

**Researchers:** Professor Sarah Parsons,  
Dr Hanna Kovshoff, Dr Asha Ward

You are being invited to join a project about using Digital Stories to support the transition to a new school or placement for children who may be on the autism spectrum (or have similar difficulties).

This document provides information about the project. If you are happy to take part you will be asked to sign a consent form.

You can ask Asha Ward ([a.i.ward@soton.ac.uk](mailto:a.i.ward@soton.ac.uk)) or Sarah Parsons [project lead] ([S.J.Parsons@soton.ac.uk](mailto:S.J.Parsons@soton.ac.uk)) any questions about the project.

### **What is the project about?**

This is a project that Springwell School and the University of Southampton are doing together.

We want to find out whether Digital Stories can support children and young people in their transition to a new school or placement. Digital Stories are short videos that show who the child is based on child-led interests and skills.

This research follows on from a successful Digital Stories project which you can find out more about here:

<https://autismtransitions.org/>

### **Why have I been asked to take part?**

You are being asked to take part because your child attends Springwell School, is on the autism spectrum or has similar needs, and is due to transition to a new school or placement at the end of this school year.

### **What will happen if I take part?**

If you agree to take part, Springwell School will help to prepare a Digital Story with your child, which will show who they are, the

things they like doing, their strengths and communication preferences. This Story will be made with your child and they, with the help of staff, will be able to choose what is included.

This Digital Story will be included in transition meetings and planning and used to aid discussions regarding your child's transition and their strengths, needs and interests.

We will also share this Story with you and ask if you would like to take part in a 30-minute interview, in order to gain more feedback about the Digital Stories, which we will audio record. We will arrange this with you to see what works best e.g. via telephone, email, video (Zoom, MS Teams) or in person (depending on COVID rules).

### **Are there any benefits in taking part?**

There may be no direct benefits to you personally, though we hope that taking part will develop an understanding how Digital Stories can be used to support children in their transitions to new schools or placements. You may find it beneficial to see the Story of your son / daughter that is produced.

### **Are there any risks involved?**

Not really, these transitions will be going ahead anyway and the Digital Stories are one of the ways the school will use to help share information about your child with their new school or setting.

We will not use your name or the name of your child in anything we write about the project, unless you agree to this later on.

Once the Stories have been completed and the transition taken place we will ask you whether you are happy for anyone else to see the Digital Story. This could be very helpful for other schools to see, for example.

### **What information will be collected?**

- your name and contact information

- the name of your child
- the Digital Story of your child
- what you say in an interview (only if you agree to take part in the interview)

What you say in an interview will be typed up and then the audio recording will be destroyed.

### **Will anyone else know you have taken part?**

These are the people who will know you have taken part:

- Members of the research team
- Members of staff at Springwell School
- Other people who attend meetings about your child, such as an Educational Psychologist, and staff from the new school or placement.

No one else will know you have taken part or about the things you say. We will not include your name in anything we write about the project. The Digital Stories will not be shown to anyone outside the project and the meetings between Springwell School and the school your child may transition to.

Managers at the University of Southampton may ask to see the information we collect to make sure the researchers are keeping it safe.

All information will be stored securely on computers that are protected by a password.

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

No. This is your decision and we don't mind either way. If you decide to take part, we will ask you to sign a consent form.

### **What happens if I change my mind?**

You can change your mind at any time up until the end of the project (31<sup>st</sup> January 2022) without giving a reason. Please just let Asha Ward ([a.l.ward@soton.ac.uk](mailto:a.l.ward@soton.ac.uk)) know.

### **What will happen to the results of the research?**

We will write summary of what we find out and send this to you, and also include this summary on our website [<http://acornsnetwork.org.uk/>]; your name and your child's name will not be included in this.

The name of the school will appear in the summary, however your name and child's name will not be included.

### **Where can I get more information?**

Please ask Asha Ward if you have any questions about the project: [a.l.ward@soton.ac.uk](mailto:a.l.ward@soton.ac.uk), or you could talk to Kate Buckingham at the school.

You can also contact Sarah Parsons (project lead): [S.J.Parsons@soton.ac.uk](mailto:S.J.Parsons@soton.ac.uk) or telephone: 07791 384096

### **What happens if there is a problem?**

If you have any concerns about the project please speak to Asha, Kate, or Sarah first.

If you are still unhappy or have a complaint, please contact the University of Southampton Research Integrity and Governance Manager (023 8059 5058, [rgoinfo@soton.ac.uk](mailto:rgoinfo@soton.ac.uk)).

### **Data Protection Privacy Notice**

By law, The University of Southampton has to protect and use the information collected in this project in specific ways. This can sound very formal and complicated.

The main thing to know is that we treat any information very carefully. There is detailed information about this that we have to let you know, and this can be found on the next page.

### **Thank you very much for taking the time to read this.**

Asha, Sarah & Hanna

## **More details about Data Protection and Privacy that we have to tell you**

- The University of Southampton carries out research with the greatest care and consideration.
- We have to have a good reason ('lawful basis') for asking for your personal information.
- The good reason is that we are doing research that we think other people might be interested in, and could help them.
- This means that when you agree to take part in a research study, we will only use information (data) about you in the ways that you have been told about in this project information sheet.
- We will not use your information for any other purpose.
- The University's policy about how we use information about you can be found on its website [here](https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page): [https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page] and there is more information about keeping your details private [here](https://www.mrc.soton.ac.uk/web2/files/2013/04/privacy.pdf): <https://www.mrc.soton.ac.uk/web2/files/2013/04/privacy.pdf>.
- Please ask the research team if you have any questions or are unclear what information is being collected about you.
- The University of Southampton is the 'Data Controller' for this study, which means that we are responsible for looking after your information and using it properly.
- The University of Southampton will keep information about you for 10 years after the study has finished. After this, any link between you and your information will be removed.
- If you have any questions about how your information (data) is used you can find more information [here](https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page): [https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page]
- If you need more help or information, please contact the University's Data Protection Officer by email: [data.protection@soton.ac.uk](mailto:data.protection@soton.ac.uk).

## CONSENT FORM for parents / carers

**Project title:** Using Digital Stories to support children's transitions to their next school or placement

**Researchers:** Professor Sarah Parsons, Dr Hanna Kovshoff, Dr Asha Ward

**Please initial the box(es) if you agree with the statement(s):**

	Your initials go here  ↓
I have read and understood the information sheet dated 7 <sup>th</sup> December 2020 (v1.0) and have had the opportunity to ask questions about the project.	
I understand that taking part in the study involves my child taking part in video recording of themselves and the places / things / people that matter to them.	
I understand that other people will see this video as part of the transition to a new school or placement that my child is making.	
I understand that the video will not be made publicly available without my permission and I will be asked separately about this permission nearer the end of the project.	
I agree to let my child take part in this project and for information about them and their contributions to be used in the study.	
I understand their participation is voluntary and I may withdraw them at any time for any reason without their rights being affected.	
I understand that they will not be directly identified in any reports of the research.	
I understand that my personal information collected about me such as my name or where I live will not be shared beyond the project team.	
I agree to be contacted about my involvement in the evaluation of the project.	

**Please see next page**

Name of your child (print name):

Age of your child:

Your name (print name):

Contact number/email address:

Your signature:

Date:

Name of researcher (print name):

Signature of researcher:

Date: