**Parent Information Sheet**

**Study Title**: Understanding the impact of teaching assistant support on school belonging.

**Researcher**: Charlotte Finnegan, Trainee Educational Psychologist doctoral student, C.Finnegan@soton.ac.uk

**Research Supervisors:** Tim Cooke Academic and Professional Tutor, T.Cooke@soton.ac.uk, and Rob Webster, Associate Professor, UCL Institute of Education.

**ERGO number:** 63860

Thank you for allowing your child to be involved in the first part of this research project. This information sheet will tell you about the interview component of this research and will help you decide whether you would like your child to take part or not. It is important that you understand why the research is being done and what it will involve. Please read the information below carefully and ask questions if anything is not clear or you would like more information before you decide for your child to take part in this research. You may want to discuss it with others, but it is up to you and your child to decide whether or not your child wants to take part. If you are happy for your child to participate, you will be asked to complete a consent form.

**What is the research about?**

The interview component of this research will be exploring the relationships that children with special educational needs have with their class teacher and teaching assistant/equivalent paraprofessional. This qualitative part of the research aims to ensure the views of children with special educational needs have been accurately captured in the earlier questionnaire part of the study and to understand more about how their sense of school belonging can be improved.

**Why have you been asked to participate?**

Your child has been invited to participate in this part of the research as they are on the school’s special educational needs register, have completed the first part of this research study, and you indicated that you were happy to be contacted with more information about the interviews.

**What will happen to you if you take part?**

If you and your child agree for them to be interviewed, I will arrange with the school a time for this to take place, and you will be informed when this is happening. You will also be provided with an information sheet about me (the researcher) to show your child before the interaction. The interview will take place in school and will last between 20-30 minutes. Your child will be asked questions about their relationship with their class teacher and teaching assistant, e.g., how they would describe them and how their classroom adults make them feel. They will also be asked about how they find school, e.g., what their favourite subject is and why. Once the conversation has ended, I will give your child the opportunity to play a short game and will offer them a sticker. They will then be taken back to class. The interview will be audio recorded using a dictaphone.

***[To be used instead of the above paragraph if the interviews cannot be conducted in person]*** If you and your child agree for them to be interviewed, I will contact you to arrange a time for this to take place. You will be provided with an information sheet about me (the researcher) to show your child before the interaction. The interview will take place over a Zoom call and will last between 20-30 minutes. Your child will be asked questions about their relationship with their class teacher and teaching assistant, e.g., how they would describe them and how their classroom adults make them feel. They will also be asked about how they find school, e.g., what their favourite subject is and why. Once the conversation has ended, I will give your child the opportunity to play a short game of ‘connect four’ (<https://www.mathsisfun.com/games/connect4.html>) The interview will be audio recorded.

**Are there any benefits in you taking part?**

There are no direct benefits or incentives to your child in taking part in this element of the research. However, it is hoped that the results will contribute to an enhanced understanding of how we can foster a greater understanding of school belonging for children with special educational needs, which has been shown to have significant academic, psychological and behavioural outcomes. I hope it will be an enjoyable interaction that will end with playing a short game.

**Are there any risks involved?**

There are no risks involved for participants of this research. However, it is possible that your child might feel uncomfortable being asked questions by someone they have not met before. In order to ease any uncomfortable feelings, I will give you a child-friendly sheet about the researcher to show your child before the interview. I will also tell your child at the beginning of the interview that they can stop it at any time.

**What data will be collected?**

Interviews will be audio recorded and transcribed by a transcription service approved and accredited by the university. A confidential agreement form will be signed and returned to the researcher before the recordings are sent to the service for transcription.Once transcription has been completed and returned to the researcher, audio files will be destroyed.

**Will your participation be confidential?**

Your child’s participation and the information we collect about your child during the research will be kept strictly confidential.

