**PARTICIPANT INFORMATION SHEET**

**Template**

**General Guidance**

Information sheets should be written in simple, non-technical terms and be easily understood by a layperson. Use short words, sentences and paragraphs with clear sub-headings to make the text manageable, and a font size for easy reading. As a general guide, the language level used should be no more difficult than that used in tabloid newspapers. Large sections of unbroken text should be avoided and bullet pointed lists used where appropriate.

The tone should be invitational and not coercive or overly persuasive.

The participant should be given a copy of the information sheet for further reference and a copy should be retained by the investigator with the study documents.

**Information for children**

When designing information sheets for children, investigators need to consider the likely reading age of the child and any possible apprehension of the processes involved.

Consideration should be given to the possible need for reading out the information or the use of pictures to help explain ideas.

**WHEN SUBMITTING YOUR PARTICIPANT INFORMATION SHEET FOR REVIEW PLEASE ENSURE THAT YOU SUBMIT THE FINAL VERSION EG DELETE THIS GUIDANCE SHEET AND delete/edit ANY GUIDANCE WITHIN THE TEMPLATE BELOW.**

**Text highlighted in yellow is advisory – sections will need to be completed appropriately for your study then the advisory text deleted or highlighting removed.**

**Optional statements are highlighted turquoise – delete or revise as required.**

**LIVERPOOL JOHN MOORES UNIVERSITY**

**Participant Information Sheet For [*insert target group e.g. child, service user, service provider etc.*]**

**YOU WILL BE GIVEN A COPY OF THIS INFORMATION SHEET**

**Title of Study** *[If the title is not self-explanatory to a lay person then a secondary title should be given to clarify]*:

**School**:

**Name and Contact Details of Student**:

**Name and Contact Details of the Supervisor**:

*[Insert an introductory paragraph e.g.:]*

You are being invited to take part in a research study. Before you decide if you want to take part, it is important for you to understand why the study is being done and what participation will involve. Please take time to read the following information carefully and discuss it with others if you wish. Please ask if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part. Thank you for reading this.

1. **What is the purpose of the study?**

*[Why the study is important, the background and aim of the study should be given in language understandable to a lay person. This section should be brief but informative and should not be misleading. Where the study is a student led project this should be made clear]*

This study hopes to answer the following questions…

1. **Why have I been invited to participate?**

You have been invited because… *[e.g. include age range]*

The exclusion / inclusion criteria are *[if relevant]*

*[Please explain how the participant was identified as a potential participant and how many other participants will be recruited to the study]*

1. **Do I have to take part?**

*[You should explain that taking part in the study is entirely voluntary and that refusal to agree to participate will involve no penalty or loss of benefits to which the participant is otherwise entitled. The participant may discontinue participation at any time without penalty or loss of benefits to which the participant is otherwise entitled.*

*Example paragraph:]*

No. It is up to you to decide whether or not to take part. If you do decide to take part you will be given this information sheet to keep and be asked to sign a consent form – if applicable. You can withdraw at any time by informing the investigators without giving a reason and without it affecting your rights/any future service you receive.

1. **What will happen to me if I take part?**

 *[Please include information in language appropriate for a layperson. You should give potential participants an idea of what they should expect if they agree to take part. If there are multiple study visits, describe them in turn. It is important that you consider their perspective and likely view of any impacts on them, their lives and those close to them. For example, include information on:*

* *How long the participant will be involved; how many times you will meet; how long the visits will be.*
* *Exactly what the participant will be asked to do.*
* *If not already covered, what the researcher will do (how, where, when, with whom, how often, for how long etc.)*
* *Detail payments/reimbursements/prize draws etc.*

*[Where there are a large number of procedures involved it is recommended that these be depicted as a flow chart for clarity].*

1. ***[If applicable]* Will I be recorded and how will the recorded media be used?**

The audio and/or video recordings of your activities made during this study will be used only for analysis. No other use will be made of them without your written permission.

Interviews will be audio recorded on a password protected audio recording device and as soon as possible the recording will be transferred to secure storage and deleted from the recording device.

