

**Participant Information Sheet**

**Title of Project:** Lost in Translation

**Researcher name:** Warren Speed

**Invitation and brief summary:**

Thank you for taking an interest in this research project – it is much appreciated. This participant information sheet is here to help you make a choice, whether you would like to take part, but if you have any other questions please email me at w.speed@exeter.ac.uk.

This study investigates how schools in England perceive the Department for Education’s ‘fundamental British values’ (FBV) agenda released in November 2014. There will be approximately 12 schools taking part in this study, with at least one school from each region in England. Each school will be asked to nominate a member of staff in the school that has responsibility for implementing FBV, who will be known as the key informant (KI).

Each school that participates in this study will have data collected in at least 3 different ways:

**Documentary Analysis** - This research will be looking at each schools’ policies relating to fundamental British values, using their most recent and previous Ofsted reports, schemes of work that make reference to FBV, the school website, and any training the school undertakes relating to FBV.

**Demographic Questionnaire** from the key informant (KI) – This method will collect information on general questions relating to the KI (such as age, nationality, and ethnic group), questions about the KI’s religious beliefs and political views, and finally questions relating to their role within the school they work in. This information will be used to get to know the KI and to facilitate the interview.

**Interviews** with the KI – This interview will involve asking questions from two points of view. The first will be from the point of view of the school with the KI acting as a representative for the school, with questions about the formal and informal processes the school has taken previously, and takes currently, with regard to implementing FBV. The second point of view will be from the KI as a teacher, implementing FBV in practice in the classroom.

More data *may* be collected at this stage, if required. The methods used will be negotiated and mutually agreed and can be chosen from a wide variety of possible methods (for example, classroom observations, focus groups, students and/or teacher questionnaires etc.).

Below is further information about the project. Please take time to consider the information carefully and feel free to discuss this further with your fellow colleagues.

**Purpose of the research:**

In 2014, the Department of Education released ‘*Promoting fundamental British values as part of SMSC in* schools’ advice guidance with the requirement to actively promote: rule of law; democracy; individual liberty and mutual tolerance of different faith and beliefs and those without beliefs.

This study aims to investigate how different types of state-funded secondary schools in England perceive the 'fundamental British values’ agenda. Schools will be selected based upon ‘maximum variation’ (selecting schools with different characteristics from each other) so as to try and to represent the pluralistic society which Britain has become. It is hoped that this research will highlight how different schools implement and interpret ‘fundamental British values’, explore which formal and informal approaches schools have taken to comply with the agenda, and share knowledge of best practice, challenges and concerns.

**Why have I been approached?**

This research is interested in working with a diverse range of schools each of which will have unique characteristics. Schools have been selected by a process called purposive maximum variation. You were chosen because your school is deemed as having maximum variation when compared to the other schools also selected for this research. The information collected about your schools characteristics came from the EduBase database ([www.get-information-schools.service.gov.uk](http://www.get-information-schools.service.gov.uk)) and Ofsted Inspection data. Your school was selected based upon the type of state-funded secondary school you are (i.e. academy, community school, free school etc), whether you have a religious affiliation or not (and if there is a religious affiliation, to which denomination) your previous and most current Ofsted rating (i.e. 1 – outstanding, 3 - inadequate etc.) and your location (i.e. North-west, South-east, Midlands etc.).

**What would taking part involve?**

Taking part in this research involves looking at two perspectives. The perspective of your schools formal and informal approach to implementing ‘fundamental British values’, and the perspective of the ‘key informant’. The key informant will be someone that the school has selected to take part in this research who has or had oversight of the implementation of ‘fundamental British values’. No information will be reported that compromises the anonymity of the school and we will work collaboratively with the school and key informant at all stages to ensure that anonymity is protected at the write up and final stages of the thesis and publication.

As part of this research, we would aim to capture what your school does to comply formally with the ‘fundamental British values’ agenda. For this, we would be gathering information from your school policies, Ofsted inspection reports, schemes of work, website information and any training the school undertakes to promote ‘fundamental British values’, in a process called **documentary analysis**.