Only members of the research team and responsible members of the University of Southampton may be given access to data about your child for monitoring purposes and/or to carry out an audit of the study to ensure that the research is complying with applicable regulations. Individuals from regulatory authorities (people who check that we are carrying out the study correctly) may require access to your child’s data. All of these people have a duty to keep your information, as a research participant, strictly confidential.

Data will be securely stored on the University of Southampton’s server and not accessible to people not associated with the research. The interview transcription will be archived and maintained for a minimum of 10 years, as stated in the University Research Data Management Policy.

**Do you have to take part?**

No, it is entirely up to you and your child whether they decide to take part. If you decide they want to take part, please contact the researcher at c.finnegan@soton.ac.uk.

**What happens if you change my mind?**

You have the right to change your mind and withdraw your child from the study at any time until 20.12.2021 without giving a reason and without your participant rights being affected. If you wish to withdraw from the research, please contact the researcher at c.finnegan@soton.ac.uk. After this time, all personal details will be removed, and data anonymised; therefore, it will no longer be possible to identify and withdraw an individual’s data.

**What will happen to the results of the research?**

You and your child’s personal details will remain strictly confidential. Research findings made available in any reports or publications will not include information that can directly identify your child without your specific consent.

**Where can you get more information?**

If you have any further questions, please contact the researcher Charlotte Finnegan (trainee Educational Psychologist) at c.finnegan@soton.ac.uk.

**What happens if there is a problem?**

If you have a concern about any aspect of this study, you should speak to the researchers who will do their best to answer your questions.

If you remain unhappy or have a complaint about any aspect of this study, please contact the University of Southampton Research Integrity and Governance Manager (023 8059 5058, rgoinfo@soton.ac.uk).

**Data Protection Privacy Notice**

The University of Southampton conducts research to the highest standards of research integrity. As a publicly-funded organisation, the University has to ensure that it is in the public interest when we use personally-identifiable information about people who have agreed to take part in research. This means that when you agree to take part in a research study, we will use information about you in the ways needed and for the purposes specified to conduct and complete the research project. Under data protection law, ‘Personal data’ means any information that relates to and is capable of identifying a living individual. The University’s data protection policy governing the use of personal data by the University can be found on its website (<https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page>).

This Participant Information Sheet tells you what data will be collected for this project and whether this includes any personal data. Please ask the research team if you have any questions or are unclear what data is being collected about you.

Our privacy notice for research participants provides more information on how the University of Southampton collects and uses your personal data when you take part in one of our research projects and can be found at <http://www.southampton.ac.uk/assets/sharepoint/intranet/ls/Public/Research%20and%20Integrity%20Privacy%20Notice/Privacy%20Notice%20for%20Research%20Participants.pdf>

Any personal data we collect in this study will be used only for the purposes of carrying out our research and will be handled according to the University’s policies in line with data protection law. If any personal data is used from which you can be identified directly, it will not be disclosed to anyone else without your consent unless the University of Southampton is required by law to disclose it.

Data protection law requires us to have a valid legal reason (‘lawful basis’) to process and use your Personal data. The lawful basis for processing personal information in this research study is for the performance of a task carried out in the public interest. Personal data collected for research will not be used for any other purpose.

For the purposes of data protection law, the University of Southampton is the ‘Data Controller’ for this study, which means that we are responsible for looking after your information and using it properly. The University of Southampton will keep identifiable information about you for one month after the data has been collected, after which time any link between you and your information will be removed.

To safeguard your rights, we will use the minimum personal data necessary to achieve our research study objectives. Your data protection rights – such as to access, change, or transfer such information - may be limited, however, in order for the research output to be reliable and accurate. The University will not do anything with your personal data that you would not reasonably expect.

If you have any questions about how your personal data is used, or wish to exercise any of your rights, please consult the University’s data protection webpage (https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page) where you can make a request using our online form. If you need further assistance, please contact the University’s Data Protection Officer (data.protection@soton.ac.uk).

**Thank you.**

Thank you for taking the time to read this information sheet and considering the opportunity for your child to take part in this research.