

## 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="Ms."/>	<input type="text" value="Jane"/>	<input type="text" value="Blogs"/>
Department		<input type="text" value="School of Education, Communication and Society"/>
KCL Email	<input type="text" value="jane.blogs@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

Richard

Brock

Position

Lecturer in Science Education

Department

School of Education, Communication and Society

Email

richard.brock@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 (student focus groups and teacher interviews): A case study of students and teachers in a London comprehensive views of 'zero tolerance' behaviour management strategies

B2 Anticipated start date for the collection of data:

01/03/2021

B3 Expected completion date of the project:

15/07/2021

**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.*

In the last decade, a number of secondary schools in England have begun to adopt 'no excuses' behaviour management policies in which any deviation from school behaviour rules by students receives some sanction (Birbalsingh, 2016; Graham, 2018). There remains controversy over the effectiveness of such policies and the impact they have on learners (Efrem-Lieber, & Lieber, 2010). This research therefore aims to consider the views of students and teachers on the introduction of a 'no excuses' behaviour policy in a London comprehensive school. Until recently, the school had adopted a restorative justice approach to behaviour management (Hopkins, 2002) but a poor OFSTED report had caused the leadership team to adopt a 'no excuses' policy. This research seeks to research students' and teachers' views of the impact of the new behavioural policy and has two research questions:

a) What are the views of teachers at a comprehensive school in London of the effectiveness and fairness of a newly introduced 'no excuses' behaviour management policy?

a) What are the views of Y10 students at a comprehensive school in London of the effectiveness and fairness of a newly introduced 'no excuses' behaviour management policy?

Birbalsingh, K. (Ed.). (2016). *Battle Hymn of the Tiger Teachers: The Michaela Way*. Woodbridge, John Catt Educational Limited.

Efrem-Lieber, Y., & Lieber, P. S. (2010). An ethical critique of suspension and zero-tolerance policies. *Australian Educational and Developmental Psychologist*, 27(2), 104-114.

Graham, L. J. (2018). Student compliance will not mean 'all teachers can teach': a critical analysis of the rationale for 'no excuses' discipline. *International Journal of Inclusive Education*, 22(11), 1242-1256.

Hopkins, B. (2002). Restorative justice in schools. *Support for Learning*, 17(3), 144-149.

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

In a comprehensive school in Greater London where the researcher is currently employed as a teacher.

**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.

In order to report the views of students, a focus group, a research method in which a small group of students are given prompts to discuss various topics as group and their responses recorded, will be used. The focus group will be held in an empty classroom during a lunchtime. At the start of the focus groups, the researcher will explain the nature of the focus group and set ground rules for the discussion including: students should treat each other with respect, they should avoid mentioning the names of individual students and teachers and that they should treat the discussion as confidential and not share what they have heard with others. The researcher will be present and will guide the discussion using a set of prompts (see documents). The session will be audio recorded and last around 45 minutes.

The teacher interviews will have a semi-structured format, take place in an unused classroom at school and take place at a time (most likely, after school) that is convenient for the participants. The researcher will ask the participant the questions on the interview prompt sheet (see documents) and the conversation will be recorded. The semi-structured format means the interviewer may ask additional follow-up questions to explore the participants' responses to the questions. It is estimated the interviews will take between 30 and 45 minutes.

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.*

The number of participants for the two research methods are as follows:

For the focus groups - two focus groups each with 4-6 participants giving a total of 8-12 student participants

For the teacher interviews - five teachers

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 focus groups:

- Students must currently be a student at the case study school
- The student must currently be in year 10 (aged 14-15 years old)
- The student and their parents/guardians must have consented to their participation

For the teacher interviews

- The participants must be teachers who are currently employed as classroom teachers at the case study school
- They must have been teaching at the school for over two years, to ensure they have experienced both behaviour management systems
- The participants must have given their consent to participate

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 focus groups:

- Students who are not currently a student at the case study school
- Students at the case study school who are not in year 10 (aged 14-15 years old)
- Students who do not, or whose parents do not, consent to their participation.

For the teacher interviews

- Teachers who are not currently employed as classroom teachers at the case study school
- Teachers who have taught at the school for less than two years
- Teachers who do not consent to participate

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

For the focus groups:

- Students must be in year 10 (aged 14-15 years old)

For the teacher interviews:

- Employment at the school means teachers are likely to be in the age range 22-68 years old.

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.*

The case study school has been identified because it is the school where the researcher works and so has access to potential participants. The school is also one which has recently switched from a restorative justice behaviour management system to a 'no excuses' system. Initially, a gatekeeper approach letter will be sent to the headteacher of the school (see documents). The letter will outline the aims of the research and describe the research methods. The letter will make clear that the headteacher will not be informed of the identity of participating students or teachers. Once consent has been obtained from the headteacher, the researcher will send an invitation message (see attached) to the all staff mailing list asking interested staff to reply to the researcher's KCL email address. Once potential teacher participants message the researcher, I will respond by sending the project's information sheet and consent form to the teachers and ask them to be returned via email.

