



## **INFORMATION SHEET FOR PARTICIPANTS**

*Ethical Clearance Reference Number: MRA-23/24-41393*

### **Title of project**

Identifying barriers for staff engagement with pedagogic resources that promote the embedding of wellbeing in the curriculum.

### **Invitation Paragraph**

We are inviting you to participate in a research study being conducted by researchers from the University of Warwick and King's College London. Before you decide whether you would like to take part, we would like to explain why we are carrying out the present study and what your participation would involve. Please take time to read the following information carefully and discuss it with others if you wish. If you have any questions after you have read the information below, please contact the researchers at The University of Warwick, Dr Gemma Gray([g.gray@warwick.ac.uk](mailto:g.gray@warwick.ac.uk)) or King's College London, Dr Rebecca Upsher ([rebecca.j.upsher@kcl.ac.uk](mailto:rebecca.j.upsher@kcl.ac.uk)).

### **What is the purpose of the project?**

The purpose of the project is to identify barriers for staff engagement with pedagogic resources that promote the embedding of wellbeing in the curriculum, suggesting possible ways forward and solutions. The aim is to be able to make recommendations to institutions on ways to promote the use of these resources and we will report to the Dean of Students and P-VC Education of both Universities in this respect. Though targeted at staff, the impact of this project transcends the division between staff and student wellbeing. Indeed, by removing barriers for staff to implement positive pedagogies, students' wellbeing will directly benefit.

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

You are being invited to participate in this project because you are member of staff at the University of Warwick or King's College London. It is not required for you to be familiar with either toolkit.

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

You will be asked to take part in a 2-hour workshop at either University of Warwick or King's College London (depending on where you are employed).

Firstly, we have asked you to read this information sheet as part of an online survey (on the Qualtrics platform) which also contains a consent form and will ask you some demographic information (for example, age, ethnicity, gender, department, and job role). You do not have to answer these questions if you do not want to. You will be asked to provide consent to a number of statements. Please note that consent statements 11-13 (wishing to receive a copy of the final report, re-contact by the research team, contact for future studies) are optional. If you are selected to take part in the workshop, we will contact you via email.

Workshops will be conducted in-person, on campus on:

- King's College London: March 22, 2024, at the Strand Campus, 11.30-13.30.
- University of Warwick: April 15, 2024, at the Library Teaching Grid, 11.00-13.00.

At the workshop, we will present you with interactive presentations about two wellbeing toolkits, [the Warwick Online Wellbeing Pedagogies](#) and the [Education for Mental Health Toolkit](#), that can be embedded into curriculum, and you will have the opportunity to explore these toolkits and consider their potential use in your teaching, student support role or pedagogy practice. We will then run small group discussions about your perception of the resources, the difficulties you may face using these resources in your practices, and the institutional barriers that prevent implementation of these resources.

The workshops will be facilitated by trained student officers, who will take notes of the conversations, and such dialogues will provide us with information to identify way forwards and solutions to remove barriers for engagement with digital education tools.

The workshops will NOT be recorded. Student facilitators will take summary notes of the discussions, but no names or identifying information will be disclosed in the notes. Summary notes will be shared with workshop participants after the workshops, where participants will have opportunities to add any comments or suggest amendments.

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

Participation is completely voluntary. You should only take part if you want to and choosing not to take part will not disadvantage you in any way. Once you have read the information sheet, please contact us if you have any questions that will help you make a decision about taking part. If you decide to take part, we will ask you to sign an online consent form.

### **Incentives**

Lunch will be offered as part of the workshops.

### **What are the possible risks of taking part?**

There are no known risks.

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

There are no known benefits.

### **Data handling and confidentiality**

Your online survey data will be processed under the terms of UK data protection law (including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018). All demographic survey data will be stored on the University of Warwick and the King's College London Onedrive. After data analysis is complete, all personal data will be erased. Workshop summaries will be stored (only for as long as necessary) on the University of Warwick and the King's College London Onedrive. Data will be kept secure using the UK Data Service Encryption Software. If you consented to be contacted about future research your contact details will be stored in a separate encrypted database with no linking data to the study data (i.e, no study ID numbers) on the University of Warwick and the King's College London Onedrive.

The University of Warwick and King's College London has a responsibility to keep information collected about you safe and secure, and to ensure the integrity of research data. Specialist teams within the University of Warwick and King's College London continually assess and ensure that data is held in the most appropriate and secure way.

### **Data Protection Statement**

If you would like more information about how your data will be processed under the terms of UK data protection laws please visit the link below:

<https://www.kcl.ac.uk/research/support/research-ethics/kings-college-london-statement-on-use-of-personal-data-in-research>

For more information on how your data will be processed through Qualtrics, please see the Privacy Statement via the link below:

<https://www.qualtrics.com/privacy-statement/>

### **What if I change my mind about taking part?**

You are welcome to leave the workshop at any point. However, we would ask you to let the group facilitator know that you are doing so, otherwise they tend to worry about how you are doing! Unfortunately, you are *not* able to withdraw your data after participating in the workshop (even if you only stay for part of the session). This is because a) summary notes are anonymous and not attributable to an individual anyway and b) removing your data would compromise the analysis of the whole session, which is unfair on the other group participants.

If you wish to withdraw prior to the workshop, please email Dr Gemma Gray at [g.gray@warwick.ac.uk](mailto:g.gray@warwick.ac.uk) (Warwick) or Dr Rebecca Upsher (KCL) at [rebecca.j.upsher@kcl.ac.uk](mailto:rebecca.j.upsher@kcl.ac.uk) .

### **How is the project being funded?**

The project is funded by the Warwick International Higher Education Academy (WIHEA) and the Institute for Advanced teaching and Learning (IATL).

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

We plan to present findings for publication in a peer-reviewed scientific journal, and at national and international conferences. Data may also be used as part of student dissertations. You will not be identifiable in any of the outputs of this project.

If you wish to receive a summary of findings from the study, please contact the investigators at [g.gray@warwick.ac.uk](mailto:g.gray@warwick.ac.uk) (Warwick) and [rebecca.j.upsher@kcl.ac.uk](mailto:rebecca.j.upsher@kcl.ac.uk) (KCL).

### **Who should I contact for further information?**

If you have any questions or require more information about this project, please contact me using the following contact details:

Dr. Gemma Gray  
[g.gray@warwick.ac.uk](mailto:g.gray@warwick.ac.uk)

Dr Rebecca Upsher  
[rebecca.j.upsher@kcl.ac.uk](mailto:rebecca.j.upsher@kcl.ac.uk)

### **What if I have further questions, or if something goes wrong?**

If this project has harmed, you in any way or if you wish to make a complaint about the conduct of the project you can contact the ethics committee using the details below for further advice and information:

#### **For Kings College London:**

The Chair  
Health Faculties Research Ethics Sub-Committee (HF RESC)  
Research Ethics Office  
Floor 3, 5-11 Lavington Street  
London  
SE1 0NZ  
[rec@kcl.ac.uk](mailto:rec@kcl.ac.uk)

#### **For the University of Warwick:**

Head of Research Governance  
Research & Impact Services  
University House  
University of Warwick  
Coventry

CV4 8UW

Email: [researchgovernance@warwick.ac.uk](mailto:researchgovernance@warwick.ac.uk)

Tel: 02476 575733

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer 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 reading this information sheet and for considering taking part in this research.**