

## **Participant information sheet: Interviews**

### **Introduction to Safeguarding in the International Aid Sector**

#### **A course impact evaluation**

#### **Invitation to take part in this study.**

You are being invited to take part in this evaluation because you recently completed the course *Introduction to Safeguarding in the International Aid Sector* on Open Learn Create at the Open University. Before you decide whether to take part, it is important for you to understand the purpose of the evaluation and what it will involve. Please take time to read the following information carefully.

#### **General information about the evaluation.**

The course *Introduction to Safeguarding in the International Aid Sector*, was funded by the Foreign, Commonwealth and Development Office (FCDO) and developed in partnership with the Open University. Its development was in response to the widely recognised need to strengthen safeguarding policies and practices in the international aid sector. It is important that that we try to evaluate the impact of the course to see if it is achieving its aims and to understand how it might be improved to become more effective. Your participation will help us achieve that.

You have already completed two short questionnaires that are built in to the beginning and end of the course. This has given us some indication of the immediate impact of what you have studied. However, we are also very interested in whether the course effects any changes in practice in the longer term. That is why we are asking participants if they would be prepared to do a follow up interview in 3-6 months after completing the course.

The project is scheduled to take place between September 2023 and June 2024

#### **What will I be asked to do if I agree to take part?**

Participants who choose to be involved will be invited to take part in a one-to-one interview. During the interview we will ask you questions that allow you to reflect upon how studying the course impacted on your own practice and that of your organisation. The interview will take place online in a telephone or video call which should last between 30 – 45 minutes (you will have the choice of whether or not you use a web cam during the interview). The audio interview will be recorded and transcribed after the interview and at this point any personal details which could identify you will be removed. The anonymised transcript of the interview will be analysed along with data from interviews with other course participants.

Participation is **entirely voluntary**. It is up to you to decide whether or not to take part. If you do decide to take part, you will be given this information sheet to keep and be asked to sign a consent form.

The benefits of taking part may include being able to reflect on your experiences on the course for your own learning and development, and you will also be helping the Open University and the FCDO to gain a better understanding of whether the course is effective. There are no real disadvantages to taking part in this study except the voluntary donation of your time.

### **Before taking part**

In the first week of the course it was emphasised that safeguarding can be a sensitive topic bringing many feeling to the surface and that you should identify appropriate sources of support both inside and outside of your agency. At the point of the interview we will remind you of the importance of still having these sources of support available. Potential sources of support are available in the UK based Organizations [NAPAC](#) and [MIND](#).

### **How will the data I provide be used?**

Any personal information collected in order to set up interviews will only be shared within the evaluation team. All the data we collect from you will be stored on a secure server for five years after project completion. The data from the interviews will be stored in a secure online repository and in anonymised/de-identified form to ensure confidentiality.

Following completion of the study, anonymised data in the form of findings may be shared with the FCDO, within the Open University, and in external publications in order to disseminate what we learn from the evaluation project. No personally identifying information will be used in any findings (for example, your name or personal ID) and therefore any quotes will be anonymous.

### **Your right to withdraw from the study.**

You have the right to withdraw from the study at any time during your participation by informing the interviewer either before, during or after the interview. After the interview you are free to withdraw up to the point when the data is anonymised – this will be June 30<sup>th</sup> 2024. Up to this point you can request the destruction of any data that have been gathered from you. If you wish to withdraw please contact the lead evaluator Andy Rixon (contact details below).

### **How do I agree to take part?**

If you wish to participate in an interview, you will have indicated this on completion of the course. You will then be e mailed by the interviewer approximately 3 months later and should respond to that email if you still wish to take part.

Thank you very much for taking the time to read this information sheet.

### **Data Protection**

The Open University is the Data Controller for the personal data that you provide. The lawful reason for processing your data will be that conducting academic research is part of the Open University's public task. The consent we request from you relates to ethical considerations. For information about the University's privacy policy please visit [Privacy at the OU | About The Open University](#) .

If you are concerned about the way we have processed your personal information, you can contact the Information Commissioner's Office (ICO). Please visit the ICO's website for further details.

If you have questions about this evaluation project please contact:

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If you have any concerns about the project please contact Rebecca Jones, Senior Lecturer and line manager at the Open University at [rebecca.jones@open.ac.uk](mailto:rebecca.jones@open.ac.uk), who is independent of this evaluation.