# Participant Information Sheet

# The Solutions Trial

## Solution Focused Brief Therapy with 10 to 17-year-olds presenting at police custody: A randomised control trial with an internal pilot

### Contents

## 1. Introduction

- We would like to invite you to take part in a research trial. Joining this trial is entirely up to you. To help you decide, we want to tell you about why the trial is being done, and what you are being asked to do.

- We can provide this information as a video or audio file which you can watch or listen to on a computer. Tell us if you would like this file.
- A member of the team will go through this information sheet with you. This is so we can help you to understand what we are asking you to do and provide you with the opportunity to ask questions.
- This should take no more than 30 minutes. Please feel free to talk to others about this trial if you wish. Do ask questions if anything is unclear.

## 2. What is the purpose of the research?

- We are undertaking a research project about Solution Focused Brief Therapy (SFBT) together with Lancashire and South Cumbria NHS Foundation Trust.

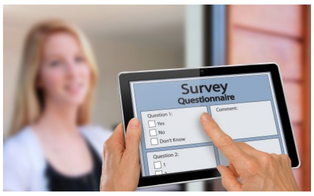
- Briefly, SFBT is a psychological therapy that is offered by liaison and diversion teams to children and young people who may be at risk of engaging in behaviours that could get them into trouble with the police.

- The therapy involves teaching your child new skills, and focusing on any problems they are having such as problems at school, their relationship with you and other family members, their mood or self-esteem.

- We are interested in finding out if SFBT is helpful, and so to do this, we are going to offer SFBT to half the children and young people who want to be in the trial, the other half will continue to get usually provided services. We can then look at the two groups after SFBT has finished and see if there are any differences. Who will be in each group will be chosen at random, so like flipping a coin. Your child's chance of receiving SFBT will be 50/50.

## 3. What are we asking you to do?

- We are asking you to take part in the Solutions Trial. If you agree, your child will have a chance of receiving SFBT.



- You are being asked whether you would like this to happen because you are a parent or guardian of a child who has been in trouble with the police.

**IF YOUR CHILD IS UNDER 16:**
If your child is under 16 we will ask you to agree that they can take part, you will be asked to sign a consent form to record your agreement. We will also ask your child about this and ask them for their agreement to take part, but if they are under 16 you are the person who has the final say about whether your child takes part in this trial. We may need your help to organise speaking to your child.

**IF YOUR CHILD IS 16 OR OVER:**
If your child is 16 or over then they will have the final say over whether they want to take part.

- We have information sheets like this for children and young people. You can see them if you would like.

- As you know, some families have one parent or guardian, while other families have two parents or guardians. Other families may be different. We only need one person who is a parent or guardian to agree that your child (if under 16) can take part in the research. We would like to ask you to speak to others who have parental responsibility for your child about this research. You might prefer another parent or guardian to take part in this research. Ask us if you are unsure and we will help you.

- We would ask that where there are two parents or guardians, we would like them both to read this information, and if they agree, both should sign to indicate that they agree with taking part in this trial if possible. However, only one parent or guardian is needed to take part in this trial.

- What will happen first, if you agree to take part, is that you and your child will be asked to complete a questionnaire. This will happen before you child is chosen at random to receive SFBT or not. The questionnaire will take around 1 hour.

- The questionnaire will be done either on paper or online, you can complete them with a researcher who will ask you the questions or on your own. We can do this in person, on the telephone, by using video conferencing, or on a website. There is one part of the questionnaire for your child to complete that has to be completed with a researcher, otherwise they can complete the rest on their own or with a researcher as they wish.

- The questions for you will cover:
  -Your child’s feelings.
  -Your child’s general wellbeing.
  -Any medications and therapies they receive.

- We will also ask your child to complete some questionnaires with us.

- The questions for your child will cover:
  -Their behaviour and if they have been in trouble before.
  -Their living arrangements and schooling.
  -Their general wellbeing.
  -Their area, community and health.
  -Their feelings.
  -Their use of language and reasoning

- Second, after you and your child complete the initial questionnaire, it is decided at random whether your child will receive SFBT.

If they are chosen to receive SFBT, they will receive six sessions delivered weekly. For those who live outside the Lancashire and South Cumbria area, the sessions will be online. For those who live within the Lancashire and South Cumbria area, the sessions can be in person or remotely online.