1. **What are the possible disadvantages and risks from taking part?**

*[State any reasonable foreseeable discomforts, disadvantages, adverse reactions, distress and risks of harm. Try to describe the likelihood of adverse things happening as well as the severity in language all potential participants are likely to understand. State how the risks will be minimised and managed, both by the investigator and the participant, if they were to occur. Ask the participant to inform you if they experience an adverse event]*

If you are personally affected by participation in this research, you may wish to seek support/advice from…

1. **What are the possible benefits of taking part?**

*[Sometimes participants can benefit directly. If this is so, be clear; if not, be equally clear that there is no benefit. It is important not to exaggerate the possible benefits to the particular participant during the course of the project. This could be seen as coercive.]*

The benefits of taking part are:

Whilst there may be no direct benefits to you in taking part in the study, it is hoped that this work will inform/contribute to . . .

1. **What will happen to the data provided and how will my taking part in this project be kept confidential?**

The information you provide as part of the study is the **research study data**. Any research study data from which you can be identified (e.g. from identifiers such as your name, date of birth, audio recording etc.), is known as **personal data**.This may include more sensitive categories of personal data (**sensitive data**) such as your race; ethnic origin; politics; religion; trade union membership; or sexual orientation.

When you agree to take part in a research study, we will use your personal data in the ways needed to conduct and analyse the research study and if necessary, to verify and defend, when required, the process and outcomes of the research study. Personal data will be accessible only to the research team.

When we do not need to use personal data, it will be deleted or identifiers will be removed. Personal data does not include data that cannot be identified to an individual (e.g. data collected anonymously or where identifiers have been removed).

We will also not name you in any of our reports or publications. In addition, all participants in the study will be asked to respect the confidentiality of their fellow participants.

You will not be identifiable in any ensuing reports or publications.

We will use pseudonyms in transcripts and reports to help protect the identity of individuals and organisations unless you tell us that you would like to be attributed to information/direct quotes etc.

1. **Limits to confidentiality**

The Investigator will keep confidential anything they learn or observe related to illegal activity unless related to the abuse of children or vulnerable adults, money laundering or acts of terrorism.

The investigator has a professional obligation to inform relevant agencies if they learn about…

In certain exceptional circumstances where you or others may be at significant risk of harm, the investigator may need to report this to an appropriate authority. This would usually be discussed with you first. Examples of those exceptional circumstances when confidential information may have to be disclosed are:

* The investigator believes you are at serious risk of harm, either from yourself or others
* The investigator suspects a child may be at risk of harm
* You pose a serious risk of harm to, or threaten or abuse others
* Under a court order requiring the University to divulge information
* We are passed information relating to an act of terrorism
1. **What will happen to the results of the research project?**

The investigator intends to … *[complete a dissertation to satisfy their degree programme / publish the results in a dissertation/ journal article]*

1. **Who has reviewed this study?**

This study has been reviewed by, and received ethics clearance through, the School of Education Ethics Committee. Committee Chair: Jo Frankham (j.frankham@ljmu.ac.uk)

1. **What if you are concerned about something that is part of the study?**

If you have a concern about any aspect of this study, please contact the relevant investigator and their Supervisor, who will do their best to answer your query. The researcher and Supervisor should acknowledge your concern within 10 working days and give you an indication of how they intend to deal with it.

If you wish to make a complaint, please contact the chair of the School of Education Ethics Committee (Jo Frankham j.frankham@ljmu.ac.uk) and your communication may be re-directed to an independent person as appropriate.

1. **Data Protection Notice**

Liverpool John Moores University is the sponsor for this study based in the United Kingdom. We will be using information from you in order to undertake this study and will act as the data controller for this study. This means that we are responsible for looking after your information and using it properly. Liverpool John Moores University will process your personal data for the purpose of research. Research is a task that we perform in the public interest. Liverpool John Moores University will keep identifiable information about you for a maximum of 5 years after the study has finished. This information will be stored securely.

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. If you withdraw from the study, we will keep the information about you that we have already obtained. To safeguard your rights, we will use the minimum personally-identifiable information possible.

You can find out more about how we use your information by contacting secretariat@ljmu.ac.uk.

If you are concerned about how your personal data is being processed, please contact LJMU in the first instance at secretariat@ljmu.ac.uk. If you remain unsatisfied, you may wish to contact the Information Commissioner’s Office (ICO). Contact details, and details of data subject rights, are available on the ICO website at: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>

**16. Contact for further information**

*[Name and LJMU email address of the student.*

*Name and LJMU email address of the Supervisor.*

*Please do not include personal emails or mobile telephone numbers for contact details]*

**Thank you for reading this information sheet and for considering taking part in this study.**

*Note: A copy of the participant information sheet should be retained by the participant with a copy of the signed consent form.*

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