



Ask, Listen, Act - working together to inform the provision of special educational needs and disability support for children after the COVID-19 pandemic. Research ethics committee reference number:

Priority setting workshop information sheet for parents of children and young people with special educational needs and disabilities

Hello, we are Emma, Joanna, Lucy and Amel and we would like to invite your child to take part in our research study about COVID-19 and children and young people with special education needs or disabilities. Before you decide if you are happy for your child to take part, please read this information sheet, talk about it with others and ask about anything you are not sure about.



What is this project doing?

The project wants to find out what COVID-19 and lockdowns have been like for children and young people with special educational needs and disabilities and what they think is important as we move forward from the pandemic. We are keen to not just hear what adults decide for children.

Why has my child been asked to take part?

We are asking your child to take part as they are aged between 5 and 15 years and have some special educational needs or disabilities.

Does my child have to take part?

No! It is up to you and your child whether or not they want to take part. No-one will mind if they do not want to join in. If they do decide to join in they can leave the workshop at any time without giving a reason, no-one will mind. Once the workshop has taken place they would not be able to take back anything they have talked about as it will be mixed up with what other young people have said. We will ask you to sign a consent form for your child,

What will happen to my child if they would like to take part?

If they are happy to take part we will ask them to join a workshop with about 6-8 other children and young people which will be run by Emma, Joanna and Lucy. The workshop will be about what they think are the most important things (priorities) for children and young people with special educational needs and disabilities as we move out of COVID-19. Each key finding will be displayed in simple language on a separate poster on the wall at different 'stations' around the room. Children and young people will then be asked to walk around the room and tick the posters which are most important to them using a marker pen. Whilst walking around the room children will have the opportunity to ask questions and to discuss each poster with the research team. We will work flexibly based on the abilities of each child who joins. We are planning for the workshops to be face-to-face using in a setting familiar to your child (their school, community centre), if we need to move to an online workshop your child can join using a computer or phone. This workshop will last about an hour. You can be with your child if you would like.

Will your child be photographed or video/audio recorded and how will the recorded media be used?

We will audio record the workshop to make sure we do not miss anything important the group says. If the workshop runs online your child can choose if they want to share their camera and only need to use their first name. We will not photograph or video record your child.

We will not share what your child talks about in the meeting unless they tell us something which makes us think someone is at risk of harm. All the information that is collected during the project will be kept confidential and we will take great care of the information your child shares with us. Their name and other details will not be shared with anyone and will be taken out of all the reports so they cannot be recognised.

If your child tells us information which makes us think someone is being harmed then we may have to share this outside the research team. In some very exceptional circumstances where you, your child or others may be at serious risk of harm, we may need to report this to someone. If we felt we needed to do this we would usually discuss this with you first. Examples of when we would be worried about serious risks of harm may be; a child at risk of harm, a statutory requirement such as reporting an infectious disease or an act of terrorism.

What are the good and bad things about taking part?

We hope that your child will enjoy taking part. It will take some of their time to join the workshop. If they want to stop taking part then just tell us, no-one will mind.

We do not think that taking part will upset your child, but the workshop will be about COVID-19 and lockdowns. This project will not help your child directly, but we will be sharing what we find out with organisations from education, health and social care and we hope this will help children with special educational needs and disabilities as we come out of COVID-19.

Payments, reimbursements of expenses or any other benefit or incentive for taking part

There will be no payment or any benefit or incentive for taking part in this study. Unfortunately, we cannot reimburse any expenses you or your child/young person may have incurred.

What will happen to the results of the study?.

We will keep the information your child tells us safe. We will write up reports and talk about what we find out with national organisations linked to health care and education. Your child will not be identifiable in any of the reports.

Who is organising and funding the study?.

This study is funded by the National Institute for Health Research and has been organised by Liverpool John Moores University in collaboration with Edge Hill University, The University of Liverpool and Liverpool Health Partners.

Who has reviewed this study?.

This study has been reviewed and given ethics clearance through the Liverpool John Moores University Research Ethics Committee.

What if something goes wrong or I have a concern?

If you have a concern about any part of this study, please contact the lead researcher, Dr Emma Ashworth (E.L.Ashworth@ljmu.ac.uk) who will do their best to answer your query and will acknowledge your concern within 14 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 Liverpool John Moores University Research Ethics Committee (researchethics@ljmu.ac.uk) and your communication will be re-directed to an independent person as appropriate.

Data Protection

Liverpool John Moores University is the data controller with respect to your personal data. Information about your rights with respect to your personal data is available from:

·<https://www.ljmu.ac.uk/legal/privacy-and-cookies/external-stakeholders-privacy-policy/research-participants-privacy-notice>

Contact for further information or to let us know you are happy for your child to join a workshop

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Thank you for reading this
information sheet.