- If they are not chosen to receive SFBT, then they will receive whatever services they would normally get locally.

- Six months ~~and 12 months~~ after starting the trial, we will ask you and your child to complete a questionnaire again. This will help us to work out whether SFBT is helpful. We will also ask some to complete another questionnaire after 12 months.

- Finally, we will invite some children and parents or guardians to take part in interviews about their experience of being on the trial and of receiving SFBT. We will also be interviewing therapists. We will ask questions about things you and your child liked and did not like, things you thought worked well, or not so well. We are **not** asking **all** parents and guardians and children to take part in these interviews. Right now, we are just asking for permission to contact you in the future to invite you and your child to take part in a future interview, you can still decline to take part if we contact you about this. We would explain this more fully if you are asked to take part in an interview.

## 4. Do I have to be involved?

- No. Participation in this trial is completely voluntary and choosing not to participate will not affect you in any way. You can also choose to take part now, and change your mind later, by telling a member of the research team or your therapist if your child received SFBT. You can ring the Chief Investigator who oversees this trial, and her details are found at the end of the form.

- If you agree to take part, and then later change your mind, you can do this and withdraw from the trial. You just need to tell us that you no longer want to take part. If your child is under 16 you can also withdraw them from the trial at any time, but we suggest that you do so in consultation with your child.

- You can stop being part of the trial at any time, without giving a reason, but we will keep information about you that we already have.

- You and/or your child might decide that your child no longer want to receive SFBT after agreeing to take part in this trial. If this decision is made, you and your child can still take part in this research, even if they are no longer receiving SFBT. We would ask you and your child to still complete our questionnaire as you would have done had you been receiving SFBT and we may ask you to take part in an interview about your experience to help us understand what happened. This may help us to improve our research in the future and improve SFBT.

## 5. What happens if I want to take part, but my child does not want to?

- If your child is under 16 we cannot include them in this research trial without your consent. If you give consent allowing us to speak with your child, we will ask your child for their agreement to also take part and complete our questionnaires. However, if your child does not agree, we will not insist that they complete any of our questionnaires.

## 6. What are the benefits of taking part?

- We cannot tell you that SFBT is better or more effective than usual services because we do not know yet.

- But your participation is helpful to us and may be helpful to others.

## 7. What are the disadvantages of taking part?

- There are no marked disadvantages or risks to participating in this trial over and above those associated with taking part in SFBT if your child is selected to receive this.

- You and your child will be asked to complete questionnaires and there may be a small risk that some of the questions may cause some distress because of the nature of the questions. They will be personal and about your child. They will also be about some of the problems that they face. If this happens, our staff are there to help. You and/or your child can always ask for a break. You and/or your child can tell us that you do not want to answer some questions, but we will ask your to answer the ones that have to be completed with the interviewer (about your use of language and reasoning).

## 8. How long do I have to be involved?

- Your involvement in the research study will take up to 12 months. We are asking you and your child to take part in our questionnaires and then they will receive either SFBT or normal services.

- If we ask you to take part in an interview in the future, these interviews will be on one occasion and last no more than 1 hour.

## 9. Long-term information collected about your child

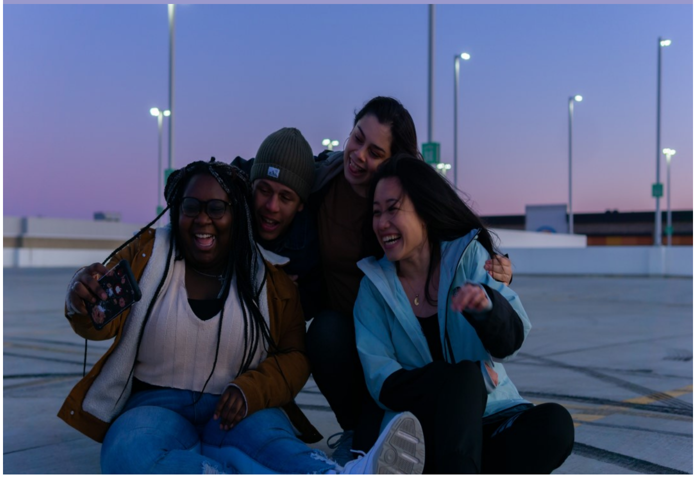
- We ask that information about your child may be collected from data providers such as the police (on the Police National Computer (PNC)) or the NHS (who hold information about any of your child’s previous reprimands, arrests, cautions and convictions). We would like to collect this information over the next year, and also collect some information about your child in the six months before the study started.

