

**WASSUP RESEARCH TELLING STORIES OF CHANGE  
PARTICIPANT INFORMATION SHEET FEBRUARY 2021**

1 **Project Title**

**TELLING STORIES OF CHANGE PHASE 1 A CRITICAL CASE STUDY RESEARCHING EVIDENCE BASED STORIES FROM THE WASSUP INITIATIVE**

2 **Introduction**

You are being invited to take part in a research project, led and facilitated by Grant Bage (from **Stories to Learn**) on behalf of **Volunteering Matters**. Before you decide whether to take part, it is important you understand the inquiry being undertaken and what your involvement might include. So please read this information sheet carefully. Discuss it with others if you wish. Ask about anything that is unclear, or for any further information to help make your decision. Please take as much time as you need, in deciding whether to take part.

Thank you for reading this.

3 **What Is the Purpose of This Research?**

The Aims of this research project are:

- A. To tell evidence-based stories of how WASSUP groups started, developed and about what they have now become (Phase 1).
- B. To explore impacts (of all types) that taking part in WASSUP activities may have had on participants and facilitators (Phase 1 and possibly Phase 2).
- C. To articulate ways of working developed by participants, group facilitators or leaders that may have helped the project where it appears to have been successful; and to capture any significant lessons learned from where it was not (Phase 1 and possibly Phase 2).
- D. To develop wider practical theories and principles of procedure from the stories of WASSUP, for testing and development in other *Youth Social Action* projects that may share similar aims, features or processes to WASSUP (developed in Phase 1, piloted for testing in Phase 2).
- E. In a possible Phase 2 or beyond, to encourage project members to become actively involved in researching their own projects.

4 **Do I have to take part?**

No - it is completely up to you. If you do decide to take part, you will be given this information sheet and asked to sign a consent form. Agreeing to join the study does not mean you have to complete it. **You are free to withdraw at any stage without giving a reason.** A decision to withdraw or not to take part at all, will be known only to the lead researcher and not be communicated to employees or volunteers from **Volunteering Matters**.

5 **Are there any age or other restrictions that may prevent me from participating?**

All those taking part in this research need to have some past or present knowledge of, contact with or membership of WASSUP.

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To give personal consent to take part in this research project, you need to be over 18 years of age. If you are under 18 years of age and wish to participate, a parent or guardian will also need to sign a consent form.

## 6 How long will my part in the research study take?

If you decide to take part in this research, you can contribute in these ways:

- (a) By completing an online questionnaire in Phase 1, which may take up to 30 minutes; and to agree to possibly being asked to complete another questionnaire of similar length (which you can refuse) in any further phases.
- (b) By volunteering to be amongst a small number of participants who may be interviewed (up to 60 minutes maximum) by the lead researcher (Grant Bage) or other approved researchers.
- (c) During any Phase 2 and beyond, to consider being trained to volunteer as an approved, active researcher within a project.
- (d) Other opportunities to participate may arise (e.g. contributing to research writing, taking part in presentations). If they do, individuals' participation will be personally negotiated.

## 7 What will happen if I take part in Phase 1?

The first thing to happen is that you will be asked to sign a consent form (electronically) and then **anonymously** to complete an online questionnaire. Whilst completing that questionnaire you can volunteer to be considered for a possible interview, focus group or other conversation-based activity at some point during the research project.

Any references in future research reports, to survey or interview data that you create about yourself or anybody else, will be strictly anonymized unless you decide otherwise. **You will never be individually identifiable, unless you choose to be so.**

## 8 What are the possible disadvantages, risks or side effects of taking part in Phase 1?

WASSUP during its history has worked with people suffering the effects of others (and possibly themselves) behaving in ways that may be considered harmful, risky, exploitative, damaging or illegal. Because of that, during this research into your personal experiences of the project, difficult issues or feelings may surface or resurface.

You always have the right to ask for an interview or other research activity to stop at any point, without explaining why; but please be aware that uncomfortable feelings or issues might surface during research interactions. Those interactions can be halted at any time, at your request. If you felt you wished to withdraw from the research, you can do so at any time, without having to offer an explanation.

