**UNIVERSITY OF HERTFORDSHIRE**

**ETHICS COMMITTEE FOR STUDIES INVOLVING THE USE OF HUMAN PARTICIPANTS (‘ETHICS COMMITTEE’)**

**FORM EC6: PARTICIPANT INFORMATION SHEET**

1 **Title of study**

The Contribution of Physical Activity to Social Connectivity and Wellbeing in Older Adults Living with Dementia

2 **Introduction**

You are being invited to take part in a study. Before you decide whether to do so, it is important that you understand the study that is being undertaken and what your involvement will include. Please take the time to read the following information carefully and discuss it with others if you wish. Do not hesitate to ask us anything that is not clear or for any further information you would like to help you make your decision. Please do take your time to decide whether or not you wish to take part. The University’s regulation, UPR RE01, 'Studies Involving the Use of Human Participants' can be accessed via this link:

https://www.herts.ac.uk/about-us/governance/university-policies-and-regulations-uprs/uprs

(after accessing this website, scroll down to Letter S where you will find the regulation)

Thank you for reading this.

3 **What is the purpose of this study?**

A Dementia Friendly Community (DFC) enables people living with dementia to be included and recognised as part of the community. A DFC can involve a wide range of people and organisations.This research is about understanding the types pf physical activities on offer in dementia friendly communities for people living with dementia. We want to explore how these activities benefit people with dementia and help them to live well. We hope to develop a resource that contains information about all the different types of physical activity programmes on offer in communities across England. We would also like to write a report on the experiences and wellbeing of adults living with dementia who participate in physical activity programmes. You have been chosen to take part because you live in or near **[area]** and we would like to ask you about your experiences and opinions of the physical activities on offer, what you enjoy doing and why.

4 **Do I have to take part?**

It is completely up to you whether or not you decide to take part in this study. If you do decide to take part you will be given this information sheet to keep and be asked to sign a consent form. Agreeing to join the study does not mean that you have to complete it. You are free to withdraw at any stage without giving a reason. A decision to withdraw at any time, or a decision not to take part at all, will not affect any treatment/care that you may receive (should this be relevant).

5 **Are there any age or other restrictions that may prevent me from participating?**

You must be over the age of 18 years old to take part in the research.

6 **How long will my part in the study take?**

If you decide to take part in this study, you will be asked to take part in an interview. This should not take any longer than an hour.

7 **What will happen to me if I take part?**

The first thing to happen is you will be asked to sign a consent form electronically via email indicating that you have been given information about the study and that you are happy to take part. If you agree to take part you can choose how you would like the interview to take place, either online using video conferencing software or over the telephone. This means you can take part from home. The interview will be audio-recorded either using Zoom or a Dictaphone. The recording will be typed up and any identifiable names will be removed. It will not be possible for anyone to identify you from these notes. The recording is then destroyed. You will be encouraged to talk about your experience of physical activities that are provided within the community. There are no right or wrong answers. We are interested in your views.

8 **What are the possible disadvantages, risks or side effects of taking part?**

There are no anticipated disadvantages or risks of taking part.

9 **What are the possible benefits of taking part?**

We intend to make the results of the research public to start conversations around this community’s (and others’) provision of physical activities for people living with dementia. This research will help us to understand the ways in which leaders and providers of physical activity can ensure accessibility and inclusivity for people with dementia. We will use this information to make recommendations that can be used by other dementia friendly communities that have yet to consider physical activity initiatives.

10 **How will my taking part in this study be kept confidential?**

All data will be anonymised, no real names will be used in any reporting or publications and personal data (such as name, date of birth and gender) will be destroyed one year after the completion of the project.

11 **Audio-visual material**

All the data from the interview will be stored on an audio recording until it is transcribed into a written file. At this point you will only be identified by a different name that only the researchers know and any comment where you name someone which could identify them will be removed or edited accordingly. Audio from the interviews will be deleted once the data has been transcribed.

12 **What will happen to the data collected within this study?**

* The confidential contact details data will be stored electronically, in a password-protected secure University server, for 24 months (inclusive of the study time frame and a year after it has ended), after which time it will be destroyed under secure conditions.
* All data will be anonymised prior to storage.
* The anonymised data will be stored on the secure University OneDrive and destroyed 5 years after the end of the study. This anonymised data will remain accessible beyond these 5 years through a separate online repository.
* The data will be transmitted/displayed at conferences, meetings and via written reports. All data will be anonymised such that you will not be identifiable.

13 **Will the data be required for use in further studies?**

* The anonymised research data collected may be re-used or subjected to further analysis as part of a future ethically-approved study.
* The results of the study and/or the anonymised data collected may be deposited in an open access repository.

14 **Who has reviewed this study?**

This study has been reviewed by:

* The University of Hertfordshire Health, Science, Engineering and Technology Ethics Committee with Delegated Authority

The UH protocol number is: **aLMS/SF/UH/04411(3)**

15 **Factors that might put others at risk**

If something is said during the interview which suggests that you or someone else is at risk of harm, then confidentiality may have to be broken in these extreme cases. However, you will be kept fully informed about this at all times.

16 **What will happen if I want to stop taking part or I do not want to be recorded?**

You can stop taking part at any time without explaining why. If you want to stop at any time you can just say to the interviewer you would like to stop. If you ask to stop recording, you can tell the researcher if you are happy for what you have already said to be used. Or you can ask for none of your conversation to be used.

Please inform the researchers ([r.hadley3@herts.ac.uk](mailto:r.hadley3@herts.ac.uk) ) if you would prefer not to be recorded and we will make alternative arrangements such as note taking.

17 **Who can I contact if I have any questions?**

If you would like further information or would like to discuss any details personally, please get in touch with me by phone or by email: 01707285051/ [r.hadley3@herts.ac.uk](mailto:r.hadley3@herts.ac.uk)

**Although we hope it is not the case, if you have any complaints or concerns about any aspect of the way you have been approached or treated during the course of this study, please write to the University’s Secretary and Registrar at the following address:**

**Sue Grant**

Secretary and Registrar

University of Hertfordshire

College Lane

Hatfield

Herts

AL10 9AB

Telephone: 01707284032

**Thank you very much for reading this information and giving consideration to taking part in this study.**