- We will need to provide those who can access the PNC with details about your child such as their name, address, gender and date of birth so that they can find out this information.

- Any information that comes back to us will be combined with your child’s trial information and the stored information will not identify them by name. It will be treated as confidential and data will be securely stored.

## 10. How long will the research last?

- The Solutions Trial will last for 3 years, until the year 2025. We are asking 282 young people to take part.



## 11. Who will have access to my data?

- The sponsor of this trial is Lancashire and South Cumbria NHS Foundation Trust, they oversee the trial. In this research trial we will use information from you and your child. We will only use information that we need for the research trial. We will let very few people know your name or contact details, and only if they really need it for this trial. Everyone involved in this trial will keep your data safe and secure. We will also follow all privacy rules.

- At the end of the trial we will save some of the data in case we need to check it or for future research. We will make sure no-one can work out who you are from the reports we write.

- We must ensure that it is in the public interest when we use personally identifiable information (such as date of birth) from people who have agreed to take part in research and that we are using it properly in accordance with the General Data Protection Regulations (GDPR). This means that when you agree to take part in a research trial, such as this one, we will use your data in the ways needed to conduct and complete our analysis during the research trial.

- The Sponsor will act as data controller, and The University of Warwick and Cardiff University will act as joint data processors for this trial.

- The trial sponsors are committed to protecting the rights of individuals in line with data protection legislation. This includes your right to ask for access to the personal information that we hold about you or your child; and ask us to correct any personal information that we hold which is incorrect, incomplete or inaccurate.

- Members of the research team at the University of Warwick and Cardiff University will have access to this data. We will store a copy of your data on secure university servers. This includes your consent form, which you will be asked to sign, should you wish to take part in this trial. This form will contain your name, address, phone number and email address and will be stored separately from the research data. We are required to store this to prove that you agreed to take part in this trial. We will keep data about you for 15 years after the trial has finished. We may contact you to take part in a future related trial. You do not have to agree to this. We will also share some of the data we collect about you with the Department for Education and Office for National Statistics. We explain this further later within this leaflet.

- We would also like to inform your child’s GP that they are taking part if you agree. They will not be able to access your child’s data, they will just be informed that they are part of the trial. We will ask you to agree to provide the GP details if you child is under 16, if they are 16 or over we will ask them to agree to provide the details.

## 12. What information do we need?

- We will need information from you for this research project. This information will include your name, the name of your child, dates of birth, and contact details including your email address and postcode (if you have one). We will use this information to do the research. People who do not need to know who you are will not be able to see your name or contact details.

- If your child received SFBT, we will also ask the SFBT team to share with the research team some of their routinely collected information about their therapy and the outcomes of their therapy. This will include the number of sessions they receive.

CONFIDENTIAL

## 13. What will we do to protect you and your child's information?

- People who do not need to know who you are will not be able to see your name or contact details. Your data will have a code number instead, so your name won’t be used. Doing this is called pseudonymisation and we will do this as quickly as possible after data collection. This means that anything that can identify you (directly and indirectly) will be removed from the research data and will be replaced with a participant number.

- The key to identification will be stored separately and securely to the research data to safeguard your identity. This means that the key telling us which number matches which person will be stored separately from the data.

- When we store digital copies of your questionnaires and consent forms, the paper copy will be destroyed as soon as possible. We will digitise them and store them only on university secure servers.

- To safeguard your rights, we will use a minimum of personally identifiable information and keep the data secure in line with Cardiff University’s Information and Data Compliance policies. This means that we will only collect the data we need to help us successfully complete this research trial.

- We need to manage your records in specific ways for the research to be reliable. This means that we will not be able to let you see or change the data we hold about you. The University of Warwick and Cardiff University have in place policies and procedures to keep your data safe. You can ask us for a copy of the University of Warwick Research Privacy Notice which is found here: https://warwick.ac.uk/services/idc/dataprotection/privacynotices/researchprivacynotice or you can email GDPR@warwick.ac.uk and request a copy. You can also ask a member of the research team, or contact the Chief Investigator, and their details are at the end of this leaflet.

- You can also find out more information about how your information is used here: www.hra.nhs.uk/information-about-patients/

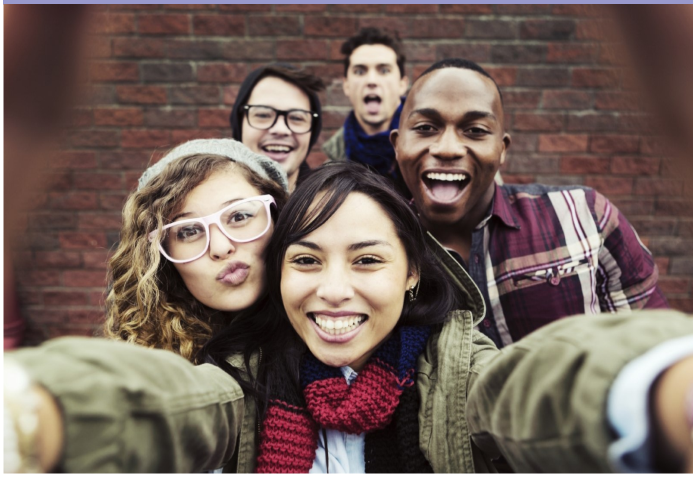
## 14. Your data and future research

- Your data may be used in future research, including impact activities following review and approval by an independent Research Ethics Committee. We may also share fully anonymised data with other researchers who might want to use data in other research.

- Your participation in this research project will be kept confidential. We need to tell you that at the end of the trial, we will share the information that we have collected with the Department for Education and Office for National Statistics which we mentioned earlier in this leaflet.

## 15. Why are you sharing data with the Department for Education and Office for National Statistics?

- This trial is being paid for by the Youth Endowment Fund, and all the researchers who are doing studies paid for by them have been asked to share their data with the Department for Education (DfE) and Office for National Statistics (ONS). The reason for doing this is that it will allow data to be held in the YEF Data Archive and researchers to find out the long-term impacts of interventions like SFBT. Using the unique Pupil Matching Reference numbers added to the data by the DfE, it will be possible to link the records held in the YEF archive to other public datasets such as education and criminal justice datasets. This will help approved researchers to find out the long-term impact of the projects funded by YEF because they'll be able to see, for example, whether being part of a project reduces a child's likelihood of being excluded from school or becoming involved in criminal activity.



### 16. What data will you share with the Department for Education and Office for National Statistics and what happens to it?

- We will share personally identifying data (i.e., name, date of birth and post code of your child) along with a project specific reference number with the DfE. The DfE will treat this data as strictly confidential, and when they receive it, they will pseudonymise it. In other words, direct and indirect identifiers will be removed from the research data and will be replaced with unique Pupil Matching Reference Number. This means that no one will be able to tell who you or your child are within the dataset. The DfE will then submit this to the ONS for storage in the YEF Data Archive.

- We will share the answers to the questions that your child and you have given on the questionnaires as well as some information about SFBT if they received it (such as number of sessions attended) with ONS where it will be held in the YEF Data Archive indefinitely.

- The YEF is the 'controller' of information in the YEF Data Archive. By maintaining the archive and allowing approved researchers to access the information in the archive, the YEF is performing a task in the public interest and this gives the YEF a lawful basis to use personal information.

- Please find the YEF's Data Archive Privacy Notice here:
  https://youthendowmentfund.org.uk/evaluation-data-archive/

### 17. How is information in the YEF Archive protected?

- There are rules about who can access the data in the YEF Archive. The YEF archive is protected by the ONS' 'Five Safes' framework. The information can only be accessed by approved researchers in secure settings and there are strict restrictions about how the information can be used. All proposals must be approved by an ethics panel. They will not be permitted to take copies of the data, and their work will be monitored. They will only be allowed to work with pseudonymised data which means they will not know the identity of you or your child.
- Information in the YEF archive cannot be used by law enforcement bodies or by the Home Office for immigration enforcement purposes.

- You can find more information about the YEF archive and the Five Safes on the YEF's website (URL above).

- Participation in the trial is voluntary. However, if you do not want your or your child's data to be archived in the YEF Data Archive, then this will mean that you cannot take part in our trial.

This decision will not impact access to any other service outside this trial.

## 18. Disclosure

- We have a duty to keep your information secure and confidential. However, we are required to disclose information which suggests that a child may be at risk of harm. The reason for this is to work towards safeguarding and protecting children.

- If we become aware that an adult is at significant risk of harm, we may also share this information.
- When sharing information, we will only do this when we genuinely believe there is a risk of harm. We may share this information with the local authority in your area or other statutory services who are meant to provide help.

## 19. What will happen to the results of this trial?

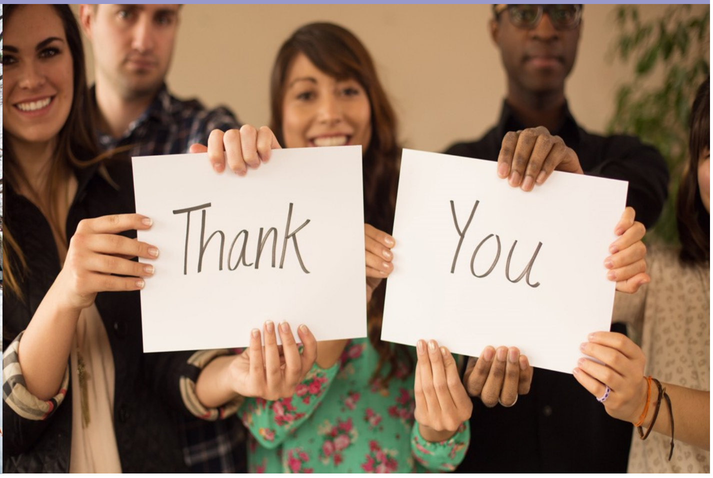
- We may publish the findings in an academic journal, place them on the internet or talk about them at conferences. When the Solutions Trial is complete, we will write a report that we will share with the organisation paying for this research (the Youth Endowment Fund), this report will be published online.
- When we write about our findings, we will not publish your private information. This means that we would never use your name or any other detail that may allow you to be identified.
- Once we have finished the trial, we will keep some of the data 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 trial.

## 20. Expenses and payments

- We will give you a £10 shopping voucher for completing each questionnaire. We will give your child a £20 shopping voucher for the first questionnaire, a £30 voucher for the second, and a £10 voucher for the third, or if you can't complete this as a thank you for taking part.

## 21. Regulatory authorities

- The data we collect about you may be looked at by individuals employed by the University of Warwick and Cardiff University regulatory authorities or the National Health Service.
- This may happen because these organisations will need to monitor the conduct of the trial and this may involve auditing to make sure that the trial is being run in such a way as to make sure it complies with relevant policies and the law. They will check to make sure the researchers are following the rules.



## 22. Who has reviewed this trial?

- All research in the NHS is looked at by an independent group of people called a research ethics committee, to protect your interests. This trial has been reviewed and given favourable opinion by Yorkshire and the Humber – Leeds West ethics committee.

## 23. Who is paying for this trial?

- This trial is funded by the Youth Endowment Fund

## 24. Feedback

- If you would like to make a complaint or provide feedback, we would like to ask you to speak to a member of the research team in the first instance.

- However, if you do not want to speak to a member of the research team, there are other people who will help you with your feedback.

- Any complaint about the way you have been dealt with during the trial or any possible harm you might have suffered will be addressed.

- If you would like to speak to someone who is not part of the research team, please address your complaint to the person below, who is entirely independent of this trial: Farah Lunat, Senior Research Facilitator, Lancashire and South Cumbria NHS Foundation Trust, Tel: 01772 773498, Email: farah.lunat@lscft.nhs.uk.

- If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer, Andrea Lane, Data Protection Officer, Compliance and Risk, University Secretary's Office, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE. Email: inforequest@cardiff.ac.uk.

- If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer, Andrea Lane, Data Protection Officer, Compliance and Risk, University Secretary's Office, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE. Email: inforequest@cardiff.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) ) (www.ico.org.uk or 0303 123 1113).

