Participant Information Leaflet for students taking part in the evaluation of The Warwick Active Bystander Intervention

Study Title: Evaluation of Warwick Active Bystander Intervention

Investigator(s): Puja Laporte (Project Lead); Krystal Douglas (Research Assistant); Dr Elisabeth Arweck (Project Support); Dr Ursula McKenna (Project Support)

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?

The study is being undertaken and funded by the University of Warwick as part of its Community Values Education programme (part of the Dean of Students’ Office).

What is the study about?

The study aims to evaluate feedback received by students undertaking The Warwick Active Bystander Intervention. This intervention programme implements a classroom-based educational course as part of an important overall strategy at the University of Warwick to prevent sexual misconduct, abuse, and violence. It is part of an important wider programme of strategic work around community values education.

What would taking part involve?

As part of The Warwick Active Bystander Intervention you will be asked to complete a course feedback/evaluation form at the start of the programme and again at the end of the programme. Completing these forms is voluntary. While you will be asked to provide a unique identifier, no names will be collected. The identifier will be used solely to link pre and post responses and it will not be possible to identify individuals.

The evaluation team will analyse these feedback/evaluation forms i) to assess overall satisfaction with the course and ii) to examine any impact on knowledge, attitude or behaviour. In addition the project team will ask for volunteers to take part in a follow-up interview/focus group to discuss the training. This interview/focus group will take place on campus and should not last longer than 30 minutes.
Do I have to take part?

No. Participation in this study is completely voluntary and choosing not to take part will not affect you or your participation in the Active Bystander Intervention in any way. You can also choose to withdraw your participation in the evaluation at any time, without giving a reason by contacting the project lead or research assistant. Further details about withdrawing from the study are provided later on in this document.

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

Taking part in the evaluation and providing feedback on the experience of undertaking the Warwick Active Bystander Intervention will allow the programme team to make any adjustments and/or improvements to the course for use with future cohorts of students. The results of the study will also help inform the way in which the University of Warwick develops its strategy to prevent sexual misconduct, abuse, and violence on campus and in the wider community. It will contribute to the University’s strategic work around community values education.

Students who participate in the interviews/focus group will receive a £10 Eat at Warwick credit as a thank you for their time.

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

It is not anticipated that there will be any disadvantages to taking part in this evaluation. It is recognised that the topics addressed as part of the intervention may be sensitive for some participants. Steps have been taken to try to minimize the potential for any stress or anxiety to participants and to provide support if needed. The intervention training is being delivered by a group of facilitators who have been recruited on the basis that they are experienced to deliver such content. Course facilitators will be trained on Warwick’s disclosure and safeguarding policies and have the support of the project team as required. The evaluation project team are also able to guide students to Wellbeing support available within the University and to make use of the personal tutoring system.

Will my taking part be kept confidential?

The project team will take steps in line with University guidelines to keep all data confidential.

- Course feedback/evaluation forms will be collected in hard copy and these forms will be completed using a unique identifier in order to link pre and post responses. No names will be recorded. Students who are absent in week 8 will have the opportunity to complete the post-course feedback form online.
- Data will be de-identified (i.e. participants will be given a study number to protect their identity and the unique code linking this will be stored separately to the research data);
- Interviews/focus group will be recorded but no individuals will be identified. A number (eg. participant 1, 2, 3, etc.) will be used in transcripts. Any quotes used in the research report or publications will be anonymised.
- Data will be stored securely during the data collection period, and for the duration of the research project. All electronic data will be stored on University managed devices which will be password protected. All hard copy data will be kept in a locked office. Only the project team will have access to the data.
- No personal data will be transferred or shared with other organisations outside of the University for this project.

Please be aware:

- There may be limits to the project team maintaining confidentiality e.g. if during the interview/focus group you were to disclose that you, and/or others, might be at risk of harm, there is a duty of care for the project team to report this to the relevant authorities.
What will happen to the data collected about me?

We will be using information from you in order to undertake this study and will act as the data controller for this study. We are committed to protecting the rights of individuals in line with data protection legislation.

Research data will be pseudonymised as quickly as possible after data collection. This means all direct and indirect identifiers 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. Once pre and post feedback has been linked and transferred to an electronic data-file it will have been anonymised using only the participant number, and the key to identification will be destroyed. After this it will not be possible to withdraw this data as your individual responses cannot be identified. Email addresses will only be used, if necessary, to arrange the interviews/focus group. They will be held by the research assistant and will be deleted once the interview/focus group has taken place. Participation in the interviews will not be linked to questionnaire responses.

Data Sharing

Your data will not be shared outside the University for this study.

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.

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

Your participation in this evaluation is entirely voluntary, and you can decide to withdraw participation from the study without giving a reason, and this will not affect you in any way. If you wish to withdraw from the study then please contact the project lead (Puja.Laporte@warwick.ac.uk) or the research assistant (Krystal.Douglas@warwick.ac.uk). Please note withdrawing participation is separate to withdrawing data that has already been collected during the study. If you withdraw from the study, it will not be possible to withdraw your data which has already been collected, after it has been anonymised. To safeguard your rights, we will keep the data secure in line with the University’s Information and Data Compliance policies.

What will happen to the results of the study?

The results of the study will be used to inform the way in which the University of Warwick develops its strategy to prevent sexual misconduct, abuse, and violence on campus and in the wider community. It will contribute to the University’s strategic work around community values education. It may result in changes to the content and/or delivery of the Warwick Active Bystander Intervention. The results of the study will be shared with other Warwick University departments/stakeholders (e.g. Head of Departments, Provost's Office, Students Union) in order to inform the way in which the University of Warwick develops its strategy to prevent sexual misconduct, abuse, and violence on campus and in the wider community. It will contribute to the University's strategic work around community values education.
A written report will be published internally. Any student who wishes to have access to the written report of the evaluation can request a copy of the final report from the project lead.

**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 - Ethical Application Reference: HSSREC 59/19-20

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

Further information on this project can be obtained from:
Puja Laporte, Programme Manager, Community Values Education Programme, Senate House, University of Warwick, Coventry CV4 7AL Puja.Laporte@warwick.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**

Research & Impact Services
University House
University of Warwick
Coventry, CV4 8UW
Email: 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.

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**