

Participant Information Sheet

Children & young people's views on Universal Credit: a study

Young people (16 years)



Invitation

Thanks for taking the time to read this information sheet. We'd like to invite you to take part in a research project. You should only take part if you want to. Choosing not to take part will not affect you in any way.



Before you decide, it's important to understand why the research is being done and what it will involve. Please take time to read this leaflet carefully and talk about it with others if you wish. Please ask us if anything is unclear.

Thank you!



Background of our research

Universal Credit is money provided by the government to support people and families to pay for housing, food and bills.

Researchers and policy-makers don't yet know what children and young people think about Universal Credit.

What do we want to find out?

We'd like to talk to children and young people to learn about what they think of Universal Credit, and how it affects families and households in the North East & North Cumbria.

We want to help policy-makers understand the views of children and young people living in our region.





Who would we like to talk to?

Our research is open to all children and young people who are:

- aged between 12–16 years
- currently living in the North East or North Cumbria

Remember that you don't have to agree to take part if you don't want to.



What do I have to do if I take part?

If you'd like to take part in the project, you'll be asked how you would like to be involved. We'll ask you to CHOOSE between either:

- a one-to-one interview with a researcher and your parent or legal guardian present (face-to-face or online)

OR

- small group chat with up to five other young people and a researcher plus two members of Children North East or Investing in Children staff (face-to-face or online)

We'll ask you to write or draw some things about Universal Credit to help us to understand your views.

Your participation will take place at the offices of Children North East or Investing in Children, or if online using the secure platform Microsoft Teams. Your interview or group activities will be with Catherine or Steph who are researchers from Newcastle University – their photos are below.

Interviews will last about 45 minutes and group activities will last about 60 minutes. Both would be audio-recorded and typed up.

Do I have to take part?



No, you don't have to take part, it's completely up to you and you're free to leave the study at any time, without giving a reason. Once you have read the information sheet, please contact us if you have any questions that will help you decide to take part.

If you decide to take part we'll ask you to sign a consent form and you will be given a copy of this consent form to keep. If you would like to take part, you can either:

- contact the researchers directly by emailing us (at Catherine.El-Zerbi@newcastle.ac.uk or Steph.Morris@newcastle.ac.uk).
- be a member of staff at Children North East or Investing in Children know and then they'll get in touch with us to let us know.

What if I change my mind about taking part?

It's perfectly fine if you change your mind and no longer want to take part! It's OK to change your mind and leave the study and we will explain what this means for the information you have given up to then. Any information you've contributed up to the time you decide not to continue will be withdrawn and destroyed. If you decide to withdraw after taking part in an interview or group activities, any information you've contributed can be withdrawn up until 48 hours after the interview.



Do I get paid for taking part?

Yes, you'll receive a £20 shopping voucher.

Are there any other benefits?

Yes, you can help us to understand how to improve our understanding of Universal Credit in the North East and North Cumbria. We'll also send you a summary of the study findings if you want.

What are the potential disadvantages or risks of taking part in this study?

Many people enjoy taking part in interviews and group activities as it gives them a chance to talk about their experiences and opinions. Talking about Universal Credit, however, might be upsetting for some people. We'll make sure that you feel comfortable and respected during your interview. You can say if you don't want to answer a question, and you can stop or take a break at any time without giving a reason.

Will my answers be kept private?



Yes, all conversations will be kept confidential, and only members of the research team will have access to your information. Any information you provide will only be used for this study.

We'll be very careful with any information you give us and will keep it safe and secure. Only members of the research team will have access to your personal information. To make sure your answers remain private, your name will be replaced with number or pseudonym (a fake name). We'll not include any personal information that can be used to identify you.

We'll use your quotes, drawings and notes from the interviews and group activities in our study reports and papers; these will be written in a way that no one will be able to work out who made the quote or who has taken part in the study.

Confidentiality may only be broken in the event where you give any information during the interview or group activities which makes the research team concerned for your welfare, such as any intention to harm yourself or others. In that situation, you'll be invited by a trained researcher to discuss options for getting support. The safeguarding lead for this project, Dr Catherine El Zerbi, will be notified. We may also contact the safeguarding lead at Children North East or Investing in Children.

We'll follow Newcastle University's data management policy which requires that all research information remain available for 10 years after any publication, after which the University will review the need to keep this information. This information will be stored on a private and secure server, and only the research team will have access to it. After this period, it will be confidentially destroyed.

Who is the sponsor and data controller for this research?

Newcastle University is the sponsor for this study and will also act as the data controller. This means that Newcastle University is responsible for looking after your information and using it properly. The lawful basis for carrying out this study under GDPR is Task in the Public Interest, (Article 6,1e) as research is cited as part of the University's duties.

Your rights to access, change or move your information are limited, as Newcastle University need to manage your information in specific ways in order for the research to be reliable and accurate. To safeguard your rights, the minimum amount of information from which you could be identified will be stored. You can find out more about how Newcastle University uses your information at:

<https://www.ncl.ac.uk/media/wwwnclacuk/research/files/ResearchDataManagementPolicy.pdf>

and/or by contacting their Data Protection Officer at: rec-man@ncl.ac.uk

How has the public been involved in this study?

Young people were involved in developing the questions we'll ask you to make sure that they are meaningful and reflect the experiences of young people.

What if something goes wrong?

The research team are insured if anything goes wrong and further information is available if needed.

Who should I contact in order to make a complaint?

For any complaints about the research project, you can contact Catherine Exley, Professor of Qualitative Health Research & Dean of Population Health Sciences Institute, at Catherine.Exley@newcastle.ac.uk. If you wish to raise a complaint on how your personal data is handled, you can contact the Data Protection Officer who will investigate the matter, at rec-man@ncl.ac.uk. If you're not satisfied with their response you can complain to the Information Commissioner's Office (ICO): <https://ico.org.uk/>

What if I have concerns about this research?

If at any point you have any questions or concerns about this study, please make contact using the details provided below.

How will we use information about you?

We'll need to use information from you for this research project.

This information will include your:

- name
- date of birth
- legal guardian's name
- legal guardian's email address & phone number
- accessibility requirements for you
- first three characters of your postcode

People will use this information to do the research to make sure that the research is being done properly. People who don't 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. We'll keep all information about you safe and secure. Once we have finished the study, we'll keep some of the data so we can check your results. We'll write our reports in a way that no-one can work out that you took part in the study.

What are your choices about how your information is used?

- You can stop being part of the study at any time, without giving a reason, but we'll keep information about you that we already have.
- We need to manage your records in specific ways for the research to be reliable. This means that we won't be able to change the data we hold about you.

You can find out more about how we use your information at:

- <https://www.ncl.ac.uk/data.protection/accessyourpersonaldata/>
- by asking one of the research team
- by sending an email to Catherine.El-Zerbi@newcastle.ac.uk



Ethical approval is where the research is checked to make sure that participants and researchers have their **dignity, rights, safety, and welfare** respected.

Has this study received ethical approval?

This study was approved by the Faculty of Medical Sciences Research Ethics Committee, part of Newcastle University's Research Ethics Committee. This committee contains members who are internal to the Faculty. This study was reviewed by members of the committee, who must provide impartial advice and avoid significant conflicts of interests.

Who can I contact for further information?

For further information on this study, please contact us using details provided below.

Thank you for taking the time to read the information provided on this sheet, which is yours to keep.

Researchers



Hello!

We're Catherine & Steph, and we work as researchers at Newcastle University.

Here are our email addresses and phone number if you would like to take part in our study or ask us any questions about it – thanks!

Catherine.El-Zerbi@newcastle.ac.uk
Steph.Morris@newcastle.ac.uk

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