

## 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.**