**Information Sheet**

**(Final version 1.0: 16.11.20)**

**The impact of COVID-19 on probation's health-related work**

# The University of Lincoln and Revolving Doors Agency are doing research about probation and health services’ response to COVID-19, and how it affects probation’s health-related practice and the experiences of people on probation accessing support to manage or improve their health. We are particularly interested in gathering examples of beneficial changes to practice that could be sustained and spread, and negative changes that should be avoided as far as possible in the future.

# We would like staff that have returned a survey response about this to us to participate in a workshop where the research team share preliminary findings from the research. The purpose of this workshop is to share the major themes arising from the research, to check our interpretation of the data (to make sure that we have not misunderstood anything), and to find out where people feel that it would be helpful to add further detail about particular practice changes in our final report.

# We would then like staff to take part in follow-up conversations with us, at a time to suit them, either via email, telephone or an online platform such as Skype of Microsoft Teams. We intend for these conversations to be with people who provided information in the survey about one of the areas that was highlighted at the workshop as needing further detail. This is to make sure that we can fully describe the practice development in order to facilitate it either being a) avoided as it is considered to be a negative development, or b) continued and spread to other areas as it is considered to be a beneficial development that has arisen from the response to the pandemic.

# Before you decide whether to take part, please read this sheet carefully. You can also contact the research lead, Coral Sirdifield, if you have any questions (contact details at the end of this sheet).

# Why are we doing this research?

COVID-19 changed how probation and healthcare staff work. It changed how people get healthcare. We want to learn about how this has affected probation’s health-related practice, and the experience of people under probation supervision and seeking support to manage or improve their health. In particular, we are looking to inform recovery planning through identification and description of negative and beneficial changes to practice.

# Why me?

You have been asked to take part because you completed a survey about the impact on your practice, and expressed that you were willing to be contacted for follow-up on your response by the research team.

# Do I have to take part?

It is up to you if you want to take part, and you can elect to either just attend the workshop, or to just take part in a follow-up conversation about your survey response. You can also decide to no longer take part at any point, without giving a reason.

# What will happen if I take part?

You just need to complete and return the consent form. Then you will be invited to the workshop and/or contacted for a follow-up conversation. The contact details on the consent form will only be used to arrange invitation to the above.

The workshop will occur online and will involve the research team presenting preliminary findings from the research for discussion by participants, NPS Health Leads, and NHS England staff. The research team will take notes during the workshop, which we anticipate will last for around an hour. The notes will be used to inform the next draft of our research findings, and to decide where we need to seek further information through follow-up calls.

The follow-up conversations will take place by email, telephone, or online (for example by Skype or Microsoft Teams) – to suit you, and at a time that is convenient for you. We anticipate that they will last for around 30 minutes, and we will take notes during the conversation, or keep a record of the email exchange. The notes will be used to inform the next draft of our research findings.

# What are the risks and benefits of taking part?

The benefits are that you are helping us to understand more about the impact of the response to the pandemic on probation’s health-related practice, and enabling this to be fed into recovery planning in both probation and the NHS. You can share examples of beneficial and negative changes to be kept or avoided in future practice.

We do not think there are any real risks to taking part, and we do not anticipate participating taking any longer than an hour and a half maximum (if you participate in both the workshop and a follow-up conversation).

# Will people know that I’m taking part?

We will follow ethical and legal practice. All information about you will be handled in confidence. We will not include your name in the write-up from the project.

Appropriate word replacement will be used throughout the notes to remove any reference to names, places et cetera that could allow a participant to be identified.

**Privacy notice**

The University of Lincoln is the lead organisation for this study. It is the data controller for this study. This means that we are responsible for looking after your information and using it properly. The university’s Research Participant Privacy Notice <https://ethics.lincoln.ac.uk/research-privacy-notice/> explains how we will be using information from you in this study.

# What will happen if I don’t want to carry on with the research?

Taking part is voluntary. You are free to withdraw at any time, without giving any reason, and without your legal rights being affected. As your participation is anonymous it will not be possible to withdraw your data after you have participated.

**Where will my data be stored?**

The data will be stored securely in restricted access folders at the University of Lincoln and Revolving Doors Agency in password protected files. This includes on OneDrive. Only the research team, which includes staff from these agencies and peer researchers in the research team, will have access to it. Revolving Doors Agency is a charity that works closely with people with lived experience to do research that aims to make the revolving door of personal crisis and crime avoidable and escapable. You can find more information about them here: <http://www.revolving-doors.org.uk/>.

If a hard copy of the notes is printed, it will be securely stored in a locked metal filing cabinet.

The data may be put in an Open Access repository for use in future studies. This will not contain your name or personal data that would allow someone to identify your answers.

# What will happen to the results of the research?

The research will be written up as journal articles, and a final project report that will be shared with probation and the NHS. Results may also be shared in other ways like presentations, blogs, and by social media. It will not be possible to tell who has taken part in these reports and presentations. You can check <https://probation-and-covid19.blogs.lincoln.ac.uk> for information about the results and where they are published.

# Who is organising and funding the research?

This research organised by the University of Lincoln. It is being funded by UKRI.

# Who has reviewed the study?

An independent group of people, called a Research Ethics Committee. This is to protect your interests.

# What if there is a problem?

If you have a concern about any part of this study, ask to speak to the researchers. They will do their best to answer your questions. The lead researcher’s contact details are given at the end of this information sheet. If you remain unhappy and wish to complain formally, contact ethics@lincoln.ac.uk.

If you feel that we have let you down in relation to your information rights then please contact the Information Compliance team on compliance@lincoln.ac.uk or at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also complain directly to the Information Commissioner’s Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is ico.org.uk and their telephone helpline number is 0303 123 1113.

# Further information and contact details

Dr Coral Sirdifield, csirdifield@lincoln.ac.uk