The key informant will then be asked to complete a short **demographic** **questionnaire,** asking questions about their gender, age, how long they have been teaching, their role within the school, their subject specialism, political views, religious affiliation etc. These questionnaires should take no longer than 10 minutes to complete. Completed questionnaires will then be used to help facilitate the face-to-face interviews. Each questionnaire will have a unique identification number at the top and the key informant’s real name will not be displayed; this is to maintain confidentiality and anonymity.

Face-to-face **interviews** will take approximately 1 – 1.5 hours. Before the interview begins, the key informant will be reminded that the interview data will be kept confidential until the point it is anonymised. Key informants will be advised that they can withdraw at any time, without reason, and if they do not wish to answer a question then there is no obligation to do so. Finally, they will be asked whether they mind the interview being **audio recorded**. Once this has been established the interview will begin. The key informant will be asked a series of open questions which may lead to follow up questions to elicit further understanding. Questions asked will be about the implementation, interpretation and perceptions of the Department for Education’s ‘fundamental British values’ agenda.

Interviews will be arranged at a time and date to fit in with both the key informant and researcher’s availability. The interviews can take place at your school or in public place. It is anticipated that your interview will take place somewhere quiet and private within the key informant’s school or somewhere public, i.e. a library.

Interviews will then be **transcribed** from the recorded audio file and any identifiable features and names will be changed to keep participant school and key informant anonymised. Once the interviews have been transcribed, the researcher will send the key informant their transcript, for reference and to make any comments or amendments. The transcription will then be used to identify any themes or areas of interest and make comparisons with other participant schools and key informants.

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

The results from this will be shared with participating schools and key informants, which could then be used to help with your requirement to promote ‘fundamental British values’. This research also gives you an opportunity to help inform education policy and gives you an insight into the process of educational research. I would also be more than happy to subsequently visit and provide CPD relating to the research for your school.

**What are the possible disadvantages and risks of taking part?**

It is anticipated that there will be no physical risks associated with taking part in this research for the participant school and key informant. It is also anticipated that there will be no long-term psychological harm when taking part in this research. However, for some participants it may be difficult to answer some of the questions in relation to the Department for Education’s introduction of the ‘fundamental British values’ agenda. If any questions become difficult to answer, the key informant does not have to answer them. Additionally, it is important for participant schools and key informants to understand that third parties will not be allowed access to interview audio recordings and transcripts, except as required by law or in the event that something disclosed during the interview causes concerns about possible harm to you or to someone else.

If you find that you are not happy with anything or you have concerns about the interview process please contact the University of Exeter using the details at the end of this information sheet.

**What will happen if I don't want to carry on with the study?**

If you find that during any part of the research process you would like to stop then please let the researcher know. You do not have to give a reason and you can stop at any time without questions being asked.

If you decide to withdraw, please let us know how you would like this to happen.

1. No further contact - This means that we would no longer contact you but you are still allowing us to use the information you have supplied to us so far.
2. No further use - This means that we will no longer contact you and will not use any of your information and the University of Exeter would destroy all your information previously provided.

**How will my information be kept confidential?**

The University of Exeter processes personal data for the purposes of carrying out research in the public interest. The University will endeavour to be transparent about its processing of your personal data and this information sheet should provide a clear explanation of this. If you do have any queries about the University’s processing of your personal data that cannot be resolved by the research team, further information may be obtained from the University’s Data Protection Officer by emailing dataprotection@exeter.ac.uk or at [www.exeter.ac.uk/dataprotection](http://www.exeter.ac.uk/dataprotection/)

Your interview data will be held in accordance with the General Data Protection Regulation (2016). The information you provide will be used for research purposes and your personal data will be processed in accordance with current data protection legislation and the University's notification lodged at the Information Commissioner's Office. Your personal data will be treated in the strictest confidence and will not be disclosed to any unauthorised third parties, except as required by law or in the event that something disclosed during the interview causes concerns about possible harm to you or to someone else.

The results of the research will be published in anonymised form and anonymised data may be uploaded to the UK Data Service (www.ukdataservice.ac.uk) in accordance with ESRC requirements. The UK Data Service is a national data service that provides research access to a range of UK government-sponsored research and surveys to students, teachers, charities, central and local government, independent research centres, think tanks, business consultants and commercial sector.

