**Human rights –how are they perceived by children?**

**Parent Information Sheet (PIS)**

Your child has been invited to take part in a research study to understand what they think about the world we live in and the rights we have as people as part of my PhD in Education. Before you decide if you would like your child to take part you need to understand why the research is being done and what it means for your child. Please read this carefully. If you have any questions or you are not sure about anything then please ask.

**About the research**

* **Who will conduct the research?**

My name is Rebecca Simpson-Hargreaves and I am doing a PhD in Education. I am part of the Manchester Institute of Education at The University of Manchester.

* **What is the purpose of the research?**

I am trying to understand how children see the world and what it means for them to live in it.

* **Will the outcomes of the research be published?**

The information I collect will be looked at and then the conclusions of the research could be used to produce a paper for conference or an article for publication. It could be used in future projects about global citizenship and children.

* **Disclosure and Barring Service (DBS) Check**

I have undergone a full DBS check and have an up to date DBS form obtained by The University of Manchester and I am signed up to the update service.

* **Who has reviewed the research project?**

The project has been reviewed by The University of Manchester Research Ethics Committee.

**What would my child’s involvement be?**

* **What would they be asked to do if they took part?**

As I am a qualified primary school teacher who has been working in education for fifteen years, I have made sure that the activities I have chosen are like what they would normally do in a lesson at school and that they would be familiar with. I will interview your child, where l will read them a picture book and then they will get the chance to think, ask questions and talk about the book. I will then ask them if they want to create their own page for the book. The interview will take about twenty minutes. I will then ask all the children who are doing the study to have a group chat about the book, this will also take about twenty minutes. This is the same amount of time they would usually have to do an activity like this in class. During the learning activities I will take notes and will take an audio-recording of what is being said. I will then copy down what was recorded and when I do that, I will make sure that no real names are written down. Everything they create will have a pseudonym name on, rather than their real name, no one will know that it is your child’s work. No pictures of children or the school will be taken.

**Due to the current COVID-19 pandemic, I have made some adjustments to the way in which this research study will be conducted that ensures I am adhering to the latest government advice in relation to social distancing as well as taking all reasonable precautions in terms of limiting the spread of the virus. You should carefully consider all of the information provided below before deciding if you want your child to take part in this research study. If you have any additional queries about any of the information provided, please speak with a member of the research team.**

* **Are there any considerations that I need to know about before deciding whether my child should take part?**

I have planned with your child’s school the best way to conduct the study, making sure I follow Public Health England, University and School Covid-19 guidelines. I will not be travelling on public transport to get to school and will sign in to track and trace when I arrive. Your child should not take part if they are in a vulnerable group or if they have symptoms of Covid-19. Your child should not take part if you are identified as being in a high-risk health category.

Your child will not be coming into contact with other children outside their bubble during this study. The book or resources that your child will use will be new and used for your child only. The table and chairs will be sanitised after each child and I will be wearing PPE and will wash and sanitise my hands between each child who takes part.

* **What if the Government Guidance changes?**

If we go into a lockdown and external visitors are not allowed into school, then the study will be postponed until a later date and will not take place until it is decided by the Government and school that it is safe to do so.

* **Will my child be compensated for taking part?**

No payment will be made for taking part in the research.

* **What happens if I do not want my child to take part or if I change my mind?**

Your child being a part of this study is up to you, that means that they don’t have to take part if you don’t want them to, but I hope they will enjoy taking part in the activities. If your child changes their mind during the study, they can stop whenever they like without giving a reason and they will know it is ok to do this. Whilst we’re doing the activity, I would like to record what we are talking about, using a machine that records people’s voices, but I won’t use your child’s name. If you don’t want me to record your child or if your child does not want me to record them then you can indicate this on the consent form and your child can let me know at any time during the project. If they are taking part in the group activity and they, or you, do not want their voice recorded but are happy to allow them to take part, I will stop the recorder whilst they speak and make notes by hand instead.

After you have read the information sheet please complete the opt-in consent form to show that you agree for your child to be part of the project. After the study has been completed it will not be possible to remove the information I have collected from your child because everyone’s information has been made anonymous and I won’t know which information is your child’s data. This does not affect their data protection rights. If you decide you do not want your child to take part you do not need to do anything further.