## 25. Questions?

The Chief Investigator is in charge of this study. You can talk to them and they can answer your questions:
Professor Peter Langdon, Tel: 02476 522912 Email: solutions@warwick.ac.uk, Address: CIDD, New education Building, Westwood Campus, University of Warwick, Coventry, CV4 7AL.

Or, you can contact the Study Manager:
Eleri Owen-Jones, Solutions Trial Manager, Email: solutionstrial@cardiff.ac.uk
Address: Centre for Trials Research, Cardiff University, 7th Floor Neuadd Meirionnydd, Heath Park, Cardiff, CF14 4YS.

You can find this study online:
www.solutionstrial.co.uk

If your child or young person is aged 15 years or younger, you must complete Consent Forms 1 and 2.
If you child or young person is aged 16 years or older, you must only complete Consent Form 1.

Your number: ____________________

## Parent/guardian Consent Form (Completing questionnaire)

**Title of the project:** Brief Solution Focused Therapy (BSFT) in 10–17-year-olds presenting at police custody: A Randomised Controlled Trial with internal pilot (Solutions Trial)

| | Please initial |
|---|---|
| I confirm that I have read the information sheet dated 02/07/2024 (Version 3.0) for the above trial. I have had the opportunity to consider the information, ask questions and have had these answered satisfactorily. | ☐ |
| I understand that my participation is voluntary and that I am free to withdraw at any time without giving a reason, without my medical care or legal rights being affected. | ☐ |
| I understand that data collected during the trial may be looked at by individuals from the University of Warwick, Cardiff University, from regulatory authorities, or the NHS as part of an audit to check that the researchers are complying with any associated policies or the law. | ☐ |
| I understand that the information collected about me will be used to support future research and pseudonymised data will be stored in the YEF data archive and may be shared with other researchers. | ☐ |
| I agree to take part in this trial. | ☐ |
| I am happy to be contacted in the future and asked to take part in an interview about being part of the trial. I understand that not all families will be invited to take part in an interview. | Yes☐<br>No ☐ |
| I understand that if I withdraw from the trial in the future, the researchers would like to keep the data | ☐ |
| I understand that the researchers want to use my name and contact details to contact me to ask me to take part in other research studies. | Yes☐<br>No ☐ |

| | |
|---|---|
| Print your name: | |
| Your signature: | |
| Date: | |
| Address: | |
| Tel: | |
| Email: | |
| Name of the person taking consent: | |
| Signature: | |
| Date: | |

Your number: ____________________

## Parent/guardian Consent Form (Legal Responsibility)

**Title of the project:** Brief Solution Focused Therapy (BSFT) in 10–17-year-olds presenting at police custody: A Randomised Controlled Trial with internal pilot (Solutions Trial)

| | Please initial |
|---|---|
| I confirm that I have read the information sheet dated 02/07/2024 (Version 3.0) for the above trial. I have had the opportunity to consider the information, ask questions and have had these answered satisfactorily. | |
| I understand that my participation is voluntary and that I am free to withdraw at any time without giving a reason, without my medical care or legal rights being affected. | |
| I understand that data collected during the trial may be looked at by individuals from the University of Warwick, Cardiff University, from regulatory authorities, or the NHS as part of an audit to check that the researchers are complying with any associated policies or the law. | |
| I understand that the information collected about me will be used to support future research and pseudonymised data will be stored in the YEF data archive and may be shared with other researchers. | |
| I consent to the inclusion of my child in this research trial, including collecting their data from the Police National Computer and/or the NHS. I understand that the researchers will only include my child if my child agrees. | |
| I agree that the researchers can speak to my child to explain this trial. I am willing to help organise this with them. | |
| I agree to take part in this trial. | |
| I am happy to be contacted in the future and asked to take part in an interview about being part of the trial. I understand that not all families will be invited to take part in an interview. | Yes☐<br>No ☐ |
| I understand that if I withdraw from the trial in the future, the researchers would like to keep the data | |
| I understand that the researchers want to use my name and contact details to contact me to ask me to take part in other research studies. | Yes☐<br>No ☐ |

| | |
|---|---|
| Print your name: | |
| Your signature: | |
| Date: | |
| Address: | |
| Tel: | |
| Email: | |
| Name of the person taking consent: | |
| Signature: | |
| Date: | |