

## Full Application Form

### Filter Questions

- 1 Is your study considered research as defined in the guidance icon information? ☒ Yes ☐ No
- 2 Does your study require external ethical review by either the Health Research Authority (which includes the NHS REC and Social Care REC) or the Ministry of Defence REC?  
*See guidance icon for further information on the HRA and MOD REC ethical review remit.*
- ☐ Yes  
☒ No

### Data Collection

- 3 Select one category from the list below (categories are defined in the guidance icon).

My study involves:

- ☒ a) Only primary data collection involving human subjects.
- ☐ b) Only analysis of pre-existing human subject data which is not in the public domain and contains identifiable personal data (see guidance icon for definition)
- ☐ c) Both primary data collection involving human subjects and analysis of pre-existing human subject data which is not in the public domain and contains identifiable personal data (see guidance icon for definition)
- ☐ d) Data collection not involving any of the above but presenting sensitive issues
- ☐ e) None of the above

**4 Risk Checklist: Please indicate if your study involves any of the following risks:**

- ☐ a) The research involve participants who are vulnerable or unable to give informed consent or in a dependent position.
- ☐ b) Participants will take part in the study without their consent or knowledge at the time of participation or deception of some kind will be involved.
- ☐ c) There is a risk that the research topic might lead to disclosures from the participant concerning their involvement in illegal activities or other activities that represent a threat to themselves or others.
- ☐ d) The study may induce psychological stress or anxiety, or produce humiliation or cause harm or negative consequences beyond the risks encountered in a participant's usual everyday life.
- ☐ e) Participation in this research may identify urgent mental health risks, including, but not limited to, suicidal ideation and/or self-harm intent.
- ☐ f) There is a foreseeable likelihood that a participant's capacity to give fully informed consent may diminish throughout the course of the project i.e. early stage dementia, brain injury etc.
- ☐ g) The study involves imaging techniques such as MRI scans or ultrasound.
- ☐ h) The study involves sources of non-ionising radiation (e.g. lasers)
- ☐ i) The study involve physically invasive procedures or the collection of bodily materials (including collection of human tissue for purposes such as DNA/RNA analysis)
- ☒ None of the above.

5 Does the study involve the recruitment of participants under the age of 16?

- ☒ Yes
- ☐ No

5(a) Will 'opt in' informed consent be obtained from the parents/guardians of all participants under the age of 16?

- ☒ Yes
- ☐ No

**Based on your answers to the application filter questions your research project has been categorised as Low Risk.**

You can now access an overview of the available sections of the application by selecting the navigate tile in the action panel on the left. Alternatively you can proceed through each section of the application by selecting the next tile.

*Please note: Once completed and submitted your application will be processed through the 18 working day low risk review process.*

## Section A: General Information

### A Applicant Details

Title	First Name	Surname
<input type="text" value="Mr"/>	<input type="text" value="Joe"/>	<input type="text" value="Bloggs"/>
Department		<input type="text" value="School of Education, Communication and Society"/>
KCL Email		<input type="text" value="joe.bloggs@kcl.ac.uk"/>

## A2 Applicant Status

Taught Postgraduate

## A7 Faculty/Institute/School

*Please refer to the information icon if you are unsure of your Faculty/Institute/School.*

Social Science and Public Policy

## A8 Course/Qualification

MA Education

## A10 Supervisor Details

Title

First Name

Surname

Dr

Tania

de St Croix

Position

Lecturer in the Sociology of Youth and Childhood

Department

School of Education, Communication and Society

Email

tania.de\_st\_croix@kcl.ac.uk

## A11 Do you have a medical supervisor?

☐ Yes

☒ No

Title First Name Surname

Organisation

Email

What is the role of this investigator?

## Section B: Project Information

B1 Project Title

*A working title that accurately reflect the aims of the project.*

Sample project (An ethnography in a public space): Interaction in a youth community centre following the COVID-19 pandemic

B2 Anticipated start date for the collection of data:

01/03/2021

B3 Expected completion date of the project:

31/08/2021

**B5 What are the aims and objectives of the project?**

Provide the academic/scientific justification of the project as well as detailing and explaining the principal research question, objectives and hypotheses to be tested.

*Please Note: Applications to the BDM and PNM RESC should include a full list of references/citations to back up the academic/scientific justification of the project.*

The COVID-19 crisis has had a significant impact on youth centres, leading to the temporary closure of many centres in the UK and left many centres facing an uncertain future due to cuts in funding (UK Youth, 2020). Even in those centres that reopen, there is the potential for the crisis to have a lasting impact on the manner in which young people interact. Emerging research has suggested that the relatively high need for peer interaction and social connectivity amongst young people, combined with typically higher levels of risk taking behaviours may mean that young people find adhering to social distancing regulations challenging (Andrews, Foulkes, & Blakemore, 2020). Whilst a number of ethnographic studies have examined the interaction of young people and youth workers (Edwards, 2018; Hart, 2016), the significant change in behaviour caused by regulations implemented during the COVID-19 crisis is likely to have changed the way in which youth interact in youth centres.

This research seeks to address the following overarching research question:

- How do participants in a youth programme interact in the period following the reopening of a youth centre after its closure due to COVID-19?

More specifically the research seeks to answer:

- a) How do youth workers and young people interact in the youth centre in the period following the reopening of a youth centre after its closure due to COVID-19?
- b) How do young people interact with their peers in the youth centre in the period following the reopening of a youth centre after its closure due to COVID-19?
- c) What are young people and youth workers' views on and justifications for changes to their behaviour following the reopening of the centre?

