

Participant Information Sheet for All Participant Groups /Interviews and Focus Groups/ and Data Protection Privacy Notice

Name of department: **CELCIS (Centre for Excellence for Looked After Children in Scotland)**

Title of the study: **Relationships in Foster Care Professional Role – Qualitative Study**

Introduction and Purpose

We are a small team of researchers at CELCIS (Centre for Excellence for Looked After Children) and we are studying loving relationships in care settings. The team is led by Dr Vicki Welch (Senior Research Fellow) and includes experienced researchers – Dr Lucia Hargašová (Visiting Researcher from Slovakia), Dr Ian Milligan (International Project Advisor), Dr Charlene Plunkett (Research Associate), Nadine Fowler (Research Associate) and Ben Farrugia (Head of Development and Innovation). Our contact details are given below.

We want to find out what kind of relationship between carer and looked after child is perceived as good and adequate. We are interested in understanding all kinds of perspectives and experience of people involved. We will engage foster carers, care leavers, first-line supervisors and academics. The study will help to understand the complexity of relationships in care settings and may offer a lead on how to support foster carers and children in care.

Do I have to take part?

It is up to you; no one will put pressure on you either way. It is ok to decide not to take part (or dropout during the study) this won't affect how you are treated by the researchers or anyone else. Also, we can delete anything you want to withdraw (unless it has been already used in a report).

What will I do in the project?

- **Young people** will be invited to join a focus group meeting that will last around 90 minutes. During focus group we will talk about your views on relationship between foster carers and looked after children. We will ask you to express your opinions, experience and will encourage everybody to freely speak their mind with respect to others. The focus group may be audio recorded if you agree. Exceptionally, if a young person does not feel secure to join focus group but is still willing to engage in study, a face-to-face interview may be offered instead.
- **Foster carers** will be invited to join an online questionnaire and in later stage to join an interview. A questionnaire will contain questions about what it means to be a foster carer and for most people will take less than 20 minutes to complete. Each interview will last 60-90 minutes. These will focus on your views on relationship between foster carers and looked after children. The interview may be audio recorded if you agree.
- **Academics and first-line supervisors will be invited** to join an interview; that will last around 60-90 minutes. These will focus on your reflections on the place of loving relationship in care settings. The interview may be audio recorded if you agree.

The place of useful learning

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Why have I been invited to take part?

We think you may have important knowledge about relationships in care settings. This could be because you have experienced care as a child, because you are a foster carer, because you have been professionally supporting foster carers, or because you publish on the issue.

How will you protect me and my information?

We will take great care of information you share with us. We use secure filing areas locked cupboards and password protected encrypted computer files to make sure that only the researchers and our administrator see what you have told us. We will store the information for three years after the end of the study in case there are any follow-up questions. In our reports or papers, we might use the words you say, but we will not include your name, or say anything else that would help someone work out who you are. Although it is possible that despite our best measures, in rare cases your identity may be guessed by some persons, who are familiar with a specific story or event used as an example in interviews, or some persons very familiar with organisations helping to recruit participants. To reduce the risk, in some cases we will either avoid the use of quotes or specific examples or we will change the data in ways that make identification less likely without changing meaning.

If you attend a focus group, we will remind you to only share what you are comfortable for the other participants to hear.

We will not share what you tell us unless you say that you or someone else is at risk of harm. If this happens, we will tell you we are concerned and we will ask an appropriate person to help person at risk.

You should also read the Data Protection Privacy Notice below.

Are there potential risks to me in taking part?

We do not feel there are any risks to taking part and we expect most people to enjoy the process, although recalling some memories or discussing the topic may feel uncomfortable. If you feel uncomfortable at any time (e.g. during a focus group or interview) tell the researcher – they can change the subject or take a break and you can stop any time you wish.

What happens next?

One of the researchers will provide you with all the details you need to take part. If you have any questions, get in touch with Lucia using contacts below.

