**PARTICIPANT INFORMATION SHEET FOR**

**SITE MANAGERS & PRACTITIONERS (ETHNOGRAPHY)**



**Study Title: The Relations Study**

Your service is being invited to take part in our research project. Before you decide, it is important to understand why the research is being done and what it will involve. Please read the following information carefully and discuss it among your team. If there is anything that is not clear or if you would like more information, the research team will be happy to answer any questions you may have. Please take time to decide whether your service wishes to take part in this study.

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| **Why is the study being done?** | Parents who use drugs and their children include some of the most disadvantaged and marginalised families in society. Improving their lives is therefore a key goal for health and social care services as well as for government.  While the UK has established ways of working with parents who use drugs and their families, little is known about how different policies and approaches **operate in practice** (within and across different agencies and regions), and how they impact on parents, children and other family members.  **There is a need to look at how the whole system works from a family and service perspective.** Our study aims to do this by looking closely at relations between parents, families, communities, professionals, services and policymakers, and how the needs of parents who use drugs and their families are understood, and responded to, within and across different contexts.  Our study includes 30 families and 12 different services across sites in both Scotland and England to help us understand similarities and differences in how these complex systems work and their effects on families.  By involving a **range of different agencies** who work with parents who use drugs and their families, we hope to gain considerable insight into the challenges of professional practice and service delivery **from the perspective of frontline services and practitioners themselves.** We are interested in how parents are identified and assessed, the sorts of treatment and care available to them, how their progress is monitored and evaluated, and what policies, resources and regulations govern the kind of interventions that practitioners can provide. |
| **Why has my service been invited to take part?** | Your service has been invited to take part because it provides care for parents who use drugs, and/or their children and families. Your service is therefore well-positioned to understand the needs of these families and how health and social care services respond to their needs. In this study we are including a range of services e.g., NHS, Social Services and Third Sector agencies. |
| **Does my service have to take part in the study?** | No. It is up to you and your staff to decide. Your involvement in the study is entirely **voluntary**. The research team will talk to you about the study and answer any questions you have. If you do decide to take part, you and your team will be given this information sheet to keep. In your capacity as manager of the team, you will be asked to sign a **consent** form on behalf of your service. However, at all times, the wishes of staff will be respected and their **assent** to take part in any research activities will be obtained. If you do take part, your service is free to **withdraw** from the study at any time, without giving a reason. |
| **If my service takes part, what will it involve?** | **This is an ethnographic study.** Ethnography is the study of people in their own environment, using methods such as observing everyday routines and practices, listening to how people communicate with each other, and talking to individuals and groups of people about what they do, think and feel about the world or the environment they live and work in. The purpose of conducting an ethnography with different agencies is to capture different perspectives and ways of ‘doing’ of practice.  In this study, the researcher will observe and document **everyday practice** in your service for a period of between 3-6 months. Methods of data collection will vary, but will include telephone, online video calls and face-to-face contact, depending on how your service functions and what practitioners normally do.  **Some activities that the researcher may want to do in your service include:**   * Observing staff meetings and allocation of referrals * ‘Shadowing’ staff who are working with parents/families * Observing practice between practitioners and service users e.g., assessment of parents/families, drug treatment and child protection decision-making meetings * Talking to practitioners about arranging or managing family support plans and delivering parenting/family interventions * Observing partnership working with other professionals and services * Discussing policies, clinical guidelines and quality standards/targets that guide practice * Seeing how practitioners deal with challenging situations with parents and families, and how they monitor and evaluate progress * Observing how practitioners address structural problems for parents and families such as housing, unemployment, food insecurity and poverty.   Staff members may also be invited to attend one or two focus groups - one at the beginning of the researcher placement with the service, and another one towards the end. These focus groups will include a discussion on key practice issues that are important for your service and researcher observations on the way the service works with parents who use drugs and their families. Staff who agree to take part in the focus groups will be given an information leaflet and will be asked to sign a consent form. |
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| **What are the benefits of taking part?** | There may be no direct benefits to your staff or service in taking part in the study. However, the research team anticipate that the knowledge generated from your participation in the study will inform future policy, practice and service delivery. Your involvement in the study will also contribute to a better understanding of the treatment and care of parents who use drugs and may inform the development of future interventions for families. |
| **What are the risks of taking part?** | We do not anticipate any risks to your service, staff or service users in taking part in this study. However, the study involves the researcher spending an extended amount of time in your service and with your staff team (in person or via online/digital/telecommunication methods). The researcher will adopt a flexible approach to organising research activities within the service in order to avoid causing any disruption to normal working practices. They will be mindful and respectful of the wishes of staff and any service users and only undertake research activities that they consent to – for example, the researcher observing interactions between staff and parents/families, or multidisciplinary and team work.   |  | | --- | | **COVID-19 Statement**  Please note that due to the ongoing COVID-19 pandemic, all research activity will be conducted in compliance with current national/local public health guidance, and in accordance with the organisational procedures and policies in place in your service, to ensure the safety and protection of your staff, service users and researchers. | |
| **Will participation in the study be kept confidential?** | Yes. All information you and your staff provide for the research study will be kept strictly **confidential**. Everything that is heard, observed or discussed as part of the ethnographic fieldwork may be documented by the researcher but no personal identifiable information will be included in these field notes. This includes any information that might identify service users, staff or the service itself. |
| **What will happen to the results of the study?** | The results of the study will be written up in a report to the funder. The study involves a plan to disseminate the findings, and **outputs will be fed back to your service**. We will invite you and your team to events where the results of the study are presented and discussed. We will also publish the results in academic journals and present the findings at conferences or other events for professionals, policymakers and the public. In addition, we plan to present the findings in other countries, and we will put the findings on our study website so the public can read about the study. The study website address is: [https://relations.stir.ac.uk](https://relations.stir.ac.uk/) |
| **Who is the sponsor and funder of the research?** | The *University of Stirling* is the study Sponsor.  The study has been funded by the *Economic and Social Research Council.*  Project reference number: ES/S015809/1. |
| **Who is doing the research?** | The research project is being done by a large team of researchers based in Scotland, England and overseas.  **The Chief Investigator is Professor Anne Whittaker**  Address: NMAHP Research Unit, Pathfoot Building, University of Stirling, Stirling, FK9 4LA. Telephone/text: 07487 593413  Email: [anne.whittaker@stir.ac.uk](mailto:anne.whittaker@stir.ac.uk)  ***Other UK project staff include:*** Dr Polly Radcliffe; Dr Emily Finch; Professor Jane Callaghan; Dr Hannah Carver; Dr Alison Munro; Dr Amy Chandler; Dr Emma Wincup; and Professor Avril Taylor.  ***The study researchers include:***  Dr Emma Coles and Dr James Todd (University of Stirling)  Dr Landon Kuester and Dr Jan Flaherty (Kings College London)  ***International project staff include:*** Professor Thomas McMahon, USA; Professor Miriam Boeri, USA; Dr Amy Salmon, Canada; Dr Fiona Martin, Canada; and Dr Anna Olsen, Australia. |
| **Who has approved this study?** | All research in Health and Social Care is looked at by an independent group of people, called a Research Ethics Committee, to protect your interests. This study has been reviewed and given a favourable opinion by the NHS North of Scotland Research Ethics Committee (Reference: 21/NS/0029). |
| **What if I want independent advice?** | If you would like to discuss the study with someone who is not directly involved in the project, please contact: ***Dr Emma France***, Associate Professor,  NMAHP Research Unit, Pathfoot Building, University of Stirling, Stirling, FK9 4LA.  Email: [emma.france@stir.ac.uk](mailto:emma.france@stir.ac.uk) |
| **What if something goes wrong?** | In the unlikely event that something goes wrong and you or your staff are harmed during the research and this is due to someone‘s negligence then you may have grounds for a legal action for compensation against the University of Stirling who is sponsoring this study but you may have to pay your legal costs.  If you wish to make a formal complaint about the study please contact:  ***The Complaints Investigations Co-ordinator***, Academic Registry & Governance Services, University of Stirling, Stirling, FK9 4LA.  Email: [complaints@stir.ac.uk](mailto:complaints@stir.ac.uk) |
| **How do I contact the research team?** | If you would like to discuss the study in more detail, please contact:  ***Professor Anne Whittaker***, Chief Investigator  Telephone/text: 07487 593413  Email: [anne.whittaker@stir.ac.uk](mailto:anne.whittaker@stir.ac.uk)  If you would like to speak to one of the researchers, please contact:  ***Dr Emma Coles,*** Telephone/text: 07856 598144 Email: [emma.coles@stir.ac.uk](mailto:emma.coles@stir.ac.uk)  ***Dr James Todd,*** Telephone/text: 07776 681363 Email: [james.todd@stir.ac.uk](mailto:james.todd@stir.ac.uk) |

If your service decides to take part in the study, please keep a copy of this information sheet and please read the **appendix** on the following page, which tells you about how we will use information about your service and staff, and how to get further advice about data protection and privacy rights.