Andrews, J. L., Foulkes, L., & Blakemore, S. J. (2020). Peer influence in adolescence: Public-health implications for COVID-19. *Trends in Cognitive Sciences*, 24(8), pp. 585-587.

Edwards, S. (2018). Bridging the Gap: An Ethnographic Study. In *Re-Engaging Young People with Education* (pp. 51-78). Palgrave Macmillan, Cham.

Hart, P. (2016). Young people negotiating and maintaining boundaries in youth work relationships: findings from an ethnographic study of youth clubs. *Journal of Youth Studies*, 19(7), 869-884.

UK Youth (2020). The impact of COVID-19 on young people & the youth sector. London: UK Youth. Available at: <https://www.ukyouth.org/wp-content/uploads/2020/04/UK-Youth-Covid-19-Impact-Report-External-Final-08.04.20.pdf>

**B6 Where will the research be conducted? i.e in a facility within the college, in a private organisation, in a public place etc**

The research will be conducted in a youth centre in east London.

**B7 If outside of the UK, please state the country/countries in which data collection is expected to occur.**

N/A

B8 Selection of methodology from list: (select each that applies)

- ☐ Questionnaires
- ☒ Semi-structured interviews
- ☐ Unstructured Interviews
- ☐ Focus Groups
- ☒ Observation
- ☐ Clinical Procedures or Interventions
- ☐ Non-clinical Procedures or Interventions
- ☐ Randomised Controlled Trial
- ☐ Oral history
- ☐ Analysis of pre-existing data from human participants
- ☐ Audio/video recording or photography in a public place
- ☐ Audio/video recording or photography in a private place
- ☐ Administration of food substances
- ☐ Behavioural/Cognitive Testing
- ☐ Other

If you are using any standardised methods for any of the above selected methodologies, please provide an overview of any standardised documentation to be used. Please provide full names and references where appropriate.

*Please note you are not required to submit any standardised forms as supporting documents.*

N/A

B9 Provide an explanation in lay language outlining each methodology of the study, as identified in question B8.

The research will address the questions described about with a two part methodology.

a) Ethnographic research. The study adopts the ethnographic method of participant observation. Participant observation involves engaging with the lived experience of participants as fully as possible (Atkinson & Hammersley, 1994; Shah, 2017). The researcher, after getting consent from gatekeepers, parents and youth and explaining the nature of their role, engage in the activities of the youth centre, adopting the role of an adult participant in all the centre's activities for a period of 1 month, between April 2021 and May 2021. According to the currently published schedule of the youth centre, this will involve the observation of two 3 hour sessions, every week, for four weeks. As is typical in participant observation, I will keep notes in a diary of the participants' interactions (Cole, 2005). Pseudonyms will be used in these notes and the diary will be lockable, kept on my person during observations and stored in a locked filing cabinet at the researcher's home between observations.

b) Interviews. In order to gain insight into the justifications for behaviours. At the end of the observation period, I will carry out interviews with two youth works and two young people who were observed. After gaining consent, I will ask invite the participants to a 30 minute interview (see attached interview schedule) which will take place in a private room in the youth centre. Semi-structured interviewing (Kvale, 2007) will be used to ensure the researcher can be sensitive to emerging themes. The interviews will be audio recorded and transcribed.

Atkinson, P. and Hammersley, M. (1994), "Ethnography and participant observation", in G. Guba and Y. Lincoln, (Eds), Handbook of Qualitative Research, Sage, Beverly Hills, CA., pp. 248-261.

Cole, S. (2005). Action ethnography: Using participant observation. Tourism research methods: Integrating theory with practice, 63-72.

Kvale, S. (2007). Doing interviews. Thousand Oaks, CA: Sage.

Shah, A. (2017) Ethnography?: Participant observation, a potentially revolutionary praxis. HAU: Journal of Ethnography, 7(1), 45-59.

If the summary of your methodology would be supported by a flowchart please attach this here (an editable flowchart can be found via the link in the guidance icon)

B10 I confirm that the researcher who will be administering all tests and/or procedures is competent in the methods.

☒ Yes

☐ No

## Section C(I): Participants

C1 Detail your projected number of participants and provide justification for this sample size.

*Please note: For projects involving mixed methods and/or multiple participant groups, you should provide an estimate of the number of participants taking part in each method.*

For the ethnographic observation. The youth club sessions that will be the focus of the participant observation typically have between 5 and 15 young people attend. This is a suitable sample as it forms the entirety of the case of these activities at this centre giving a rich description of a particular case (Yin, 2009).

For the interviews. Two youth workers and two young people will be selected to be interviewed. The participants will be selected from those who respond to the advert (see below). If more than two of each class of participant respond, participants will be selected based on those who interactions are particularly likely to develop novel categorisations in analysis, a form of purposeful sampling (Patton, 1990).

Patton, M. Q. (1990). Qualitative evaluation and research methods (2nd ed.). Thousand Oaks, CA: Sage.

Yin, R. K. (2009). Case study research: Design and methods. Thousand Oaks, CA: Sage Publications Incorporated.

C2a What are the Inclusion Criteria? Where appropriate explain how you will screen your participants. (the selection criteria should be clearly defined for multiple participant groups)

For the ethnography:

a) For youth worker participants:

- Are employed as a youth worker at the youth centre being studied.

b) For young people:

- Attend sessions at the youth centre being studied.

