**Researcher**: Chloe East

You and your child are being invited to join a project about transitions.

This document provides information about the project.

You can ask Chloe at Southampton University any questions about the project, by emailing: **c.east@soton.ac.uk**

If you are happy to take part, you and your child will be asked to sign a form stating your agreement.

**What is the project about?**

This is a project that I am conducting as part of my PhD.

I want to find out how to support children in their transition from primary to secondary school.

The project uses a fun method called body mapping. Children will draw a life-sized picture of themselves and use this to add words and pictures about how they feel. It might look like this:



I’d like your child to make a body map with your support and then tell me about it. I would also like to talk to you about how the transition goes and how you and your child felt about making the body map.

**Why has my child been asked to take part?**

I am looking for 20 families to take part. I would like to include some autistic children in the project as well as children without autism.

**What will happen if they take part?**

I will send you a box of craft materials and instructions on how to create the body map. You will have until they start secondary school to complete the body map. It can be done in one session or broken up into smaller tasks.

Once the body map is complete, I would like you to support your child to answer some questions about it. The questions will enable them to explain more about why they chose to represent certain things on their body map e.g. ‘why did you choose to use black and white on the hands?’ or ‘why have you drawn lots of cats in your school?’ These can either be answered verbally and recorded, or your child might prefer to write or type the answers. These questions will be supplied with the craft box.

Photographs of the body map only (no pictures of people) and copies of the answers to the question then need to be emailed back to me.

I will then contact you to arrange a time to do some follow up questions with you once your child has started their new school. These can be done using an online video conferencing platform or as an email conversation. It is anticipated that this will take around 45 minutes.

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

We think that this project will be fun for the children. They will get to keep the body maps they have made, and any craft materials left over. We would also like to share with you the transition materials we produce as a result of the research which may be helpful in the future.

**Are there any risks involved?**

Not really. If your child is not happy about taking part they do not have to continue.

**What data will be collected?**

We will:

* keep a copy of your answers to the questions asked
* keep photographs of your child’s body map and a record of their thoughts about it
* send you a summary of what we find out
* make that summary available on our website for other people to read

**How will we safeguard your data?**

Your names will be removed from all your data and replaced with a participant number for identification. Hard copies of transcripts or photographs will be kept in a locked filing cabinet. Data stored digitally will be kept on university computers using encryption and password protection. Only members of the research team and responsible members of the University of Southampton may be given access to data about you 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 we are carrying out the study correctly) may require access to your data. All these people have a duty to keep your information, as a research participant, strictly confidential.

**Will anyone else know they have taken part?**

No-one will know you have taken part in the project. We will not include your son / daughter’s name in anything we write about the project.

**Do we have to take part?**

No. This is your child’s decision as well as yours and we don’t mind either way. If you decide to take part, and you are happy for them to take part, we will ask you both to sign a consent form.

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

You can change your mind at any time before December 31st, 2020 without giving a reason. If you do, your data, including photographs of body maps, will be deleted. Please just let me know. My contact details are: [c.east@soton.ac.uk](mailto:c.east@soton.ac.uk)

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

We will write a short report to put up on our website. There may also be a longer report that we want to write about the project to let other people know what we have found out. This may include quotes from you or your child which will be anonymised. If we share pictures of your child’s body map, we will cover any identifying details.

**What do I do if I want to take part?**

Just email me on [c.east@soton.ac.uk](mailto:c.east@soton.ac.uk) and I will send you the craft pack and all the instructions.

**Where can I get more information?**

Please ask me if you have any questions about the project: [c.east@soton.ac.uk](mailto:c.east@soton.ac.uk)

You can also contact my supervisor - Hanna Kovshoff at the University: [H.Kovshoff@soton.ac.uk](mailto:H.Kovshoff@soton.ac.uk) or telephone: (023) 8059 4593

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

If you have any concerns about the project please speak to me first.

If you are still unhappy or have a complaint, please contact the University of Southampton Research Integrity and Governance Manager (023 8059 5058, [rgoinfo@soton.ac.uk](mailto:rgoinfo@soton.ac.uk)).

**Data Protection Privacy Notice**

By law, The University of Southampton has to protect and use the information collected in this project in specific ways. This can sound very formal and complicated.

The main thing to know is that we treat any information very carefully. There is detailed information about this that we have to let you know, and this can be found on the next page.

**Thank you very much for taking the time to read this.**

Chloe East



**More details about Data Protection and Privacy that we have to tell you**

* The University of Southampton carries out research with the greatest care and consideration.
* We have to have a good reason (‘lawful basis’) for asking for your personal information.
* The good reason is that we are doing research that we think other people might be interested in and could help them.
* This means that when you agree to take part in a research study, we will only use information (data) about you in the ways that you have been told about in this project information sheet.
* We will not use your information for any other purpose.
* The University’s policy about how we use information about you can be found on its website [here](https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page): [https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page] and there is more information about keeping your details private [here](http://www.southampton.ac.uk/assets/sharepoint/intranet/ls/Public/Research%20and%20Integrity%20Privacy%20Notice/Privacy%20Notice%20for%20Research%20Participants.pdf): [https://www.mrc.soton.ac.uk/web2/files/2013/04/privacy.pdf].
* Please ask the research team if you have any questions or are unclear what information is being collected about you.
* 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 information about you for 10 years after the study has finished. After this, any link between you and your information will be removed.
* If you have any questions about how your information (data) is used you can find more information [here](https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page): [https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page]
* If you need more help or information, please contact the University’s Data Protection Officer by email: [data.protection@soton.ac.uk](mailto:data.protection@soton.ac.uk).