**Data Protection and Confidentiality**

* **What information will you collect about my child?**

In order to be part of this research project I will need to collect information that could identify your child, called “personal identifiable information”. Specifically, I need to collect:

* Which year group they are in.
* Their thoughts on the book we will share and this will be collected using photographs of parts they found interesting and a copy of the picture or words of an extra page that they might add to the end of the book, I will not use your child’s name anywhere.
* When we have our group chat about the book, I will record everyone’s voices and take notes of what is being said but I will not use names.
* **Under what legal basis are you collecting this information?**

I am collecting and storing this personal identifiable information in accordance with data protection law which protect your rights. These state that we must have a legal basis (specific reason) for collecting your data. For this study, the specific reason is that it is “a public interest task” and “a process necessary for research purposes”.

* **What are my rights in relation to the information you will collect about my child?**

You have a number of rights under data protection law regarding your child’s personal information. For example, you can request a copy of the information we hold about your child, including recordings of what has been said.

If you would like to know more about your different rights or the way we use your personal information to ensure we follow the law, please consult our [Privacy Notice for Research](http://documents.manchester.ac.uk/display.aspx?DocID=37095).

* **Will my child’s participation in the study be confidential and their personal identifiable information be protected?**

In accordance with data protection law, The University of Manchester is the Data Controller for this project. This means that we are responsible for making sure your personal information is kept secure, confidential and used only in the way you have been told it will be used. All researchers are trained with this in mind, and your data will be looked after in the following way:

* Any information about your child which leaves the school will not have their name or the school’s name on so that they cannot be recognised. I will use pseudonyms- code names- from the start of the study for all participants and the school which is known only to the researcher.
* Any information I collect will be kept secure. My voice recorder, camera and my notes will be password protected and encrypted by the university which means other people cannot see the information. I will write out the notes from the voice recorder as soon as is possible and then I will delete the voice recordings. The information will be uploaded to a secure university research server. Photographs of the pages of interest will be printed out and then the ones on the camera will be deleted. These pictures alongside with the copies of the pages created will be kept in a locked cabinet, within a locked office, not accessible to others. All responses will be given a research code, known only to me. Any data that has been collected will be

stored securely for 5 years.

**Potential disclosures:**

* If, during the study, I have concerns about your child’s safety or the safety of others, I will tell the head teacher who is the safeguarding lead of the school.
* Individuals from the University, the site where the research is taking place and regulatory authorities may need to review the study information for auditing and monitoring purposes or in the event of an incident.

Please also note that individuals from The University of Manchester or regulatory authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. This may involve looking at identifiable data. All individuals involved in auditing and monitoring the study will have a strict duty of confidentiality to you as a research participant.

**What if I have a complaint?**

If you have a concern about any aspect of this study, please do contact me and I will do my best to answer your questions.

If there are any issues regarding this research that you would prefer not to discuss with myself then please use the contact details below.

* **Contact details for complaints**

If you have a complaint that you wish to direct to members of the research team, please contact:

**DR PAULINE PREVETT PhD SUPERVISOR**

**DR LISE HOPWOOD PhD SUPERVISOR**

**SCHOOL OF ENVIRONMENT, EDUCATION AND DEVELOPMENT**

**EMAIL: pauline.prevett@manchester.ac.uk**

**PHONE NUMBER : 0161-275-3343 Pauline Prevett/ 07768012755 Lise Hopwood**

**If you wish to make a formal complaint to someone independent of the research team or if you are not satisfied with the response you have gained from the researchers in the first instance then please contact**

TheResearch Ethics Manager, Research Office, Christie Building, The University of Manchester, Oxford Road, Manchester, M13 9PL, by emailing: research.complaints@manchester.ac.uk  or by telephoning 0161 275 2674.

If you wish to contact us about your data protection rights, please email dataprotection@manchester.ac.uk or write to The Information Governance Office, Christie Building, The University of Manchester, Oxford Road, M13 9PL at the University and we will guide you through the process of exercising your rights.

You also have a right to complain to the [Information Commissioner’s Office](https://ico.org.uk/concerns) about complaints relating to your personal identifiable information Tel 0303 123 1113

**Contact Details**

If you have any queries about the study or if you are interested in taking part then please contact the researcher:

**REBECCA SIMPSON-HARGREAVES**

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**TEL: UNIVERSITY MOBILE:** 07957763914