

Participant Information Sheet (for parents/guardians)

Evaluating the Get Away N Get Safe Project

1. Invitation to research

We would like to invite your child to take part in this research, which evaluates Get Away N Get Safe Project running in the school.

2. Why have I been invited?

The evaluation will focus on the experiences and awareness of young people around some of the issues the Get Away N Get Safe project explores. Your child is being invited to take part by completing a questionnaire at the beginning and end of the 5 week intervention. Their answers will provide information on the impact of the Get Away N Get Safe project.

3. Do I have to take part?

It is up to you to decide if your child takes part. We will describe the evaluation to them and go through the information sheet, which we will also give to you. We will then ask you to sign a consent form to show you agree for them to take part. You are free to withdraw your child at any time, without giving a reason. Your child can also withdraw at anytime by informing the project team or their teacher.

4. What will I be asked to do?

If you agree for them to participate, they will be asked to complete a questionnaire at the start and end of the project called the Research Helper Booklet. This will be a paper copy which will then be passed to the research team.

5. Are there any risks if I participate?

There are no risks associated with participating in this study.

6. Are there any advantages if I participate?

There are no direct advantages or rewards to participating in this evaluation. However, by participating, we will gain a clearer understanding of the Get Away N Get Safe project and the opportunities and challenges it may present. It will also offer Greater Manchester Police and the Get Away N Get Safe Project a clearer idea of limitations and successes that this scheme may offer for others.

7. What will happen with the data I provide?

When you agree to participate in this research, we will collect your child's age, gender and ethnicity.

The Manchester Metropolitan University ('the University') is the Data Controller in respect of this research and any personal data that you provide as a research participant.

The University is registered with the Information Commissioner's Office (ICO) and manages personal data in accordance with the General Data Protection Regulation (GDPR) and the University's Data Protection Policy.

We do not collect any identifiable data as part of this research (such as name or telephone numbers). Instead your child will be allocated a participant ID by the Get Away N Get Safe team so that they can link the start and end questionnaire. This will not be passed to the research team, only the completed questionnaire. As a public authority acting in the public interest we rely upon the 'public task' lawful basis. When we collect special category data (such as medical information or ethnicity) we rely upon the research and archiving purposes in the public interest lawful basis.

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. If you withdraw from the study, we will keep the information about you that we have already obtained.

We will not share your personal data collected in this form with any third parties.

If your data is shared this will be under the terms of a Research Collaboration Agreement which defines use, and agrees confidentiality and information security provisions. It is the University's policy to only publish anonymised data unless you have given your explicit written consent to be identified in the research. **The University never sells personal data to third parties.**

We will only retain your personal data for as long as is necessary to achieve the research purpose. The information will be kept in a password-protected file on the university server at all times and only the research team will have access to it. It will be kept for up to three months after completion of the evaluation to help with further research. After this time, your data will be deleted from the password-protected file and any temporary copies made by the laptop will also be destroyed. At no point will anyone other than research team have access to your interview / recording transcripts. For further information about use of your personal data and your data protection rights please see the [University's Data Protection Pages](#).

Will your information be anonymised?

Your child's name will not be known by the evaluation team and will therefore not appear on the questionnaires, any documentation or in the report. You can request a copy of the final report once it has been produced.

Will your information be confidential?

We will not know or include your child's name in any part of this research and will remove all identifiable information. As mentioned above, you can also request a copy of the questionnaire related to your child and if there is any material you are uncomfortable with being used, this will be removed without question. Further, we will keep any part of the questionnaire confidential if you request this unless your child discloses something that puts them or another person in danger. For further information about use of your personal data and your data protection rights please see the [University's Data Protection Pages](#).

Your Participation

Your child is free to withdraw from the evaluation at any time, without giving any reason. If you agree for them to take part in the research, you will be asked to provide your written consent before they can contribute to the evaluation.

For further information about use of your personal data and your data protection rights please see the [University's Data Protection Pages](#).

What will happen to the results of the research study?

The results will be included in the evaluation report and any academic publications that emerge as a result.

Who has reviewed this research project?

The approach has been agreed by the Arts and Humanities ethics committee at Manchester Metropolitan University.

Who do I contact if I have concerns about this study or I wish to complain?

If you have a concern about any aspect of this study, you should speak to the research team. We will do our best to answer any questions you may have. You can also contact the lead investigators for the project via email or telephone: Dr Adam Westall: a.westall@mmu.ac.uk 0161 247 2771, or Dr Simon Massey: s.massey@mmu.ac.uk 0161 247 2823

If you wish to complain formally, please contact Professor Susan Baines (s.baines@mmu.ac.uk), the Faculty Head of Ethics.

If you have any concerns regarding the personal data collected from you, our Data Protection Officer can be contacted using the legal@mmu.ac.uk e-mail address, by calling 0161 247 3331 or in writing to: Data Protection Officer, Legal Services, All Saints Building, Manchester Metropolitan University, Manchester, M15 6BH. You also have a right to lodge a complaint in

respect of the processing of your personal data with the Information Commissioner's Office as the supervisory authority. Please see: <https://ico.org.uk/global/contact-us/>

THANK YOU FOR CONSIDERING PARTICIPATING IN THIS PROJECT