For the interviews:

a) For youth worker participants:

- Are employed as a youth worker at the youth centre being studied.
- Had their interactions observed as part of the ethnography.
- Attended sessions at the youth centre before the COVID crisis (this is to enable youth workers to discuss changes in interaction before and after the crisis - screening will take place with a question about prior attendance during recruitment - the criterion will be stated on the information sheet)

b) For young people:

- Attend sessions at the youth centre being studied.
- Had their interactions observed as part of the ethnography.
- Attended sessions at the youth centre before the COVID crisis (this is to enable young people to discuss changes in interaction before and after the crisis - screening will take place with a question about prior attendance during recruitment - the criterion will be stated on the information sheet)

C2b What are the Exclusion Criteria? Where appropriate explain how you will screen your participants. (the selection criteria should be clearly defined for multiple participant groups)

For the ethnography:

a) For youth worker participants:

- Are not employed as a youth worker at the youth centre being studied.

b) For young people:

- Do not attend sessions at the youth centre being studied.

For the interviews:

a) For youth worker participants:

- Are not employed as a youth worker at the youth centre being studied.
- Did not have their interactions observed as part of the ethnography.
- Did not attend sessions at the youth centre before the COVID crisis

b) For young people:

- Do not attend sessions at the youth centre being studied.
- Did not have their interactions observed as part of the ethnography.
- Did not attend sessions at the youth centre before the COVID crisis

C3 What are the upper and lower age limits? Provide justification for these where appropriate.

For young people: The youth centre offers activities for young people aged between 11-21 so participants will be in this age range.

For youth workers: The centre employs youth workers from the age of 16, so 16 will be the lower age limit. There is no upper age limit.

C4 How will potential participants be identified and approached?

*Please note: If different recruitment methods will be used for participant groups, each group should be separately addressed.*

First, the attached gatekeeper letter, setting out the purpose and nature of the research will be sent to the manager of the youth centre. Once consent has been received, the advertisement for youth workers will be sent round all employees by the centre manager. The message includes the researcher's KCL email address. The manager will emphasise that the research is not part of employment at the centre and participation will not impact their performance management. When a potential youth worker participant responds positively to participant via email, the researcher will send them a copy of the information sheet and consent form.

Advertisement posters for young people (see attached) will put up around the centre. The poster lists the researcher's KCL email address. When a potential youth participant gets in touch, the researcher will arrange to meet the young person at the centre, to explain the purpose of the research and to give them a parental information sheet and consent form and ask the young person to return them if their parent consents to participation. Once the researcher receives positive responses from parents, the researcher will give the young person a consent form and information sheet.

C5 Do you have a current or prior relationship with any potential participants? (This includes professional and/or personal relationships)

- ☒ Yes, I do have a current or prior relationships with potential participants.
- ☐ No, I do not have any current or prior relationships with potential participants.

C5a If you are in a position of influence or authority over potential participants, can you confirm that this could not give rise to a perceived pressure to participate?

*Please note: If you are directly involved in the teaching or assessing of participants this is considered a perceived pressure to participate.*

- ☒ Yes, there is potential for my existing relationship to give rise to a perceived pressure to participate.
- ☐ No, there is no potential for my existing relationship to give rise to a perceived pressure to participate.



C5b Please outline the existing relationship(s) and explain how you will mitigate any potential pressure to participate.

I used to work as a volunteer youth worker at the centre, hence I have existing relationships with some of the youth workers and potential some of the young people. I will mitigate perceived pressure to participate in a number of ways: a) I will emphasise that the decision to or not to participate will not impact existing relationships in any ways; b) The information sheet will state that the decision to participate will not effect the services young people receive from the centre or affect workers' performance management; c) I will emphasise that the gatekeeper (i.e. the centre manager) will not be aware of the names of young people or youth workers who are participating.

C6 Gatekeeper Permission: Will you require an individual or organisation to grant you permission to approach/ access your intended participants? This includes gatekeepers contacting participants on your behalf

- ☒ Yes, I will be using a gatekeeper to access potential participants
- ☐ No, I will not be using a gatekeeper to access potential participants

C6a Will the gatekeeper be in a position of influence or authority over the participants?

- ☒ Yes, the gatekeeper is in a position of influence or authority over participants
- ☐ No, the gatekeeper will not be in a position of influence or authority over participants

C6b Outline who the gatekeeper is and how they will be used to facilitate recruitment.

*Please note: Participants must only be approached once appropriate gatekeeper permission has been obtained.*

The gatekeeper is the manager of the youth centre. They will be asked to send a recruitment message (see attached) to all the youth workers at the centre. In addition, their permission will be sought to put up posters to recruit young people.

C6c Explain how you will mitigate any pressure to participate that may be felt by potential participants as a result of the gatekeepers position.

In the case of the youth worker message, it will be made clear that the message comes from an independent researcher, from KCL, and participation will have no influence on their employment. The identities of participants from both groups will be hidden from the manager. Young people will be recruited via a poster so there is no potential for the gatekeeper to exert pressure over their decisions.

C7 Please specify any incentives being offered and a justification for their use.

N/A

## Informed Consent

C8 Will informed consent be sought from all participants?

☒ Yes ☐ No

C8a How will informed consent be obtained for each data collection method/participant group? Who will take consent and how will it be recorded?

