
3.7 Focus Group Checklist

Opening: Welcome Participants/Introduce Focus Group Purpose/Project Description

- Greet participants and thank them for attending
- Research team introduction
- Thank group for their time and clarify the purposes of the focus group: to discuss attitudes and perceptions about the issues discussed in the survey

Consent/Confidentiality

- Check everyone has completed the survey.
- Hand out participant information forms for those who haven't received a copy already.
- Consent forms, allow participants time to read and sign.

Anonymity: All the information will be anonymised. No identifying details will ever be used and you have until seven days after the FG to contact us to have the data removed and destroyed although given the conversational nature of FGs it may not be possible to remove all the data. We cannot match survey and FGs. All names and other identifiers will be removed from transcripts and research data stored in a secure location.

Ground rules: No obligation to contribute; avoid disclosing personal info; respect opinions and privacy; all ideas valid; personal attacks not tolerated; allow others to speak; sensitivity of issue.

Introductions/Ice-Breaker
Discussion
Close Discussion

- Thank everyone for their contributions and attending
- Questions/comments
- Highlight option of individual research interviews
- Distribute debrief sheets

Risk of serious harm: Whilst we aim to keep the FG 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: If you identify someone by name currently within the university who has perpetrated abuse, 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 to do so. After the FG is over, I will give a list of services who can offer support. These include university-based and external specialist services.

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

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: Focus groups will always have two researchers to facilitate.

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

Focus Group 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 focus group	<input type="radio"/>
---	-----------------------

ESHE team member has interview details	<input type="radio"/>
--	-----------------------
