

**'Behaviour In Schools Study' (BISS)
Stakeholders' experiences and views of behaviour management strategies in schools**

STAKEHOLDER PARTICIPANT INFORMATION SHEET

We would like to invite you to take part in an interview for our project. Before you decide whether you want to take part, please read this information carefully.

What is the purpose of the project?

The aim of this study is to explore experiences and views of stakeholders involved in how disruptive behaviour is managed in mainstream secondary school classrooms. We would like to interview you to help us understand your views and experiences of different behaviour management approaches used in schools, and your views on their impact on pupils and staff. We would also like to understand what approaches you would like to see used in the future, and any barriers and facilitators to their implementation.

What will taking part involve?

Taking part in one 30-minute interview. You can choose whether to do this over the phone or by online video call (e.g. MS Teams or Zoom). With your permission, the researcher will record the interview and your answers will be transcribed (converted to script) and anonymised before analysis. Informed consent for participating in this study will be completed via a consent form or taken verbally before the start of the interview, after you have discussed any questions or concerns with the researcher.

Why have I been invited to take part?

You have been invited because you are involved in behaviour management in mainstream secondary schools, and we would value your experience and views on different approaches (and their impact on pupils and staff) and how you think behaviour management strategies in schools may be improved.

Do I have to take part?

No, you are not obliged to take part, and your decision will not affect your employment now or in the future, nor will the details of your participation be shared with your employer. Even if you decide to take part, you can withdraw your data at any point for up to one month after you complete your interview. If you do withdraw following that period and data analysis has already started, we will request to keep any data already collected from you. If permission is not given, your interview data will be destroyed. However anonymised interview data incorporated into the analysis will not be possible to remove.

What should I do if I want to take part?

Please email the project researcher Sarah Bell s.bell@bristol.ac.uk if you have any questions or to arrange a time for the interview that suits you.

If I take part, will the contents of my interview be kept confidential?

Yes. All information will be held securely at the University of Bristol and will only be seen by the research team. Audio recordings will be transcribed by a University of Bristol approved transcription company with a confidentiality agreement in place. Encrypted audio recordings will be uploaded to Transcription Services via a secure website. Audio recordings and any identifiable personal details will be destroyed within three months of the project ending. The anonymised transcribed information will be kept for ten years after the project ends, unless you give explicit permission for it to be held for longer and shared with other researchers, subject to approval by the University of Bristol. In exceptional circumstances, the researcher may be required to breach the confidentiality of the information recorded during interview. For example, if the researcher has concerns about your wellbeing or someone else's. The researcher will however endeavour to discuss their concerns with you prior to any disclosure. The researcher would liaise with their own line manager, then if necessary contact your school Designated Safeguarding Lead.

What will happen to my data?

Your involvement in the study will remain confidential. Any information collected will only be available to research staff and national bodies which monitor whether research studies are conducted properly. This information will include: a study identifier (number) specific to you, your job role, and employer. Your study data will be anonymised using your study identification number and any identifying information about you will be removed. Any identifiable information about you will be destroyed three months after the study has ended. Therefore, it will not be possible to identify you by name from any aspect of documentation or reporting for this research study.

What are the possible benefits and disadvantages of taking part?

You may find it valuable to have the opportunity to talk about your views and experiences. Even though this study may not benefit you directly, it has the potential to improve behaviour management in schools in the future. Disadvantages include the time taken for the interview.

How will the results of the project be used?

The research results will be used to help us understand how stakeholders involved in behaviour management view different strategies, and what they would like to see used in schools in the future. The outputs of this study will be used to: 1) inform behaviour management strategies used in schools, 2) produce documents or other outputs for a professional audience and scientific research articles for an academic audience, and 3) report and discuss the findings in local and national meetings and events. Anonymous quotes may be published, but we will not report your name or any identifying details so it will not be possible to trace them back to you. You will be asked at the end of the interview if you would like the research results to be shared with you, and whether you would like to be invited to a future workshop, to hear a synthesis of findings from our work and be involved in planning further work about behaviour management in schools.

Who is running and funding the project?

This project is being conducted and funded by National Institute for Health Research Applied Research Collaboration West (NIHR ARC West) at the University of Bristol. It has been reviewed by an Ethics Committee to ensure it meets ethical standards with regards to participant safety and confidentiality.

GDPR statement

The University of Bristol is the sponsor for this project and will act as the data controller for this project. This means that we are responsible for looking after your information and using it properly.

Where can you find out more about how your information is used?

You can find out more about how we use your information by:

- emailing the principal investigator for this project Dr Sabi Redwood sabi.redwood@bristol.ac.uk
- emailing the University of Bristol Data Protection Officer Henry Stuart data-protection@bristol.ac.uk, or calling him on 0117 3941824.

What if I have a complaint?

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter or the Research Governance Team (research-governance@bristol.ac.uk). If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner's Office (ICO).

If you would like to take part or have any questions, please contact:

Dr Sarah Bell s.bell@bristol.ac.uk

Thank you for taking the time to read this information