*Note: Justification must be provided if you will not be providing all participants with an information sheet and gaining written consent*

When a potential youth worker participant responds positively to the recruitment email, the researcher will send them a copy of the information sheet and consent form. They will be given a week to return the forms. Consent will be recorded on the consent form. Completed forms will be stored in a locked filing cabinet at the researcher's home.

When a potential youth participant gets in touch via email after seeing a poster, the researcher will arrange to meet the young person at the centre, to explain the purpose of the research. At this point the researcher will ask the student to state their age.

If they are under 16, the researcher will give them a parental information sheet and consent form and ask the young person to return them if their parent consents to participation. Once the researcher receives positive responses from parents, the researcher will give the young person a copy of the consent form and information sheet. They will be asked to return the forms within a week. Consent will be recorded on the consent form. Completed forms will be stored in a locked filing cabinet at the researcher's home.

If they are over 16, the researcher will give the potential participant an information sheet and consent form. They will be asked to return the forms within a week. Consent will be recorded on the consent form. Completed forms will be stored in a locked filing cabinet at the researcher's home.

C9 How long will participants be given to decide if they wish to participate?

*Please provide justification if participants will be given less than 24 hours*

One week.

C10 Detail the process by which participants may withdraw from the research both during the research and after it has been completed. A final withdrawal date should also be provided, after which participants may no longer withdraw their data from the study.

Participants will be informed that they can withdraw at any point during the study, both during observations and during interviews. They can do this in either of two ways: a) by speaking to the researcher in person during an observation or at any time during an interview; or b) by sending an email to the researcher's KCL address. Participants may withdraw consent for the use of their data at any time up till the 1st of July 2021 when data will be processed for use in the thesis and can no longer be removed.

## Section E(I): General Data Protection Regulation Requirements

E1 Does the project involve the collection and/or use of personally identifiable information?

*Personally identifiable information is data that can be used to identify an individual, either directly or indirectly. This may include names, job titles, photos, video or audio recording, email addresses, usernames, IP addresses, DNA or one or more factors specific to the physical, genetic, mental, economic, cultural, or social identity of that person. See guidance icon for examples of personal data.*

Please indicate which of the following applies:

- ☒ a) The project involves the collection and/or use of personally identifiable information
- ☐ b) Personally identifiable information will only be obtained in order to contact potential participants. No further identifying information will be collected as part of the study.
- ☐ c) No personally identifiable information will be collected and/or used for this project

### E1a Important Notice: General Data Protection Regulation requirement

Projects involving the collection and processing of personal data must be registered with the [King's Data Protection Register](#). Researchers must obtain confirmation of KDPR registration prior to commencing data collection in order to comply with the new General Data Protection Regulation.

☒ I confirm that this project will be registered on the King's Data Protection Register

☒ I confirm that I understand that it is the responsibility of the researcher to ensure that all research data is securely handled and stored during and after the project in compliance with the General Data Protection Regulation (GDPR) and College guidelines:

[KCL Research Data Management Guidelines](#)

[KCL guidance on the General Data Protection Regulation](#)

## Section E(II) Data Handling, Protection and Storage

E2 Will any data from which participants could be identified be published (this could be direct quotes or biographical data)? ☐ Yes ☒ No

E3 Will the data be pseudonymised and the identifiable data stored securely and separately from the research data? ☒ Yes ☐ No

E5 Where will research data be stored during and after the study is completed?

During data collection, observation field notes will be stored in a lockable notebook that is kept on the researcher's person during observation at in a locked filing cabinet at the researcher's home at other times.

Interviews will be recorded using an encrypted audio recorder that will be locked in a filing cabinet at the researcher's home when not in use. As soon as possible after the completion of individual data collection sections data will be transferred from the note book and recorder to a one drive data storage site.

The data (participant observation field notes and the audio and transcripts of young person and youth worker interviews) will be stored in a password protected folder on the KCL one drive as encrypted files.

E6 Data Access: Who will have access to participants personal data during the project?

Only the researcher will have access to participants' personal data.

E7 How long will research data be stored for after the project is completed?

*Guidance on data retention periods can be found in the [King's Data Retention Schedule](#)*

For four years after the completion of the study.

E4 Research Dissemination: How will results be disseminated?

- ☒ Internal report (thesis)
- ☒ Journals
- ☒ Conference
- ☐ Other

E8 Will research data be shared with any third parties? (Including for the purposes of transcribing data) ☒ Yes ☐ No

Provide further details on who the data will be shared with and level of anonymity of the shared data:

After a data sharing agreement has been put in place, the audio files will be shared with a transcription agency in the UK. The audio transcripts will be shared. The audio recordings may contain the names of participants but the data sharing agreement will mandate these are kept confidential and the sharing of this information will be highlighted in the information sheet.

