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**“A rite of passage?”: National Citizen Service and the Geographies of Youth Citizenship**

**Parent/Guardian Information sheet**

**Dear Parent/Guardian,**

Your child has an opportunity to participate in a study on National Citizen Service (NCS). This study is funded by the Economic and Social Research Council (ES/L009315/1). The project team is Dr Sarah Mills and Catherine Waite who are based in the Department of Geography, Loughborough University.

This study aims to work with young people in order to gain an insight into their motivations for taking part in NCS, their experiences of NCS, and their reflections on its impact since completing NCS.

**How will my child be involved?**

Your child will be invited to attend an interview to have the opportunity to discuss their thoughts and opinions on NCS, as well as their experiences of active citizenship and social action having completed NCS.

**Once my child takes part, can they change my mind?**

Yes! After they have read their participant information sheet and asked any questions they may have, they will be asked to complete an Informed Consent Form, however if at any time, before, during or after the interview they wish to withdraw from the study they should contact the project team. Your child can withdraw at any time, for any reason and they will not be asked to explain their reasons for withdrawing. If you withdraw from the project before the end of January 2016 all data will be removed from the project. After this date, the right to withdraw remains and all data will still be removed from the project, but some anonymised information may already be in the public domain.

**When will my child be required to attend this interview, where will this be and how long will it take?**

The interview will take place on X 2015 at Xam/pm at a convenient location for your child in their local area, and last no longer than an hour of their time.

**Will my child’s information in this study be kept confidential?**

The information provided will be treated in strict confidence and remain confidential to the researchers of the study. The audio from the focus group will be recorded and transcribed. Transcripts from interviews will be stored on a secure University server and backed-up regularly on a password-protected external hard drive. The data will be stored for five years after the end date of the project (September 2017). Furthermore, signed informed consent sheets will be scanned as a pdf document and password protected and hard copies securely stored and then destroyed at the end of the project.

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

The results will be used in academic publications. Furthermore, short reports will be produced and sent to relevant stakeholders – including NCS Trust, Local/National Government, NCS providers and youth organisations. Any quotes from your child’s interview will be anonymised.

**I have some more questions; who should I contact?**

If you have any further questions please contact:

Dr Sarah Mills [S.Mills@lboro.ac.uk](mailto:S.Mills@lboro.ac.uk) 01509 223725 OR

Dr Catherine Waite [C.A.Waite@lboro.ac.uk](mailto:C.A.Waite@lboro.ac.uk) 01509 222791

**What happens next?**

If you are willing for your child to take part in the study, please complete and return the below form. They will be contacted soon to arrange an interview date/time and location.

**What if I am not happy with how the research was conducted?**

If you are not happy with how the research was conducted, please contact the Secretary for the University’s Ethics Approvals (Human Participants) Sub-Committee via Research Office, Rutland Building, Loughborough University, Epinal Way, Loughborough, LE11 3TU. Tel: 01509 222423.

The University also has a policy relating to Research Misconduct and Whistle Blowing which is available online at <http://www.lboro.ac.uk/committees/ethics-approvals-human-participants/additionalinformation/codesofpractice/>



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**Parent/Guardian Form**

I give consent for my child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(insert name) to take part in the study on ‘National Citizen Service and the Geographies of Youth Citizenship’ as outlined in the above information sheet.

Parent/ guardian signature:.........................................................

Parent/guardian name:................................................................

Date:................................................................

**…………………………………………………………………………………………………………….**

**Archiving of Data**

As the ESRC is a publicly funded body, it has developed ways to share data among academic researchers (subject to strict conditions). To this end, anonymised data could be stored as part of the UK Data Archive (a service provider for the Economic and Social Data Service), subject to your wishes.

Not just transcripts but also recordings, field notes or other interview materials could possibly form the basis of deposit.

**Please delete as appropriate** to let us know whether we can include anonymised data from your child when we deposit the findings of this study in the Archive.

**I do/ do not agree** to anonymised data from my child being lodged in the UK Data Archive.

Parent/guardian signature……………………………………………………

Date……………………………………………………