The questionnaires will be kept anonymous with a personal identification number (PIN) on them. The PIN is your unique number and is used to maintain anonymity and keep your information confidential. For instance, if the completed questionnaire is mislaid for any reason, only the participant and the researcher will be able to identify whose it is. This further protects your anonymity and enables me as the researcher to identify you just by using your PIN. All information will be held on the University of Exeter’s servers and will be encrypted and password protected.

All data collected via interviews, including interview notes will only show the unique PIN which is allocated to a specific participant. All notes will then be uploaded onto the University of Exeter servers and saved. Each document will be encrypted and will require a password to access it which only the researcher will know.

Interviews will be recorded and then transcribed. Each audio file will be recorded using a digital voice recorder. Each audio file will be uploaded onto the University of Exeter server which will then be encrypted and each file password protected. Uploaded audio files will then be transcribed by the researcher. These transcriptions will be saved on the University of Exeter server and will be encrypted and password protected. Only the researcher will know the password for this.

It is likely that the original data you provide will be discussed with the researcher’s two supervisors for data analysis. In this case, Professor Rob Freathy and Dr Deborah Osberg. It is important to note that all information that is collected, including details of schools and participants, documentary analysis, questionnaires and interview data, will be shared with the researcher’s supervisors and strictly no one else.

The University of Exeter will keep all your data on file for 5 years, in line with the University of Exeter requirements. Once this time has elapsed your information will be destroyed by being permanently deleted from the University of Exeter servers. Any physical copies of information, i.e. notes taken from interview and questionnaires etc. will be shredded and destroyed securely, although this is done only once these hard copies have been uploaded on to the secure encrypted password protected computer at the University of Exeter.

The participant school and key informant will be asked on the consent form if they would like their contact details to be kept after the data collection process, so that they can be informed about the outcomes of the project. If you choose not to have them kept on file, you will be able to access the key information by visiting [www.blogs.exeter.ac.uk/TLITP](http://www.blogs.exeter.ac.uk/TLITP).

It is important to note that the head teacher, senior leadership team, governors, trust board and other members of your school staff may be aware of who the key informant is and that they are taking part in this study.

**Will I receive any payment for taking part?**

Participant schools and key informants will not receive any form of payment for taking part in this research. If a participant is expected to travel to the University of Exeter, then participants’ travelling expenses will be reimbursed. However, it is not expected that any participant will be needing to travel as the data collection methods will take place either at your school or somewhere in the local area.

**What will happen to the results of this study?**

The results of this research will be used within the researcher’s doctoral thesis. Additionally, the results of this study may be included in academic publications, such as research journals, conferences, meetings with other researchers, and deposited within the UK Data Service. The outcomes and key findings of this project will be made available to participants at the end of the project and will be accessible online via a link sent to each participant separately, if the participant school and key informant (separately) agree to their contact details being retained for this purpose by the researcher (this will be asked as part of the consent form).

**Who is organising and funding this study?**

This research will be conducted by Warren Speed, a Doctoral Researcher based in the Graduate School of Education at the University of Exeter. It is funded by the Economic and Social Research Council (ESRC) and the University of Exeter.

**Who has reviewed this study?**

This project has been reviewed by the Graduate of Education Research Ethics Committee at the University of Exeter (Reference Number D1819-023).

**Further information and contact details**

If you would like further information or have any questions you can email w.speed@exeter.ac.uk or you can write to the address below.

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University of Exeter

Heavitree Road

Exeter EX1 2LU

07845 949 444 (9am to 5pm, Monday to Friday)

If you have any concerns or questions about the research that you would like to discuss with someone else at the university, you can contact Professor Rob Freathy by emailing R.J.K.Freathy@exeter.ac.uk or by writing to the address below.

Professor Rob Freathy

Academic Dean for Students

Baring Court 111

St Luke’s Campus

College Road

Exeter EX1 1TE

01392 722723

Or if you have any concerns that cannot be addressed by the contacts above you can contact Gail Seymour the Research Ethics and Governance Manager for the University of Exeter by emailing g.m.seymour@exeter.ac.uk or by calling 01392 726621.

Thank you for your interest in this project