**Participant Information Sheet**

**Study Title**: Working with parents and children to understand the challenges and successes of integrating asylum seeking populations into school communities.

**Ethics/ERGO number: 79547**

**Version and date:** V1 – 5.2.24

You and your child are being invited to take part in the above research study. To help you decide whether you would like you and 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 deciding if you would like to take part in this research. If you are happy for you and your child to participate you will need to sign the consent form.

**What is the research about?**

I am a trainee Educational Psychologist at the University of Southampton. I work in schools to help young people feel happy and safe at school. As part of my training, I will be completing a research project. Previous research has shown how important school is for refugee and asylum-seeking pupils in order for them to feel part of their wider community. I would like your help to find out what can be done to make joining a school for refugee or asylum-seeking families more successful.

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

I would like to learn more about how parents and their children find the process of joining a UK school when they are a refugee or asylum-seeker. I hope to learn about what the successes and barriers are, and how the integration into schools could be improved for refugee and asylum-seeking families. I will be speaking with three parents and their children (aged between 10-15 years old).

**What will happen to us if we take part?**

If you decide for you and your child to take part in this research project, we will meet together at St Luke’s Church at a time that suits you. We will have a conversation together for approximately 1 hour. During this conversation, we will talk about how you and your child found the process of joining a UK school, how supported you felt and what you think was challenging about this time. We will then think about what you and your child think could be done differently to make this better for other families, as well as what else schools could do to help welcome refugee and asylum-seeking families in their school community. I will also ask some background information, such as when you first came to the UK and how far away your family live from your child’s school. We may create an AI generated image to help represent your family’s story, so that we can recognise the contribution that you have made to this project anonymously. Our conversation will be audio recorded and then transcribed where all identifying information will be replaced with pseudonyms. I will use the information you give me, together with that of other families in your situation, to find common themes in what we think schools could do to welcome refugee and asylum-seeking families into their school community.

If you choose to, after our conversation, we will have the opportunity to meet with the other parent and child participants so that I can share with you all what I found from our conversations and check that it reflects how you feel and what you said. We will use this group discussion to create some ‘top tips’ for schools in welcoming refugee an asylum-seeking families into their school community.

**Are there any benefits in me and my child taking part?**

By taking part in this research project, you and your child will be able to share your experiences about joining a UK school and hopefully help us to understand how school communities can welcome refugee and asylum-seeking families into their school.

To say thank you, you and your child will each receive a £25 gift voucher for Amazon or a supermarket of your choice. As well as this, your travel to [NAME OF CHARITY OFFICE SPACE] will be reimbursed.

**Are there any risks involved?**

During our conversation, we will talk about you and your child’s experiences of joining a UK school. This may bring up topics of a sensitive nature that could be upsetting. There will be a member of Portsmouth City of Sanctuary in the building, and if needed, we will seek support from them. At any point, you can choose to stop the conversation or have a break. As well as this, I will provide you and your child a list of organisations that you can speak with for free.

**What information will be collected?**

Demographic and background data will be collected as well as your views on your school experience. This data will be deidentified through the use of pseudonyms and the replacement of any other potentially identifiable information. The area in which you are living will only be noted as the broader region (a Local Authority in the Southeast of England).

Our conversation will be audio recorded using Microsoft Teams (with the camera switched off) and this recording will be stored securely on a University password protected server. Once the audio recording has been transcribed and deidentified, the recording will be permanently deleted. We may choose to draw or write things down during our discussion to help understand each other. These drawings will be scanned onto the University password protected server and stored anonymously. Paper copies will be destroyed.

**Will our participation be confidential?**

Your participation and the information we collect about you and your child during the research project will be kept strictly confidential. The consent and assent forms with you and your child’s names on will be kept at St Luke’s Church and no identifying information will be taken offsite.

Only members of the research team and responsible members of the University of Southampton may be given access to data about you and 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 data. All of these people have a duty to keep your information, as a research participant, strictly confidential. The lead researcher will keep a link that identifies you to your coded information, but this link will be kept secure and available only to the principal investigator or selected members of the research team. Any information that can identify you will remain confidential and will be destroyed after the study is complete. All personally identifying information collected about you will be destroyed once it is no longer needed for the study. Any personal information that could identify you will be removed or changed before files are shared with other researchers or results are made public.

**Do we have to take part?**

No, it is entirely up to you and your child to decide whether or not to take part. If you and your child decide that you do want to take part, you will need to sign a consent form to show you have agreed for you both to take part.

**What happens if we change our mind about taking part?**

You and your child have the right to change your mind and withdraw at any time without giving a reason and without your participant rights being affected. Once the audio recordings have been transcribed, you will no longer be able to withdraw, but the information will then be completely confidential and not be able to be traced back to you.

If you or your child decides they no longer want to be part of the research, you can email, myself (Immy Crockett: i.a.crockett@soton.ac.uk).

**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 you or your child without your specific consent.

The work we do together will produce guidance for schools on how best to support refugee and asylum-seeking families. A summary of the project will be sent to Portsmouth City of Sanctuary and schools in the local area. A report will be made and read by University staff. The report could be later published in an Educational Psychology journal, but all information about your family and their school will remain confidential.

**Where can I get more information?**

For more information and to ask any questions, please contact myself: Immy Crockett (i.a.crockett@soton.ac.uk).

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

If you have a concern about any aspect of this study, you or your child 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 Head of Research Ethics and Governance (023 8059 5058, rgoinfo@soton.ac.uk).

Contact details of the research team:

Research lead supervisor: Jana Kreppner (j.kreppner@soton.ac.uk)

Researcher: Immy Crockett (i.a.crockett@soton.ac.uk)

**Thank you for taking the time to read this information sheet. If you would like to take part, please sign the consent form and return it to Portsmouth City of Sanctuary**

**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 for your child to take part in a research study, we will use information about your child 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 your child 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 your child 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 child’s information and using it properly. The University of Southampton will keep identifiable information about your child for 10 years after the study has finished after which time any link between your child and their information will be removed.

To safeguard your child’s rights, we will use the minimum personal data necessary to achieve our research study objectives. Your child’s 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 child’s personal data that you would not reasonably expect.

If you have any questions about how your child’s 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).