If you take part in a study, the first question will ask you to confirm you have seen this information sheet and that you want to go ahead.

If you come to a focus group, the researcher will answer any further questions you have and ask you to complete a consent form.

If you decide not to take part, you do not need to do anything further, thanks for considering it.

After the study is finalised we will put a summary of the study findings on the CELCIS website (after February 2019): www.celcis.org. You will be very welcome to access it there.

The University of Strathclyde is registered with the Information Commissioner's Office who implements the Data Protection Act 2018. All personal data on participants will be processed in accordance with the provisions of the Data Protection Act 2018.

Thank you for reading this information – please ask any questions if you are unsure about what is written here.

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Researcher and Chief Investigator contact details

You can contact the research team by phone or email at any time to ask questions about the study.

Chief investigator: Vicki Welch

vicki.welch@strath.ac.uk 0141 444 8505;

Researchers: Lucia Hargašová

lucia.hargasova@strath.ac.uk 0141 444 8518

OR Charlene Plunkett

charlene.plunkett@strath.ac.uk 0141 444 8554 OR

Nadine Fowler

nadine.fowler@strath.ac.uk 0141 444 8589

Or you can write to: Dr Vicki Welch, CELCIS,
University of Strathclyde. Curran Building. Level 6, 94
Cathedral Street, Glasgow G4 0LG

Ethics

This investigation was granted ethical approval by the Strathclyde School of Social Work and Social Policy Ethics Committee.

If you have any questions/concerns, during or after the investigation, or wish to contact an independent person to ask questions or seek further information, please contact:

Daniel Heap (Convenor), School of Social Work and Social Policy Ethics Committee. Lord Hope Building.
141 St James Road, Glasgow. G4 0LT.

dan.heap@strath.ac.uk 0141 444 8629

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Data Protection Privacy Notice

The University of Strathclyde is committed to telling you about how it is using your personal data and to make sure it acts legally in relation to data protection laws. This section, or 'privacy notice' sets out important information regarding how we will use your information and your rights under the legislation. It is important that you read this notice before you provide your information or agree to your information being shared with the University.

The University of Strathclyde is a data controller under data protection legislation. Any enquiries regarding data protection should be made to the University's Data Protection Officer at dataprotection@strath.ac.uk.

What information will we collect and use?

For young people who take part in focus group meetings and adults who take part in interview will collect and use the following information. No information will be collected, shared or used unless you consent:

- Provided directly by you: your name and signature on consent forms; opinions and views given at focus groups and interviews;
- Audio recordings of focus groups and interviews may be taken. We will not audio record you unless you consent.
- Location, role or job specification; education and qualifications.

Why are we collecting/using this information?

As explained in the Participant Information Sheet, the Centre for Excellence for Looked After Children (CELCIS) is conducting research on foster carers role. We are collecting and using information about you only where you consent to this happening.

Please note – the only time we may share information about you without your consent is when we think you or someone else is at risk of harm.

Where is data stored and for how long?

All information about you, either on paper or recorded electronically, will be stored in secure filing areas at CELCIS offices or on University systems (University of Strathclyde or Slovak Academy of Sciences). We retain the information for three years after the end of the study after which it is securely destroyed.

Your rights

You have the right to access the personal information that is held about you by the University. Further details are set out on the University's data protection webpages:

<https://www.strath.ac.uk/dataprotection/accessingyourpersonaldata/>.

You have the right to withdraw consent at any time. You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or to receive an electronic copy of the personal information you provided to us.

How do I raise any concerns?

If you wish to discuss the research exercise, or you wish to withdraw consent you should contact the research staff listed above. If you have any concerns/issues with the way, the University has processed your personal data you can contact the Data Protection Officer at:

dataprotection@strath.ac.uk.

You also have the right to lodge a complaint against the University regarding data protection issues with the Information Commissioner's Office (<https://ico.org.uk/concerns/>).

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