E9 Will data be archived for further use? ☐ Yes ☒ No

## Section H: Insurance, Risks and Ethical Issues

H1 Does the project involve any of the Risk Assessment criteria outlined in the information icon guidance? ☐ Yes ☒ No

H2 I confirm that I have read the exclusion criteria for the College's Clinical Trials and Research Projects Involving Human Subjects Insurance Policy, detailed in the guidance icon, and that:

- ☒ a) This project meets the inclusion criteria of the policy
- ☐ b) This project falls under the exclusion criteria and I have gained approval from the Finance Department, as instructed in the guidance icon
- ☐ c) This project falls under the exclusion criteria but approval has not been granted by the Finance Department

H3 I confirm that my travel insurance arrangements are as follows:

- ☐ a) I will secure College travel insurance (see guidance icon for further details)
- ☐ b) I will secure personal travel insurance
- ☒ c) I do not require travel insurance as I will conduct the research in my country of legal residence
- ☐ d) I will not secure travel insurance

H4 I confirm that if Disclosure & Barring Service clearance is required for my study, this will be obtained prior to the commencement of data collection. ☒ Yes ☐ No ☐ N/A

H5 I confirm that the No Fault Compensation Scheme will be offered to all UK based participants. ☒ Yes ☐ No ☐ N/A

H6 Give the details of any other review body approvals or permissions obtained (including gatekeepers, other Ethics Committees, peer review, R&D permission).

N/A

H7 Give details of any other ethical issues which have not been addressed elsewhere in the application and explain how you will mitigate these risks.

N/A

## Section I: Supporting Documents

### I1 Participant Information Sheet

Information Sheet templates can be found under '[Recruitment documents](#)'.

Type	Document Name	File Name	Version Date	Version	Size
Participant Information Sheet	information-sheet-for-young people	information-sheet-for-young people.docx	04/08/2020	1	54.1 KB
Participant Information Sheet	information-sheet-for-youth workers	information-sheet-for-youth workers.docx	04/08/2020	1	54.4 KB

## Consent form (if applicable)

### I2 Consent form (if applicable)

Type	Document Name	File Name	Version Date	Version	Size
Consent Form	Consent Form for young people	Consent Form for young people.docx	04/08/2020	1	37.3 KB
Consent Form	Consent Form for youth workers	Consent Form for youth workers.docx	04/08/2020	1	37.1 KB

## Recruitment documents for parents/carers (if applicable)

### I3 Information Sheet(s) and Consent Form(s) for parents-carers

Type	Document Name	File Name	Version Date	Version	Size
Participant Information Sheet	information-sheet-for-parents	information-sheet-for-parents.docx	04/08/2020	1	54.9 KB
Participant Information Sheet	Consent Form for parents copy	Consent Form for parents copy.docx	04/08/2020	1	37.2 KB

## List of Indicative questions or topic guides

### I5 List of Indicative questions or topic guides

Type	Document Name	File Name	Version Date	Version	Size
Interview guide	Interview prompts	Interview prompts.docx	04/08/2020	1	13.3 KB

## Evidence of any other approvals or permissions (includes gatekeeper, R&D, other ethical approvals) (if applicable)

### I6 Evidence of any other approvals or permissions (includes gatekeeper, R&D, other ethical approvals)

## Approach letters to gatekeeper organisations (if applicable)

### I7 Approach letters to gatekeeper organisations

Type	Document Name	File Name	Version Date	Version	Size
Permission/Approval Letter	Gatekeeper Letter	Gatekeeper Letter.docx	04/08/2020	1	381.2 KB

## Advertisement document (email, poster, flyer etc) (if applicable)

### I8 Advertisement document (email, poster, flyer etc)

Type	Document Name	File Name	Version Date	Version	Size
Advertisement Document	Young person advertisement poster	Young person advertisement poster.docx	04/08/2020	1	134.9 KB
Advertisement Document	Youth worker advertisement	Youth worker advertisement.docx	04/08/2020	1	42.6 KB

## Cover Letter (for amendments and modifications) (if applicable)

### I9 Cover Letter (for amendments and modifications)

## Other (if applicable)

## Researcher/Applicant

### J1 Researcher/Applicant Signature

I undertake to abide by accepted ethical principles and appropriate code(s) of practice in carrying out this study. The information supplied above is to the best of my knowledge accurate. I have read the Application Guidelines and clearly understand my obligations and the rights of participants, particularly as regards obtaining valid consent. I understand that I must not commence research with human participants until I have received full approval from the ethics committee.

***Please note that in order to authorise your application you must sign off using your KCL email address i.e. joe.bloggs@kcl.ac.uk and your KCL password.***

## Supervisor authorisation for student projects (including PhD)

### J2 Supervisor Signature

I confirm that I have read this application and will be acting as the student researcher's supervisor for this project. The proposal is viable and the student has appropriate skills to undertake the research. Participant selection and recruitment procedures, including the Information Sheet(s) to be provided and the manner of obtaining informed consent, are appropriate and the ethical issues arising from the project have been addressed in the application. I understand that research with human participants must not commence without full approval from the ethics committee. I understand that by authorising this application I am confirming that the student has read an appropriate professional code of ethical practice and completed a risk assessment form where appropriate.

***Note to applicant: In order for your named supervisor to authorise your application they must have an activated REMAS account. If they have not yet activated their account prior to you requesting their authorisation, they will need to do this by logging into the system.***

Supervisor Authorisation For Student Projects (Including PhD)

***Supervisors should authorise by entering their full KCL email i.e. joe.bloggs@kcl.ac.uk and KCL password***

## 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**

Interaction in a youth community centre following the COVID-19 pandemic

#### **Invitation Paragraph**

I would like to invite you to take part a research project which forms part of my university degree. Before you decide to take part, it is important you to understand why the research is being done and what you will do. Please read this sheet carefully, talk to other people about it, and ask me if you have any questions (my email address is at the end of the sheet).