To approach students, the school email system will be used to send an invitation message containing the information sheet and consent form to the parents/guardians of all Y10 students, asking those interested in their child participating to return completed consent forms to the researchers' KCL email address. Once six of parental responses have been received, a school administrator will invite the 6 potential student participants by email to a short meeting during break time. In the meeting, I will explain the aims of the project and give the students information sheets and consent forms. The students will be given a week to return the consent forms to the researcher if they wish to take part.

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 teach Y10 so some of the potential participants may be my students. I will emphasise on parental and student information sheets that the decision to participate in the project is entirely voluntary and that their choice to participate or not will not affect their assessment or their relationship with me as their teacher. In the initial break time meeting, students will be reminded that, whilst their parents have granted permission, they do not have to be involved if they do not wish.

The potential participating teachers are my colleagues. I will emphasise on recruitment documents that their decisions to participate or not will not impact our relationship. I will also highlight that any information shared in the interview will be anonymised and their identity will be protected in my thesis, in publications and the headteacher will not be able to link their comments to them.

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 headteacher of the case study school. Permission will be sought from the headteacher to use the school email system to recruit participants.

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

The recruitment documents (the advertisement, consent forms and information sheets) will be branded with the KCL logo to emphasise the independence of the work. The names of those who participate will not be shared with the gatekeeper (this will be emphasised on recruitment documents). Comments from the interviews and focus groups will be used in such a way that the identities of the individual teachers and students cannot be discovered.

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

No incentives will be used.

## 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*

For the student focus groups: Consent will be sought from parents/guardians as the student participants are under 16. A consent form and information sheet will be emailed to parents/guardians using the school system. It will be requested that completed forms are returned via email to the researcher's KCL email address within 1 week. Once consent has been received from parents, the relevant students will be invited to a short briefing at which the researcher will explain the aims of the project, give students physical copies of consent forms and information sheets, and answer any questions. Students will be given 1 week to return physical copies of the consent forms.

For the teacher interviews: Teachers who respond positively to the advertisement to the researcher's KCL email address will be sent information sheets and consent forms in a message. They will be asked to return the consent form, via email, within a week.

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*

Both groups will be given 1 week to respond.

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.

Focus groups: The students will be informed, on the information sheet and at the start of the sessions, that they can withdraw at any point during the session without giving a reason. They simply need to raise their hand and say they wish to leave. Students will be informed that, due to the dialogic nature of the focus groups, it will not be possible to remove their data if they choose to leave during the session, but all data will be anonymised so their identity will be protected.

Teacher interviews: Teachers will be informed they can stop the interview at any point simply by stating that request to the interviewer and the recording will immediately be stopped. Their data will be deleted and they will take no further part in the study. Teachers will be informed that they will be able to withdraw their data up till the 1st of July 2021, after which point it will have been incorporated into the research report.

## 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?

The audio files from the focus groups and teacher interviews will be encrypted and password protected. They will be transferred to a password-protected section of the researcher's KCL OneDrive.

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

Only the researcher.

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 4 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:

The audio files from the student focus groups and the teacher interviews will be pseudonymised. A data sharing agreement will be written with the input of the KCL contracts support team and signed by the transcription agency before any data is shared. The data will be transferred using a secure online data transfer protocol.

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	Documents		Version Date	Version	Size
		File Name				
Participant Information Sheet	information-sheet-for-teachers	information-sheet-for-teachers.docx		04/08/2020	1	53.9 KB
Participant Information Sheet	information-sheet-for-students	information-sheet-for-students.docx		04/08/2020	1	52.7 KB

## Consent form (if applicable)

### I2 Consent form (if applicable)

Type	Document Name	Documents		Version Date	Version	Size
		File Name				
Consent Form	Consent Form for teachers	Consent Form for teachers.docx		04/08/2020	1	36.8 KB
Consent Form	Consent Form for students	Consent Form for students.docx		04/08/2020	1	37.3 KB
Consent Form	Consent Form for parents	Consent Form for parents .docx		04/08/2020	1	35.3 KB

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

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

Type	Document Name	Documents		Version Date	Version	Size
		File Name				
Participant Information Sheet	information-sheet-for-parents	information-sheet-for-parents .docx		04/08/2020	1	54.3 KB

