**Research Participant Information Sheet**

**Title of Project: Is there a requirement for young people services in Alfreton?**

**Name of Researcher(s): Tina Crookes**

### Invitation paragraph

You have been invited to take part in a research study. Before you decide whether to take part it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with friends and relatives if you wish to. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether you wish to take part or not. The questionnaire will take the same time it takes to eat a bar of chocolate, but might not taste as nice! No one will be identified in published results. Thank you for reading this.

**What is the research about?**

The aim of the project is to achieve participation in the completion of the questionnaire to allow data to be produced and analysed to shape the future young people services. Decisions and discussions can then take place on what Alfreton needs and wants.

**What does the study / participation involve?**

Taking part in this research will involve completing a questionnaire of no more than 20 questions or attend a focus group to discuss the questions in more detail.

Focus groups will take place in Alfreton and last no more than 1 hour.

Participation is voluntary and you can withdraw at any time. Data will be anonymised and shared with tutors at De Montfort University and Alfreton Town Council.

A consent form is provided separately. If consent is given to record the focus group sessions the individuals will be anonymised and recording deleted after the details have been extracted and the research completed.

**Who is doing the research?**

Tina Crookes, Town Clerk at Alfreton Town Council will be completing the research as a student of De Montfort University.

If you have any concerns about this research, for any reason and at any time, you may contact my tutors. His / her contact details are provided at the end of this information sheet.

**Who is funding the research?**

The research is being funded by Alfreton Town Council.

### Why have I been chosen?

You have been selected for the following reasons;

Councillors for their representation of the electorate. Selected by role and interest.

Students for their insight and realistic input. Randomly selected by school for safeguarding and GDPR purposes.

School staff for their views, supervision and assistance. As appropriate to the task.

Parents and carers for their intuition and view. Randomly selected for anonymity.

Police for their direct and experienced knowledge. Selected by base.

Community groups for their current involvement with youngsters and their views.

**Do I have to take part?**

It is up to you to decide whether or not to take part. If you do decide to take part you will be given this information sheet to keep and be asked to sign a consent form. If you decide to take part you are still free to withdraw at any time and without giving a reason.

**I am interested in taking part, what do I do next?**

You can contact Tina Crookes on 01773 520032 or by email at tinacrookes@alfretontc.co.uk

**What if I agree to take part and then change my mind?**

You can withdraw from the study at any time, without giving a reason. As data is being collected anonymously withdrawal of data will not be possible. This is detailed in the consent form.

**What is the procedure that is being tested?**

The procedure being tested is if Alfreton has a requirement for young people services and what already exists.

**What happens to the information I provide?**

1. The research data will be used for educational assessment purposes and to identify services required in Alfreton
2. There may be follow-up focus groups
3. Data will be stored securely on a cloud storage system and will be anonymised and password protected
4. Data will be deleted once the research is complete
5. You may ask for a copy of the findings

As you are sharing your details with DMU, we want you to know how we use your personal data and what your rights are.  You can find this information at <http://www.dmu.ac.uk/policies/data-protection/data-protection.aspx>’

**Will my taking part in this study be kept confidential?**

All information which is collected about you during the course of the research will be kept on a password protected database and is strictly confidential. You will be given an ID code which will be used instead of your name. Any identifiable information you may give will be removed and anonymized.

DMU policy is that raw data is kept for 5 years after study has been completed.

My supervisor will also have access to the data and members of the faculty human research ethics committee may require access to check that the study has been conducted in accordance with the approval.

You should also be aware that I may be duty bound to pass on information that you provide that reveals harm has occurred to a child or other vulnerable individual.

If involved in focus group interviews i cannot guarantee confidentiality as that duty cannot be imposed on all participants in that kind of interview. But this will be made clear when attending.

**Will anyone know that I am taking part?**

If you tell something that I feel needs raising as a safeguarding issue or breaks the law, I have a duty to pass that information onto the police or appropriate agency. Only in those circumstances would I have to reveal your identity.

**What will happen to the results of the research study?**

The results will be used in a report to Alfreton Town Council and in a presentation for the purpose of De Montfort University studies where Dellow students and teaching staff will be present. You may request a copy of the findings.

**What are the possible advantages and disadvantages of taking part?**

A disadvantage of taking part is your time. It should take no more than 10 minutes to complete a questionnaire and one hour to attend a focus group.

If attending a focus groups questions have the potential to cause upset or raise emotive issues, if this happens the sessions will be paused or ended as appropriate to the attendees.

**What are the possible benefits of taking part?**

A benefit of taking part will be to inform future decisions on young people services in Alfreton.

**What if something goes wrong?**

If you are harmed by taking part in this research project, there are no special compensation arrangements. If you are harmed due to someone’s negligence, then you may have grounds for a legal action but you may have to pay for it. Regardless of this, if you wish to complain, or have any concerns about any aspect of the way you have been approached or treated during the course of this study, the normal University complaints mechanisms should be available to you.

**Who can I complain to?**

If you have a complaint regarding anything to do with this study, you can initially approach the lead investigator. If this achieves no satisfactory outcome, you should then contact the Administrator for the Faculty Research Ethics Committee, Research & Innovation Office, Faculty of Business and Law, De Montfort University, The Gateway, Leicester, LE1 9BH or BALResearchEthics@dmu.ac.uk

A complaint can also be addressed to my supervisors.

### Who is organising and funding the research?

Alfreton Town Council

High Street

Alfreton

01773 520032

### Who has reviewed the study?

This study has been reviewed and approved by De Montfort University, Faculty of Business and Law Research Ethics Committee

### Contact for Further Information

You can contact Tina Crookes on 01773 520032 or by email at tinacrookes@alfretontc.co.uk

Supervisors:

Elisabeth Skinner at Elisabeth.Skinner@slcc.co.uk

Dr James Derounian at James.Derounian@slcc.co.uk

**Thank you for taking part in the study.**