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## 3.2 Interview Participant Information Sheet and Consent Form

**We are inviting you to take part in an interview to discuss your views and experiences of interpersonal safety issues. This is to supplement the data that was captured through the online *Equally Safe in Higher Education* survey. As the survey is completely anonymous it is impossible to match participants to their survey once it is submitted. Please take the time to read the following information.**

### Who we are?

We are a team of researchers based in the [name of Dept]. The research is funded by the [name of funders]. The Principal Investigator, [name] can be contacted: [details E&T]

### What is the research being conducted?

Recent media stories have highlighted the issue of interpersonal safety in Universities. This project aims to develop our understanding of the issue and to create more effective reporting and responses. The research is being conducted and is a platform for future development which will result in a national HE Toolkit. That is why it is essential to get the views of all staff and students.

### What will you do in the interview?

You will be invited to a private room in the University for an individual interview with one of the named researchers. The interview will last no more than 60 minutes and with permission, we will audio record the interview. We also offer the option of a telephone interview.

### What else should I know?

The interview will expand on some of the sensitive issues raised in the survey. We will provide two information sheets. The first sheet has contact information for a range of relevant support services. The second is a Factsheet which offers information about the issues being discussed in the survey and interview. Whilst we aim to keep the interview confidential, if it is

revealed that you or someone else is at risk of serious harm we have a duty of care to tell someone about this; this decision will be made with you.

### What happens to the information?

The information gathered will be used to inform other support and development in this area and a summary of the anonymised findings will be made available to all [name] University students and staff. We may use some of your words from the interviews in the report that we will write for the [report details] and other outputs (e.g. publications and presentations), but no names or identifying details will ever be used. You have up until seven days after the interview to withdraw and we will destroy the interview.

### Who can access the information?

Only the research team will have access to the full data, which will be securely stored on the university server. The audio files will be destroyed once the interview has been transcribed, anonymised and checked. At the end of the project, the data will be archived in the UK Data Archive repository ([www.data-archive.ac.uk](http://www.data-archive.ac.uk)). The University of [name] is registered with the Information Commissioner's Office who implements the Data Protection Act 1998 and all data will be processed in accordance with this.

### What happens next?

Participation is entirely voluntary. If you would still like to take part, please read and complete the consent form. Thank you for your consideration.

### Principal Investigator & Researcher contacts:

Details: \_\_\_\_\_

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This investigation was granted ethical approval by the [name] University Ethics Committee. If you have any questions/concerns, during or after the investigation, or wish to contact an independent person to whom any questions may be directed or further information may be sought from, please contact: [contact details: address / telephone / email].

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## Consent Form – Equally Safe in Higher Education Interview

- I confirm that I have read and understood the information above.
- I understand that my participation is voluntary and that I am free to withdraw from the project at any time, without having to give a reason and without any consequences.
- I understand that I have up until seven days after the interview to contact the research team to exercise my right to withdraw and have my interview data removed and destroyed.
- I understand that the interview data will remain confidential.
- I understand that information which suggests that there is risk of serious harm to myself or other cannot be kept confidential and a joint decision will be taken regarding who to tell.
- I understand that my anonymised words may be used in reports and other publications including for our funder [name].
- I understand that the anonymised transcript of the interview will be stored at the [name] University and that on completion the data will be stored in the UK Data Archive repository.
- I consent to being a participant in the project.
- I consent to the interview being audio recorded as part of the project.

(PRINT NAME) \_\_\_\_\_

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

**Principal Investigator & Researcher contacts:**

Details: \_\_\_\_\_