#### **Why am I doing this research ?**

Some researcher say that the COVID-19 pandemic might have changed how young people behave. I want to find out if there are any changes to behaviour in a youth centre.

#### **Why have I been asked to take part?**

You are being asked to take part because you have come to sessions at X centre, before and after the COVID-19 crisis, so can tell me about your views on any changes You should only take part if you have attended sessions before and after the crisis.

#### **What will happen if I take part?**

There are two parts to the research, and you can consent to only one or both. First, I would like to observe and make notes on how you interact with your youth worker and other young people. I will come along to your sessions at the centre for a month, between April and May 2021. I would like to watch, and take part in the sessions, and will make written notes about how people behave.

Second, I might ask you to an interview to give your views on how the COVID-19 crisis has changed the youth centre. If you agree, we will find a convenient time, and meet for the interview in an empty room at the centre. The interview will last 30 minutes. With your consent, I will audio record the interview.

#### **Do I have to take part?**

You should only take part if you want to. Nothing bad will happen if you choose not to take part. It won't change anything at the centre if you don't choose to take part. You can still be involved in all the sessions. No one at the centre will know if you take part or not.

If you choose to take part, I will give you a form to sign to record your decision. You will also get a copy 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 the impact of the COVID-19 crisis on young people

### **Data handling and confidentiality**

Your data will be processed in accordance with the law in the UK.

- All your data will be stored on the Kings College computer system, and be password protected and encrypted. Only I will have access to the files. I will share the recordings of the interview with a company who will type them up. I will put a contract in place to make sure this company does not share the data.
- Once the data are typed up, all names will be removed so no one will be able to link what you said to you.
- I will write the final report using made up names so no one will know who you or who the youth workers are. I will use a made up name for the youth centre.
- I will keep your data 4 years after the end of the project, in case I need to check anything, and then it will be deleted.

### **Data Protection Statement**

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 stop being part of the project at any time. You do not have to give a reason and stopping will not affect you in any way.

To stop taking part either send me an email at the address below or simply tell me in person. You can ask me to stop observing at any point. 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 ask me to delete your data from the project at any point, up till the 1<sup>st</sup> of July 2021, when I will have used the data.

### **What will happen to the results of the project?**

The data will be summarised in my MA dissertation thesis. The data may be used to write articles for academic journals and to give presentations. These will not be publicly available, but if you want a copy, please email me using the address below.

**Who should I contact for further information?**

If you have any questions or require please contact me:

Joe.bloggs@kcl.ac.uk

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

If this project has harmed you or if you wish to complain, contact my supervisor:

Tania de St Croix, [tania.de\\_st\\_croix@kcl.ac.uk](mailto:tania.de_st_croix@kcl.ac.uk), Tel: (0)20 7848 3095  
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 .**

## 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**

Interaction in a youth community centre following the COVID-19 pandemic

#### **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 how the COVID-19 pandemic has affected how youth workers and young people interact in a youth centre. There are suggestions that social distancing regulations have changed how young people interact and I want to research any changes in the context of a youth centre.

#### **Why have I been invited to take part?**

You are being invited to participate in because you are a youth worker at the X centre and have worked at the centre before the crisis enabling you to comment on changes. You should only take part if you have worked at the centre before and after the crisis.

#### **What will happen if I take part?**

If you consent, there are two parts to the research (you can consent to these separately on the consent form). First, I would like to observe and make notes on how you and the young people at the centre interact. I will act as a participant observer and take a supporting part in the activities. I would like to observe for a period of 1 month, between April and May 2021.

Second, I may invite you to participate in an interview to give your views of the impact of the COVID-19 crisis on interactions at the youth centre. If you consent, we will decide on a mutually convenient time, to hold the interview in an empty room at the centre. The interview will last 30 minutes. 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. Your decision will not affect your relationship with me in any way or your performance management relationship with the head of the centre. The centre manager will not be aware of who participates. 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 the impact of the COVID-19 crisis on young people

### **Data handling and confidentiality**

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

- The observation notes and 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 UK (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 youth workers, young people or the centre 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 you in any way. You can withdraw from an observation by simply asking me to stop or sending me an email at any point during the process. You can ask me to stop observing at any point. 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 till the 1<sup>st</sup> 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 and to give presentations to academics. 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:

Joe.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:

Tania de St Croix, [tania.de\\_st\\_croix@kcl.ac.uk](mailto:tania.de_st_croix@kcl.ac.uk), Tel: (0)20 7848 3095  
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.**

## CONSENT FORM FOR PARTICIPANTS IN RESEARCH PROJECTS



Please complete this form after you have read the Information Sheet and/or listened to an explanation about the research

<b>Title of project:</b> Interaction in a youth community centre following the COVID-19 pandemic	
<b>Ethical review reference number:</b>	<b>Version number:</b> 1 04/08/2020
	Tick or initial
1. I confirm that I have read and understood the information sheet dated 04/08/2020 for the above project. I have had the opportunity to consider the information and asked questions which have been answered to my satisfaction.	
2. I consent voluntarily for my son/daughter be a participant in this project and understand that my son/daughter can refuse to take part and can withdraw from the project at any time during the focus group, without having to give a reason.	
3. I consent to the processing of my son/daughter's personal information for the purposes explained to me in the Information Sheet. I understand that such information will be handled in accordance with the terms of the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018.	
4. I understand that my son/daughter's information may be subject to review by responsible individuals from the College for monitoring and audit purposes.	
5. I understand that it will not be possible to identify my son/daughter in any research outputs.	
6. <b>To consent to observation:</b> I consent to my son/daughter's interactions at centre X being observed.	
7. <b>To consent to the interview:</b> I consent to my son/daughter's interview being audio recorded.	
8. <b>To consent to the interview:</b> I agree to my son/daughter's data being shared with a third-party transcriber who will have signed a confidentiality agreement.	
9. I understand that my son/daughter must not take part if they fall under the exclusion criteria as detailed in the information sheet and explained to me by the researcher.	
10. I understand that the information that my son/daughter submits will be published as a report and used in academic presentations.	

