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**Participant information sheet (reflective session)**

**Enhancing Opportunities for Toddlers’ Wellbeing**

You are being invited to take part in a job shadowing reflective session, part of the Erasmus+ project ