



## **Participant Information Leaflet for Interviewees**

### ***EXploring Innovations in Transition to Adulthood (EXIT Study)***

**Study Title:** EXploring Innovations in Transition to Adulthood (EXIT Study)

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**Investigator(s):** Dr. Rebecca Johnson (Coventry University)

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## **Introduction**

You are invited to take part in a research study. Before you decide, you need to understand why the research is being done and what it would involve for you. Please take the time to read the following information carefully. Talk to others about the study if you wish.

Please ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part.

## **Who is organising and funding the study?**

This research is organised by the University of Warwick in collaboration with Newcastle University and the University of Bedfordshire. The study is funded by the Economic and Social Research Council (ESRC).

## **What is the study about?**

Young people leaving care often experience complex social & emotional needs alongside reduced life outcomes compared with their non-care experienced peers. Faced with these challenges & barriers, young people leaving care deserve a system in which both policy & practice supports them.

We have received funding to undertake a research project entitled Exploring Innovations in Transition to Adulthood (EXIT). The EXIT study commenced in January 2020 and is due to finish in December 2023. The purpose of this research is to investigate & build an evidence base for innovation in services & processes designed to improve outcomes for care leavers.

To help us understand the current transitions landscape we would like to conduct exploratory

interviews with key stakeholders. Interviews will help the research team focus on relevant issues and help identify prospective innovations that we might examine through in-depth case studies in the next stage of the project.

### **What would taking part involve?**

If you decide to take part a researcher from the EXIT team will contact you to arrange a time that is convenient for you to speak. Interviews will last between 30 and 60 minutes and will take place via telephone.

The interview will centre on innovations for young people leaving care including a focus on examples of enabling and hindering factors associated with sustaining and scaling-up innovations. We will not ask about specific individual young people and request that you do not use the names of any young people during the interview.

At the start of the interview you will have the opportunity to read this information sheet and ask any questions you may have. You have also been sent a consent form which the researcher will go through with you before the interview begins. The consent form is for your reference only. As interviews will take place remotely you do not need to sign and return the consent form.

With your permission the interview will be audio recorded and transcribed by a University of Warwick approved transcription partner.

We hope to interview approximately 30 key stakeholders during this phase of the research. Telephone interviews are expected to take place between July and October 2020

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

Participation in this study is completely voluntary and choosing not to take part will not affect you in any way. You can also choose to withdraw your participation at any point before or during the interview. After the interview you have up to four weeks to withdraw any data collected about you from the research. You will be able to do this by contacting a member of the research team. You do not have to give a reason for withdrawing. Further details about withdrawing from the study are provided further on in this document.

### **What are the possible benefits of taking part in this study?**

The contribution of stakeholders will help enhance our understanding of the challenges and solutions associated with innovation implementation and scale-up. Through conducting interviews we hope to identify existing innovations to examine in the next stage of the research.

### **What are the possible disadvantages, side effects or risks, of taking part in this study?**

It is not expected that you will experience any harm through participation in this project.

Interviews will focus on the evaluation, delivery and implementation of specific projects and the broader leaving care context. Your role and/ or organisation are likely to be a relevant factor in your response to interview questions and will not be removed from interview transcripts. Will we not collect any additional personal data and personal data disclosed in the

interview will be removed from the transcript. We will not use your name in any publication, report or conference presentation but you may be identifiable by your role and/ or organisation.

We will not ask you questions about specific individual young people and request that you do not use names of any young people during the interview. In the event that you do refer to an individual young person, any identifiable information will be removed from the transcript.

The audio recording will be deleted as soon as your interview has been transcribed. The transcript will be stored electronically on a password protected secure University of Warwick drive. All material will be destroyed after 10 years from the completion of the research.

### **Expenses and payments**

There will be no expenses and payments provided as part of the study, all participation is voluntary.

### **Will my taking part be kept confidential?**

Data will be collected remotely via a telephone interview and audio recorded. The interviewing researcher will ensure that the interview is conducted in a private space in their home to ensure your confidentiality.

Audio files will be deleted once transcriptions are completed.

All data files will be allocated a study number, the transcript of your interview will be assigned unique numerical code, and personal data (excluding your role and or/ organisation) will be removed from the transcript.

Research data will be kept for 10 year on a secure University server. All data will be stored on password protected devices on Warwick servers. Graeme Currie, the Principle Investigator, will keep a re-identification key separately in a password protected file on the Warwick server.

No data will be shared outside the University of Warwick, Newcastle University and University of Bedfordshire.

Unless there is a duty of care to share data with relevant authorities such as harm to yourself or others, no personal information will be passed on.

### **What will happen to the data collected about me?**

As a publicly-funded organisation, the University of Warwick have to ensure that it is in the public interest when we use personally-identifiable information from people who have agreed to take part in research. This means that when you agree to take part in a research study, such as this, we will use your data in the ways needed to conduct and analyse the research study.

We are committed to protecting the rights of individuals in line with data protection legislation. With your permission, the University of Warwick will keep information collected about you in this research for 10 years after the study has finished.

Audio recordings will be transcribed as quickly as possible after the interview. Audio recordings will be deleted after they have been transcribed. Interview transcripts will be

allocated a unique participant code and will be held on secure password protected server in accordance with the University of Warwick data protection guidelines.

A key linking participant code to interviewee will be stored separately and securely to the transcript data to safeguard your identity. Any personal data (excluding your role and/or organisation) will be removed from the interview transcript.

You can change your mind about taking part by contacting the research team up to four weeks after the interview and all your information will be deleted.

## **Data Sharing**

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. The University of Warwick has in place policies and procedures to keep your data safe.

This data may also be used for future research, including impact activities following review and approval by an independent Research Ethics Committee and subject to your consent at the outset of this research project.

For further information, please refer to the University of Warwick Research Privacy Notice which is available here:

<https://warwick.ac.uk/services/idc/dataprotection/privacynotices/researchprivacynotice> or by contacting the Information and Data Compliance Team at [GDPR@warwick.ac.uk](mailto:GDPR@warwick.ac.uk).

## **Data Retention Policy**

In line with the University's Research Data Management Policy: Data must be retained intact in an appropriate format and storage facility, normally for a period of at least 10 years from the date of any publication which is based upon it. Where specific regulations with regard to data retention apply, e.g., from funders, these regulations should prevail, particularly where the required retention period is longer than the University requires.

## **What will happen if I don't want to carry on being part of the study?**

Participation is entirely voluntary, and a decision to withdraw participation from the study without giving a reason, would not affect you in any way. You will be able to do this up to four weeks after the interview by emailing the interviewing researcher or Graeme Currie, who is the Principle Investigator.

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

The data you provide will be used to answer the research questions for this study. This stage of the research is exploratory and will help inform further stages of the project. Dissemination is a key component of the wider project which will be informed by these preliminary and exploratory interviews. An interim report with findings from the interviews will be shared with all stakeholders who participated.

With your consent we may also use quotations from your interview if relevant to development of any publications, reports or conference presentation about innovation for young people leaving care.

## **Who has reviewed the study?**

This study has been reviewed and given favourable opinion by the University of Warwick's Humanities and Social Science Research Ethics Committee (HSSREC).

### **Who should I contact if I want further information?**

Should you have any further questions about this research, please contact Graeme Currie (Graeme.Currie@wbs.ac.uk).

### **Who should I contact if I wish to make a complaint?**

Any complaint about the way you have been dealt with during the study or any possible harm you might have suffered will be addressed. Please address your complaint to the person below, who is a senior University of Warwick official entirely independent of this study:

#### **Head of Research Governance**

Jane Prewett  
Research & Impact Services  
University House  
University of Warwick  
Coventry  
CV4 8UW  
Email: [researchgovernance@warwick.ac.uk](mailto:researchgovernance@warwick.ac.uk)  
Tel: 024 76 522746

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer, Anjeli Bajaj, Information and Data Director who will investigate the matter: [DPO@warwick.ac.uk](mailto:DPO@warwick.ac.uk).

If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner's Office (ICO).

**Thank you for taking the time to read this Participant Information Leaflet**