningful insights. Remove questions that are too complex or irrelevant for your pupils. Please leave any removed questions blank on the Findings template.
- **Changing words:** We have changed the wording of the current Pupil Questionnaire to improve accessibility – see [Pupil Questionnaire \(Accessible\)](#)

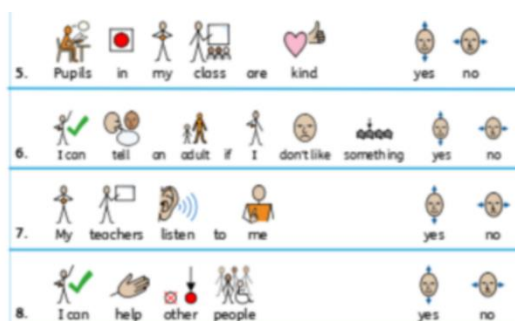
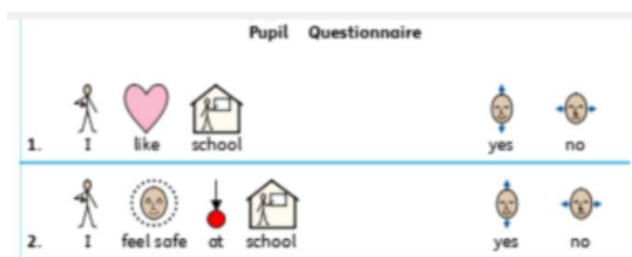
Version). Schools can further adapt the words to improve pupil understanding. However please keep the original meaning of the question.

- **Simplifying answer options:** You may prefer to use Yes/No for answers instead of the 4 options.
- **Adding symbols or images**
 - We know that each school has access to different platforms for the use of symbols (e.g., Boardmaker, Wigit). You may find it helpful to create a symbol version of the questionnaire for your pupils using your familiar system.
 - Alternatively, schools can add their own images or icons to make questions simpler and easier for pupils to understand.

You may find it helpful to refer to the **RRSA Pupil Questionnaire Guidance** which summarises how each question aligns with the RRSA Strands and Outcomes.

Examples of Adapted Questionnaire

Below are some examples of questions that have been adapted by schools.



2. Pupil Questionnaire using Adult Observations

Capturing pupil voice for children with more significant needs often involves careful observation by the adults who know them best. To support this, we've developed a version of the questionnaire that can be completed by a trusted adult who can respond on the pupil's behalf, based on their observations of how the child communicates through body language and behaviour.

When completing the questionnaire on behalf of a child, it's important to base answers on clear, consistent observations rather than assumptions. Adults should consider how the child expresses feelings and preferences through actions, gestures, and interactions in everyday settings. We have included in this version some illustrative examples from schools in our network on how you can use observations to provide your answers.

Share Your Adaptations

Help us build a bank of good practice examples.

We are interested to see examples of how schools adapt the questionnaire for pupils with different needs. Sharing your approach helps other schools learn and ensures we continue

improving accessibility. If you have created an adapted version and would like to share with us, please email it to RRSA@unicef.org.uk.