
3.3 Interview Checklist

Opening: Thank you for agreeing to take part in this interview. I'd like to run through a couple of things with you before we start.

Consent: I'd just like to just double check that you have signed the consent form and are happy to participate in this research. Do you have any questions?

Anonymous: All the information will be anonymised. No identifying details will ever be used and you have until seven days after the interview to contact us to have the data removed and destroyed. We cannot match survey and interview responses.

All names and seven other identifiers will be removed from transcripts and research data stored in a secure location.

Own pace: This interview is your opportunity to talk about your experiences and I want to reassure you that we will go at your pace and that you only need to talk about those things you are willing to share. If you would rather not answer any of my questions we can move on. Please let me know if at any time you want to take a break or stop the interview altogether.

Risk of serious harm: 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.

Named disclosure: This is a research interview and my role is to interview you about those aspects of your experiences which you wish to share. If you do name someone currently within the university, whether student or staff, during the course of the interview, I will have to pass this information onto my manager/PI.

If you would like to report formally to the university or to the police for further action to be taken then I can provide information on how you can do so.

After the interview is over, I will also give you a list of services who would be happy to help you if you think that you would like some more specialist support for some of the experiences you have described. These include universitybased and external specialist services.

Winding down: Thank them for sharing their experiences and acknowledge how difficult it may have been for them and how much we value their contribution. Try to return the person to the present moment, chat about what they are going to be doing after this.

Risk and safety: If during the course of the interview the participant indicates to you that

- They are afraid or in immediate danger;
- That they are at risk of immediate harm from someone;
- That they may harm themselves or someone else;

You should inform them that their safety and wellbeing is your priority. Here are some questions which it may be appropriate to ask:

- What do you need to be safe when you leave here?
- What have you done or considered in the past to keep safe?
- Is there anyone you would like to contact right now?
- What do you want to do?

Interviewer should have a list of **emergency** contact numbers which the person can call for immediate assistance.

Wait until the person has decided what to do. If they decide to do nothing and they have disclosed that they are at risk then tell them that it is your responsibility to report your concerns.

Interviewer safety: It is important that the place and time of the interview is known to an ESHE team member. The interview should take place during office hours wherever possible, in a university room where some degree of anonymity is possible for the person on arrival but where it is secure for all concerned and there are other people around. The interviewer should keep their mobile phone on hand on silent and if at any time feels uncomfortable, they should bring the interview to an end or if feeling unsafe, leave the room and call an ESHE team member.

Emergency contact numbers

University Security
[add in institution details]

The Advice Centre
[add in institution details]

Rape Crisis Campus Support
[add in institution details]

Student Disability, Health
& Counselling Services
[add in institution details]

Student Advice Hub
[add in institution details]

Police Scotland: Emergency
999

Police Scotland: Non Emergency
101

INTERVIEW CHECKLIST

Interview Schedule	<input type="radio"/>
Consent Form	<input type="radio"/>
Participant Information Sheet	<input type="radio"/>
Debrief Factsheet	<input type="radio"/>
Debrief Support Organisations	<input type="radio"/>
Blank Copy of Survey (for reference)	<input type="radio"/>
Recorder	<input type="radio"/>
Batteries	<input type="radio"/>
Pen & Paper	<input type="radio"/>
Refreshments	<input type="radio"/>
Accessible Space to conduct interview	<input type="radio"/>
ESHE team member has interview details	<input type="radio"/>