Signed:

Date:

## CONSENT FORM FOR PARTICIPANTS IN RESEARCH PROJECTS



Please complete this form after you have read the Information Sheet and/or listened to an explanation about the research

<b>Title of project:</b> Interaction in a youth community centre following the COVID-19 pandemic	
<b>Ethical review reference number:</b>	<b>Version number:</b> 1 04/08/2020
	Tick or initial
1. I have read and understood the information sheet. I asked any questions I wanted to and got useful answers.	
2. I want to take part in this project. I understand that I can refuse to take part and can stop taking part at any time without having to give a reason.	
3. I consent to my personal information being collected and used in a way that matches UK law.	
4. I understand that people from the university may look at the data to check it.	
5. I understand that in any articles or presentation, no one will know who I am.	
6. <b>To consent to observation:</b> I agree to the research watching my sessions at the centre.	
7. <b>To consent to the interview:</b> I agree to my interview being recorded.	
8. <b>To consent to the interview:</b> I agree to my data being shared with someone who will type it up, if they agree to keep the data safe.	
9. I understand that I should only take part if I have attended sessions at the centre before and after it closed for the COVID-19 crisis.	
10. I understand that the information will be published in journals for researchers and used in presentations.	

Signed:

Date:

## 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**

Interaction in a youth community centre following the COVID-19 pandemic

#### **Invitation Paragraph**

I would like to invite your son/daughter 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 son/daughter's 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 how the COVID-19 pandemic has affected how youth workers and young people interact in a youth centre. There are suggestions that social distancing regulations have changed how young people interact and I want to research any changes in the context of a youth centre.

#### **Why has my son/daughter been invited to take part?**

Your son/daughter has been invited to participate in because they attend sessions at the X centre before and after the COVID-19 crisis so they can comment on any changes. Your son/daughter should only take part if they attended sessions at the centre before and after the crisis.

#### **What will happen if my son/daughter takes part?**

If you consent for your son/daughter to take part, there are two parts to the research (you can consent to these separately on the consent form). First, I would like to observe and make notes on how your son/daughter interacts with their youth worker and other young people at the centre. I will act as a participant observer and take a supporting part in the activities. I would like to observe for a period of 1 month, between April and May 2021.

Second, I may invite your son/daughter to participate in an interview to give their views of the impact of the COVID-19 crisis on interactions at the youth centre. If you and your son/daughter consent, we will decide on a mutually convenient time to hold the interview in an empty room at the centre. The interview will last 30 minutes. With your and their consent, I will audio record the session.

#### **Does my son/daughter have to take part?**



Participation is completely voluntary. You should only consent to your son/daughter participating if you want to and choosing not to take part will not disadvantage you or your son/daughter in anyway. Your decision will not affect your or their relationship with the centre in any way. The centre manager will not be aware of who participates. 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 your son/daughter 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. Then, I will speak to your son/daughter to explain the project, give them a similar information sheet and, if they are interested in participating, give them a consent form to sign. They will be given a copy of the consent form to keep.

### **What are the possible risks of taking part?**

The only risk is the loss of your son/daughter's time when interviewed.

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

Your son/daughter will be able to voice their views on the impact of the COVID-19 crisis on young people.

### **Data handling and confidentiality**

Your son/daughter's data will be processed in accordance with the General Data Protection Regulation 2016 (GDPR).

- The observation notes and 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 UK (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 your son/daughter.
- The data in the final report will be written up in such a way that neither the identity of the youth workers, young people or the centre 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 my son/daughter changes their mind about taking part?**

Your son/daughter is 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. They can withdraw from an observation by simply asking me to stop or sending me an email at any point during the process. They can ask me to stop observing at any time. They can end the interview at any point by asking me to end the recording and can refuse to answer any question. After the interview, they can withdraw their data from the project at any point, up till the 1<sup>st</sup> 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 and to give presentations to academics. 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:

Joe.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:

Tania de St Croix, [tania.de\\_st\\_croix@kcl.ac.uk](mailto:tania.de_st_croix@kcl.ac.uk), Tel: (0)20 7848 3095  
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.**

## CONSENT FORM FOR PARTICIPANTS IN RESEARCH PROJECTS



Please complete this form after you have read the Information Sheet and/or listened to an explanation about the research

