

INFORMATION SHEET FOR PARTICIPANTS

Ethical Clearance Reference Number: **[INSERT ONCE PROVIDED BY REVIEW BODY]**



YOU WILL BE GIVEN A COPY OF THIS INFORMATION SHEET

Title of project

A case study of students and teachers in a London comprehensive views of 'zero tolerance' behaviour management strategies

Invitation Paragraph

I would like to invite you to participate in this research project which forms part of my MA education research. Before you decide whether you want to take part, it is important for you to understand why the research is being done and what your participation will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask me if there is anything that is not clear or if you would like more information.

What is the purpose of the project?

The purpose of the project is to investigate students' and teachers' views of the two different behaviour management systems that have been implemented at X school.

Why have I been invited to take part?

You are being invited to participate in this project because you are a teacher at school X which has recently switched from using a restorative justice system to a 'no excuses' behaviour policy.

What will happen if I take part?

If you consent, you will be invited, at a mutually convenient time, to take part in an interview. The interview will take place in an empty classroom and last 30-45 minutes. I will ask a series of question related to your views on the old and new behaviour management system (e.g., what was good about the old system? Which system do you think is better? Etc.). With your consent, I will audio record the session.

Do I have to take part?

Participation is completely voluntary. You should only take part if you want to and choosing not to take part will not disadvantage you in anyway. Their decision will not affect your relationship with me in school in any way. Once you have read the information sheet, please contact me if you have any questions that will help you make a decision about giving consent. If you decide to take part, I will ask you to sign a consent form and you will be given a copy of this consent form to keep.

What are the possible risks of taking part?

The only risk is the loss of time you will give to be interviewed.

What are the possible benefits of taking part?

You will be able to voice your views on school X's behaviour policy.

Data handling and confidentiality

Your data will be processed in accordance with the General Data Protection Regulation 2016 (GDPR).

- The audio recordings of the interview will be stored on a password protected area of the KCL OneDrive data storage system. The files will be encrypted and password protected. Only I will have access to the files. The audio will be shared with a transcription agency within the EU (who will type up the audio files). A data sharing agreement will be put in place with the agency before data is shared. After transcription, all names will be removed from the transcripts and replaced with pseudonyms so comments cannot be linked to you.
- The data in the final report will be written up in such a way that neither the identity of the school or any participants will be revealed to readers.
- In line with KCL data retention policies, your data will be retained for 4 years after the completion of the project.

Data Protection Statement

Your data will be processed in accordance with the General Data Protection Regulation 2016 (GDPR). If you would like more information about how your data will be processed in accordance with GDPR please visit the link below:

<https://www.kcl.ac.uk/research/support/research-ethics/kings-college-london-statement-on-use-of-personal-data-in-research>

What if I change my mind about taking part?

You are free to withdraw at any point of the project, without having to give a reason. Withdrawing from the project will not affect them in any way. You can end the interview at any point by asking me to end the recording, and you can refuse to answer any question. After the interview, you can withdraw your data from the project at any point, up to the 1st of July 2021, when the data will have been incorporated into the final thesis.

What will happen to the results of the project?

The results of the project will be summarised in my MA dissertation thesis. The results may be used to produce publications in academic journals based on my thesis. If you wish to obtain a copy of my thesis, or any of the resulting papers, please contact me at the email address below. The data collected will not be made publicly available.

Who should I contact for further information?

If you have any questions or require more information about this project, please contact me using the following contact details:

Jane.bloggs@kcl.ac.uk

What if I have further questions, or if something goes wrong?

If this project has harmed you in any way or if you wish to make a complaint about the conduct of the project you can contact King's College London using the details below for further advice and information:

Richard Brock, Richard.brock@kcl.ac.uk, Tel: 020 7848 3187
School of Education, Communication and Society, King's College London
Waterloo Bridge Wing, Franklin-Wilkins Building, Waterloo Road, London, SE1 9NH.

Thank you for reading this information sheet and for considering taking part in this research.