

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