

## 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 you son/daughter to participate in this research project which forms part of my MA education research. Before you decide whether you want your son/daughter 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 son/daughter been invited to take part?

Your son/daughter 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 son/daughter 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 4-6 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 son/daughter's consent, I will audio record the session.

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

Participation is completely voluntary. Your son/daughter 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 son or daughter to take part. If you decide to allow your son daughter 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 son/daughter 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 son/daughter 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 son/daughter 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 son/daughter.
- 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 son/daughter'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-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, 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 son/daughter 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.**