

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 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 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, 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.