## List of Indicative questions or topic guides

### I5 List of Indicative questions or topic guides

Type	Document Name	Documents		Version Date	Version	Size
		File Name				
Interview guide	Focus group prompts	Focus group prompts.docx		04/08/2020	1	12.5 KB
Interview guide	Teacher interview prompts	Teacher interview prompts.docx		04/08/2020	1	12.3 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	Documents		Version Date	Version	Size
		File Name				
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	Documents		Version Date	Version	Size
		File Name				
Advertisement Document	Parent advertisement	Parent advertisement.docx		04/08/2020	1	42.6 KB
Advertisement Document	Teacher advertisement	Teacher advertisement.docx		04/08/2020	1	42.2 KB

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

I9 Cover Letter (for amendments and modifications)

### Other (if applicable)

I10 Other

### 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](mailto: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**

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 questions 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 any way. Your 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 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. 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](mailto: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.**

## 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 take part in this research which is part of my MA education research. Please read the information below carefully and ask if you have any questions.

#### **What is the aim of the research?**

I want to hear students' views of the two different behaviour management systems that have been used at X school.

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

You are being invited because I want to talk to year 10 students because you experienced both the old and new behaviour system and will be able to clearly give your views about them.

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

If you consent, I will ask you and 3-5 other Y10 students to a group discussion at a lunchtime. The session will take about 45 minutes and I will lead the discussion by asking questions such as: What did you think of the old behaviour system? Which behaviour system is better? Which system is fairer. With your consent, I will audio record the session.

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

It is entirely up to you if you want to take part. It won't affect your grades, or your relationship with me if you say no. If you want to take part, I will give you a consent form to sign and you will get to keep a copy.

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

There are two possible risks of taking part. First, you will give up 45 minutes of your lunchtime. Second, as other students will take part in the group, the things you say may be shared. I will ensure your name is not mentioned in reports but be aware that, although I will tell everyone not to, other students may share things you say in the group.

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

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

### **Data handling and confidentiality**

Your data will be stored in a way that is inline the law (the General Data Protection Regulation 2016 (GDPR)). Your audio recordings will be kept securely at KCL so only I can access them. The recordings will be shared with a company who will type up your words. This company will sign a contract to say they will not share anything in the files. After typing up, your name will be removed from the data. It will not be possible to identify you or your school in the final report. I will keep the data for four years.

### **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 withdraw at any point of the project, without having to give a reason, until the end of the focus group. Withdrawing from the project will not affect you in any way. Once the focus group recording is complete, it will not be possible to remove your data as it will be hard to know whose voice is whose.

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

The results of the project will be summarised in a report for my degree and I may write some papers for journals. 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](mailto: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.**

### **Focus group prompts**

Think about the old behaviour management system the school had when you were in year 9:

- What did you like about the system?
- What did you not like about the system?
- Was the system fair for all students?

Think about the new behaviour management system introduced this year:

- What do you like about the system?
- What do you not like about the system?
- Is the system fair for all students?

Thinking about both systems:

- Which systems do you think leads to better behaviour?
- Which system is fairer?
- Which system is easier for teachers to use?

If you could design a behaviour system for the school, what would it be like?

Teacher interview prompts

Think about the old behaviour management system the school used last year

- What did you like about the system?
- What did you not like about the system?
- Was the system fair for all students?

Think about the new behaviour management system introduced this year:

- What do you like about the system?
- What do you not like about the system?
- Is the system fair for all students?

Thinking about both systems:

- Which systems do you think leads to better behaviour?
- Which system is fairer?
- Which system is easier for you to use?

If you could design a behaviour system for the school, what would it be like?

## School of Education, Communication and Society



Dear Headteacher/teacher,

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 students and teachers views of different behaviour management systems. As school X has just transitioned from using a restorative justice approach to a 'no excuses' system, I am interested in research the views of students and teachers in this context.

To carry out the research, I aim to recruit three groups of participants:

- 8-12 members of year 10 who will participate in two focus groups
- Five teachers who I will interview

The focus groups will take place during a lunch break, in an unused classroom and involve 4-6 students. I aim to run two groups, each session will last around 45 minutes. 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 these sessions.

The interviews with teachers will take place at a mutually convenient time, probably after school, and last 30-45 minutes. The sessions will be audio-recorded and shared with a transcription agency. I attach a list of indicative questions.

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 parents, students and teachers before conducting the research, and ensure their identities, and the identity of the school 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 two years after the completion of the project.

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

Yours faithfully,



Parent advertisement

**Opportunity for your son/daughter to take part in a research project**



Dear parents,

I am writing to you to invite to seek permission for your son/daughter to take part in a piece of research examining their views of different behaviour management systems that forms part of my MA education thesis at King's College London. Participating in the research would involve taking part in a 45-minute focus group (an interview involving 4-6 other students from the school) where I would ask questions about the students' views on the previous and current behaviour management system at school X. The focus group would take place at a lunchtime and would be audio recorded. Your son/daughter's comments in the focus group will be entirely anonymous and it will not be possible to identify them in the final report.