## 9 What are the possible benefits of taking part in Phase 1?

- Taking part in this research project should help your personal growth, development and confidence. It may familiarize you with social research methods, give you experience as a research participant and potentially in a later phase, as a researcher.
- The study will create and share research data and stories of change that may be of personal and professional interest not only to you, but to members of different communities to which you belong.

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- Because the processes and outcomes of the study will be used to help improve WASSUP itself and other *Youth Social Action* projects that may be similar, you will know that you have contributed to system change in society.
- It is possible there will be a Phase 2, during which other opportunities may arise.

### 10 **How will my taking part in this research be kept confidential?**

Questionnaire responses are anonymous unless you choose to volunteer to be interviewed, and your personal data will always be kept confidential (see also 11-13 below):

- Any personal data about you (such as name, age-range, gender etc.) will always be kept in secure, password-protected digital environments.
- Your participation consent is given in electronic (not paper) form via the opening question of an online questionnaire, on a password protected platform.
- Your identifiable research record is therefore electronic and stored (for up to 36 months) in a password-protected, secure digital environment.
- After that 36-month period all personal records, digital or paper, will be destroyed in a secure, controlled environment.
- Only the lead researcher (Grant Bage) and any additional researchers trained and approved by Volunteering Matters in subsequent phases will have password-protected access to personal data contained in individual online questionnaire responses.
- These responses will be collected and initially stored on a paid-for and password-protected account on Survey Monkey.
- Any data downloaded from that platform will only be stored on computers that are password-protected; and if exchanged with approved others for any reason, such exchanges will be in password-protected files.
- On any rare occasions where paper versions of original research data are made these will be stored in a secure, locked storage facility accessible only to the lead researcher.

### 11 **Audio-visual material**

Everything in point 10 above applies also to audio-visual material. Such material will only be collected from people who have consented to take part in interviews, focus groups or other activities, as part of the research. As with all other data, it will be stored digitally in a secure, password-protected environment, then destroyed after 36 months. Any public sharing of audio-visual material (e.g. for workshops, presentations or conferences) will only occur if explicit further consent is obtained from the individual/s concerned.

### 12 **What will happen to the personal data collected within this study?**

- The data collected will be stored electronically, in a password-protected environment, for 36 months, after which time it will be destroyed under secure conditions.
- On any rare occasions where hard copy data is collected it will be stored in hard copy by Grant Bage in a locked cupboard for up to 36 months, after which time it will be destroyed under secure conditions.
- Where applicable you would be asked to sign a 'Contributors' Release Form' to allow the transmission of and audio/visual material to which you have contributed.
- Anonymized extracts from the study's data may be verbally shared via reports, summaries, meetings, development or training presentations, conferences and events; and in written research reports,

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articles or other publications. Individual identities will never be revealed in these, unless explicit individual permission has been given.

### 13 **Could my personal data be used in further research?**

- Yes, it could. Phase 1 of the study started in January 2021, but further phases are possible building on data and outcomes from Phase 1.
- In consenting to take part in Phase 1 you are also consenting to the re-use or further analysis of the data collected in possible subsequent phases; but as in all the points above any such re-used data would be anonymised and protected and used only in studies undertaken within the remit of Volunteering Matters.

### 14 **Who has reviewed this research project?**

This information sheet and the wider research project has been reviewed by **Volunteering Matters** National Director of Impact and Business Development (Stephen Skeet) and WASSUP Ipswich Project Manager (Tonia Wilson).

### 15 **Sensitive Information and Safeguarding**

Please note that if, during the research, any medical conditions or non-medical circumstances such as unlawful activity become apparent that might put others at future risk, the researcher may confidentially consult with a named contact at Volunteering Matters about any necessary actions.

### 16 **Who can I contact if I have any questions?**

If you would like further information or would like to discuss any details personally, please get in touch with me by email: Grant Bage [grantbage@me.com](mailto:grantbage@me.com)

Although we hope it is not the case, if you have any complaints or concerns about any aspect of the way you have been approached or treated during this research, in the first instance please email either Grant Bage at [grantbage@me.com](mailto:grantbage@me.com) or Tonia Wilson [Tonia.Wilson@volunteeringmatters.org.uk](mailto:Tonia.Wilson@volunteeringmatters.org.uk)

**Thank you very much for reading this information.**