<b>Title of project:</b> Interaction in a youth community centre following the COVID-19 pandemic	
<b>Ethical review reference number:</b>	<b>Version number:</b> 1 04/08/2020
	Tick or initial
1. I confirm that I have read and understood the information sheet dated 04/08/2020 for the above project. I have had the opportunity to consider the information and asked questions which have been answered to my satisfaction.	
2. I consent voluntarily for my son/daughter be a participant in this project and understand that my son/daughter can refuse to take part and can withdraw from the project at any time during the focus group, without having to give a reason.	
3. I consent to the processing of my son/daughter's personal information for the purposes explained to me in the Information Sheet. I understand that such information will be handled in accordance with the terms of the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018.	
4. I understand that my son/daughter's information may be subject to review by responsible individuals from the College for monitoring and audit purposes.	
5. I understand that it will not be possible to identify my son/daughter in any research outputs.	
6. <b>To consent to observation:</b> I consent to my son/daughter's interactions at centre X being observed.	
7. <b>To consent to the interview:</b> I consent to my son/daughter's interview being audio recorded.	
8. <b>To consent to the interview:</b> I agree to my son/daughter's data being shared with a third-party transcriber who will have signed a confidentiality agreement.	
9. I understand that my son/daughter should only take part if they attended sessions at the centre before and after the closure for the COVID-19 crisis.	
10. I understand that the information that my son/daughter submits will be published as a report and used in academic presentations.	

Signed:

Date:

### **Youth worker interview prompts**

#### Background questions

- How long have you been a youth worker?
- How long have you worked at this centre?

#### Main questions

- What do you think the three most significant impacts of the COVID-19 crisis have been on the lives of the young people you work with?
- What changes to systems or policies have you put in place since the centre reopened?
- Since reopening, what changes have you noticed in the way young people interact with you? What do you think are the reasons for these changes?
- Since reopening, what changes have you noticed in the way young people interact with each other? What do you think are the reasons for these changes?
- What has been the impact on these changes in interactions if any? On you? On the young people?
- Do you feel your team of youth workers has changed the way it behaves since the crisis? With each other? With young people?
- What do you imagine are the long-term implications of the changes to interaction, if any, you are seeing now, on youth work?
- What additional support is needed to support young people's interactions?
- Is there anything else you would like to say about the impact of COVID-19 on the centre?

### **Young person interview prompts**

#### Background questions

- How old are you?
- How long have you been coming to the centre?
- What activities do you do at the centre?

#### Main questions

- How has the COVID-19 crisis affected your life?
- What changes have you noticed at the centre after it has reopened?
- Do you think you behave differently with the youth workers since the reopening? If so, how and why?
- Do you think you behave differently with your peers since the reopening? If so, how and why?
- Are the changes good or bad?
- Do you like how the centre has changed? Why?
- Is there anything about the changes to the centre that makes you worried?
- What would you like changed at the centre?
- Is there anything else you would like to say about the impact of COVID-19 on the centre?

## School of Education, Communication and Society



Dear centre manager,

I am currently studying for an MA in education at King's College London (KCL). As part of my course, I am planning to carry out a research project examining how the COVID-19 crisis has impacted interactions between youth workers and young people and young people and their peers at a youth centre. I am writing you to request permission to carry out the research at your centre.

The research will have two parts: a) an ethnographic observation in which I will attend offered sessions over a period of a month and make notes about the interactions of youth workers and young people; and b) 30-minute interviews with 2 youth workers and 2 young people about their views on how the COVID-19 crisis has impacted their interactions in the centre. The interviews will take place at a mutually convenient time, in an unused, private room at the centre. The sessions will be audio recorded and transcribed by an external agency, once a data sharing arrangement has been put in place. I attach a list of indicative questions for the interviews.

My research will adhere to KCL ethical guidance and I have secured permission to carry out the work from the Research Ethics Office (clearance number). I will seek informed consent from youth workers, young people and their parents before conducting the research, and ensure their identities, and the identity of the centre is hidden in the final report and any publications arising from the study. The data collected will be processed in accordance with GDPR regulations, stored on a password protected data storage system and deleted four years after the completion of the project.

If you require any further information about the study, please contact me by email using the contact information below.

Yours faithfully,

Joe Bloggs  
[Joe.bloggs@kcl.ac.uk](mailto:Joe.bloggs@kcl.ac.uk)

# Has Covid-19 affected you use this youth centre?



## Opportunity to take part in a research project

- Has COVID-19 had an impact on the way you use this youth centre?
- Would you like to share your views and contribute to research?

My name is Joe Bloggs and I am researcher from King's College London, carrying out a study into how COVID-19 has affect youth centres and would be interested to hear your views.

Participating in the research means I would watch some of your interactions with youth workers and with your peers as you go about your normal activities. In addition, I may invite you to a 30-minute interview, which I will audio-record, about your views on the impact of the Covid-19 crisis on the youth centre

If you are interested, please send me an email at:

[Joe.bloggs@kcl.ac.uk](mailto:Joe.bloggs@kcl.ac.uk)

Thank you!

Youth worker advertisement

**Opportunity to take part in a research project**



Dear youth workers,

I am writing to invite you to take part in a piece of research examining how the COVID-19 crisis has impacted interactions that forms part of my MA education thesis at King's College London. Participating in the research would involve me observing some of your interactions with young people in the youth centre over a period of a month (more details are on the information sheet). I may also invite you to a 30-minute interview on your views of the impact of COVID-19 on interactions in the centre. The interview would take place at a time that is convenient for you and would be audio recorded. The descriptions of your interactions from my observations and your comments in the interview will be entirely anonymous and it will not be possible to identify you in the final report.

If you are interested in taking part, or have further questions about what participation would involve, please contact me at:

[Joe.bloggs@kcl.ac.uk](mailto:Joe.bloggs@kcl.ac.uk)

Best wishes,

Joe Bloggs.