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

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

Best wishes,

Jane Bloggs.

Teacher advertisement

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



Dear teachers,

I am writing to invite you to take part in a piece of research examining your views of different behaviour management systems that forms part of my MA education thesis at King's College London. Participating in the research would involve taking part in a 30-45-minute interview where I would ask you questions about your views on the previous and current behaviour management system at school X. The interview would take place at a time that is convenient for you and would be audio recorded. 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:

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

Best wishes,

Jane Bloggs.

## 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> A case study of students and teachers in a London comprehensive views of 'zero tolerance' behaviour management strategies	
<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 version 1 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 to be a participant in this project and understand that I can refuse to take part and can withdraw from the project at any time, without having to give a reason, up until the 1 <sup>st</sup> of July 2021.	
3. I consent to the processing of my 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 information may be subject to review by responsible individuals from the College for monitoring and audit purposes.	
5. I understand that confidentiality and anonymity will be maintained, and it will not be possible to identify me in any research outputs	
6. I agree to my data being shared with a third-party transcriber who will have signed a confidentiality agreement.	
7. I consent to my participation in the research being audio recorded.	
8. I understand that the information I have submitted will be published as a report	

\_\_\_\_\_  
Name of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Researcher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## 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> A case study of students and teachers in a London comprehensive views of 'zero tolerance' behaviour management strategies	
<b>Ethical review reference number:</b>	<b>Version number: 1 04/08/2020</b>
	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 to be a participant in this project and understand that I 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 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 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 me in any research outputs	
6. I agree to my data being shared with a third-party transcriber who will have signed a confidentiality agreement.	
7. I consent to my participation in the research being audio recorded.	
8. I agree to maintain the confidentiality of focus group discussions	
9. I understand that my confidentiality cannot be guaranteed during the focus group.	
10. I understand that the information that I submit will be published as a report.	

\_\_\_\_\_  
Name of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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**Name of Researcher**

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**Date**

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**Signature**

## 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> A case study of students and teachers in a London comprehensive views of 'zero tolerance' behaviour management strategies	
<b>Ethical review reference number:</b> 20698	<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 child to be a participant in this project and understand that my child can refuse to take part and withdraw at any time during the focus group, without having to give a reason.	
3. I consent to the processing of my child's personal information for the purposes explained 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 child'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 child in any research outputs	
6. I agree to my child's data being shared with a third-party transcriber who will have signed a confidentiality agreement.	
7. I consent to my child's participation in the research being audio recorded.	
8. I understand that my child's confidentiality cannot be guaranteed during the focus group.	
9. I understand that the information that my child provides in the focus group will be published as a report.	

\_\_\_\_\_  
Name of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Researcher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



## 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 give permission for your child to participate in this research project which forms part of my MA education research. Before you decide whether you want your child to take part, it is important for you to understand why the research is being done and what their 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 has my child been invited to take part?**

Your child is being invited to participate in this project because they are a student at school X which has recently switched from using a restorative justice system to a 'no excuses' behaviour policy. I am inviting year 10 students to participate because they have experienced both systems and are likely to be able to respond fluently and critically to questions about their experiences of behaviour management in the school.

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

I will contact your child to explain the aims of the project, what participation will involve and ask them for their consent to participate in the project. If they consent, they will be invited to take part in a focus group, a kind of interview that will involve 3-5 other students from year 10. The focus group will take place at a lunchtime in an empty classroom and last around 45 minutes. I will be present for the session and ask a series of prompts related to the students' 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.) The students in the group will discuss each question as a group. With your and your child's consent, I will audio record the session.

#### **Does my child have to take part?**

Participation is completely voluntary. Your child should only take part if they want to and choosing not to take part will not disadvantage them in anyway. Their decision will not affect their assessment or my relationship with them in school. 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 for your child to take part. If you decide to allow your child to take part, we 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?**

There are two possible risks of taking part. First, your child will give 45 minutes of their lunchtime. Second, as other students will take part in the group, the confidentiality of their comments cannot be guaranteed. Whilst I will ensure that it will not be possible to link your child to any comments they make in published reports, other members of the group may share such information. To protect against this, students will be asked on their consent forms not to share any comments and I will reiterate this requirement at the start and ends of the session.

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

Your child will be able to voice their 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 focus group 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 your child.
- 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 child's 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-perchildal-data-in-research>

### **What if my child changes their mind about taking part?**

Your child is free withdraw at any point of the project, without having to give a reason, until the end of the focus group. Withdrawing from the project will not affect them in any way. Once the focus group recording is complete, it will not be possible to remove their data as it will be challenging to link different voices with individual speakers.

**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 your child 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](mailto: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.**