

## **Belonging in education: co-designing an evidence-informed model of practice**

### **Participant Information Sheet**

Central University Research Ethics Committee Reference: EDUC\_2042661

#### **1. Introductory paragraph**

You are being invited to take part in a research project. Before you decide it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether you wish to take part.

#### **2. Why is this research being conducted?**

Research shows that increasing numbers of children are missing out on education through school exclusion and low attendance, with children who experience other life challenges the most affected. Relational approaches have been identified as a promising way to address this problem. This project will accelerate the impact of our previous research by building a network of practitioners, system leaders, and academics to co-produce interventions that improve educational inclusion and outcomes.

This research aims to explore and test methods for research and intervention co-design with different stakeholder groups. Specifically, the project will document and critically assess the co-design processes developed with professionals and policy makers working in education, children's social care, and youth justice.

#### **3. Why have I been invited to take part?**

You have been invited to take part because you are attending the workshops organised as part of the Belonging in Education project. Every person in attendance will be asked to participate. The workshops will involve professionals and policymakers in education, children's social care, and youth justice.

#### **4. Do I have to take part?**

No. It is up to you to decide whether to take part. You can withdraw yourself from the research anytime, without giving a reason, and without negative consequences, by advising us of this decision. The deadline by which you can withdraw any information you have contributed to the research is 30<sup>th</sup> June 2026. Any information collected before your withdrawal will be securely destroyed.

Taking part in the workshops is not dependent on you agreeing to participate in the research. If you choose not to participate in the research, that's fine. Any contributions you make during the workshops will not be noted nor used for the purposes of the research.

## **5. What will happen to me if I take part in the research?**

Fieldnotes will be written during and after the workshops held in person at the Department of Education, University of Oxford. The fieldnotes will focus on the co-design process, and may include conversations related to the activities that take place during the workshops.

You will also be asked to complete up to four short online surveys following the workshops to reflect on these processes. Each survey should take between 15-20 minutes to complete. Participation in these surveys is voluntary.

## **6. What are the possible disadvantages and risks in taking part?**

There are no anticipated risks or disadvantages.

## **7. Are there any benefits in taking part?**

There will be no direct or personal benefit to you from taking part in this research. However, it is hoped that this research will contribute to better practice and outcomes in education and care systems by improving how we undertake research and intervention co-design with practitioners and policy makers.

## **8. Expenses and payments**

There will be no payment for taking part in this research.

## **9. What information will be collected and why is the collection of this information relevant?**

Fieldnotes, photographs of the outputs produced in workshop group activities, and survey responses will be collected to help us understand and evaluate the co-design process.

Fieldnotes will be written during and following the different workshop meetings. The focus in the fieldnotes will be on capturing the processes of co-design and learnings about how best to facilitate effective interaction between professionals from different backgrounds and about how to work with networks to co-design interventions and research.

We may note down things that you say during the workshop activities, and will use participants' initials in our hand-written fieldnotes to indicate who was speaking. The fieldnotes will then be typed up and participants' initials will be replaced with unique identifiers to ensure anonymity. The original fieldnotes will then be destroyed.

Photographs of the outputs from the workshop activities will also be taken and may be used in research outputs.

The surveys will ask you a series of questions about the workshops and the activities undertaken. We will also ask you to state your role and organisation.

Only the research team will have access to the research data. Data will be stored securely by the research team at the Rees Centre and retained for a maximum of 3 years following completion of the project in June 2026. All information will be securely destroyed at this point.

## **10. Will the research be published?**

The findings may be published in academic journals, reports, and other public formats. You will not be identified in any publications. We would like your permission to use the photographs of the outputs from workshop group activities, and anonymised direct quotations (captured in our fieldnotes and survey responses) in our research outputs.

## **11. Data Protection**

The University of Oxford is the data controller with respect to your personal data, and as such will determine how your personal data is used in the research. The University will process your personal data for the purpose of the research outlined above. Research is a task that is performed in the public interest. Further information about your rights with respect to your personal data is available from the University's Information Compliance website at <https://compliance.admin.ox.ac.uk/individual-rights>.

## **12. Who is funding the research?**

This project is supported by University of Oxford's ESRC Impact Acceleration Account. Grant reference ES/X004511/1.

## **13. Who has reviewed this research?**

This research has been approved by a subcommittee of the University of Oxford Central University Research Ethics Committee. (Ethics reference: EDUC\_2042661).

## **14. Who do I contact if I have a concern?**

If you have a concern about any aspect of this research, please contact Alice Tawell ([alice.tawell@education.ox.ac.uk](mailto:alice.tawell@education.ox.ac.uk)) or Teresa Williams ([teresa.williams@education.ox.ac.uk](mailto:teresa.williams@education.ox.ac.uk)), and we will do our best to answer your query. We will acknowledge your concern within 10 working days and give you an indication of how it will be dealt with. If you remain unhappy or wish to make a formal complaint, please contact the University of Oxford Research Governance, Ethics & Assurance (RGEA) team at [rgea.complaints@admin.ox.ac.uk](mailto:rgea.complaints@admin.ox.ac.uk) or on +44 (0)1865 616480.

## **15. Further Information and Contact Details**

If you would like to discuss the research with someone beforehand (or if you have questions afterwards), please contact:

Dr Alice Tawell or Teresa Williams

The Rees Centre

Department of Education, University of Oxford

15 Norham Gardens, Oxford, OX2 6PY

Email: [alice.tawell@education.ox.ac.uk](mailto:alice.tawell@education.ox.ac.uk); [teresa.williams@education.ox.ac.uk](mailto:teresa.williams@education.ox.ac.uk)