For further information on the study please visit our website: [https://relations.stir.ac.uk](https://relations.stir.ac.uk/)

**Thank you for taking the time to read this information sheet.**

**Appendix: Data Protection and Use of Your Information**

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| **How will we use information about your service and staff?** | We will need to use information from you, your service and staff for this research study. The research team will use this information to do the research.  This information will include the name of your team/agency and contact details (address, telephone numbers, email addresses), staff profile (e.g. composition/ staffing numbers, names, job titles and contact details (telephone number/email address).  We may also ask staff to provide information on the following:   * Their role, remit and responsibilities * Professional practice * Training and education needs * Policies and procedures (operational issues) related to the care of families affected by parental drug use.   **We will keep all information about the service and staff safe and secure.** We will follow UK laws and privacy rules. This means that your information will be treated in accordance with the *General Data Protection Regulation* (GDPR) and the *Data Protection Act* 2018.  Once we have finished the study, we will keep some of the information so we can check the results. We will write our reports in a way that no-one can work out that you took part in the study.  ***Personal data:*** All ‘personal identifiable information’ about staff in the service will be kept securely on password protected University computers. Only research project staff, based at the University, will be able to access this information, and it will be destroyed within one year of the end of the study. No personal identifiable information about service users/patients attending the service will be recorded by the research team.  ***Anonymity – protecting your identity:*** We will ensure anonymity of your service, all staff members and service users. All information that might identify staff, service users or the service itself (e.g. names, specific locations, unique stories) will be changed so no one can be identified. When you join the study, your service will be given a unique identification or ‘ID’ code. This will be written on the consent form. Thereafter, the researchers will use this ID code on all research records related to the service. A unique ID code will also be allocated to any staff members and service users involved in the fieldwork e.g., Staff A, Family Support Worker B, Client A, Family B.  ***Audio recordings:*** the researcher may ask your permission to audio-record some conversations with staff to assist with writing up field notes but these audio-recordings will be encrypted and deleted from the device after the written record has been checked.  With the permission of staff who agree to take part in a focus group, we will audio-record the focus group, and use a University approved **professional ‘transcription’ service** to type up the audio-recording, word for word. The researcher will check the written record of the focus group and ‘anonymise’ it. The name of the **professional service** we will use is Syntax Secretarial Solutions: [www.syntaxsecretarial.com](http://www.syntaxsecretarial.com) All audio recordings of focus groups will be destroyed within one year after the end of the study.  ***Research data:*** All other research information your service provides, including the researcher’s own notes, will be stored securely on University computers and only research project staff will be able to access this information – we call this research data ‘**pseudo-anonymised data’** because it does not contain any names or information that would identify people. This data will be stored securely for up to 10 years after the end of the study in line with University rules on storing research data. |
| **What are our choices about how our information is used?** | Your service can stop being part of the study at any time, without giving a reason, but we will keep information about your service that we already have.  We need to manage your information in specific ways for the research to be reliable. This means that we won’t be able to let you see or change the data we hold about you.  ***Future research studies:*** If your service agrees to take part in the study, we will ask your consent to store pseudo-anonymised research data for future ethically approved studies. If you agree, access to your data would be strictly controlled and stored in the **UK Data Service** (<https://ukdataservice.ac.uk/>). |
| **Where can I find out more about how our information is used?** | You can find out more about how we will use information about your service and staff by:  • asking one of the research team  • ringing us on 07487 593413  • sending an email to [nmahp.relations@stir.ac.uk](mailto:nmahp.relations@stir.ac.uk)  If you would like more information on how we manage data in the University of Stirling, please see our **Privacy Notice**: [www.stir.ac.uk/privacy](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.stir.ac.uk%2Fprivacy&data=04%7C01%7Cemma.coles%40stir.ac.uk%7C7e13cc47a55b49a3790f08d90328ff07%7C4e8d09f7cc794ccb9149a4238dd17422%7C0%7C0%7C637544296890542052%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=8EoAMhuvZSJTt6nyoZXzoHBNYBIhing8NYQ3pOsdDs0%3D&reserved=0)  If you have concerns about data protection please contact:  ***Data Protection Officer***, University of Stirling, Stirling, FK9 4LA.  Email: [data.protection@stir.ac.uk](mailto:data.protection@stir.ac.uk)  If you are not happy with their response or believe they are processing your data in a way that is not right or lawful, you can complain to the **Information Commissioner’s Office** (ICO) ([www.ico.org.uk](http://www.ico.org.uk) or 0303 123 1113). |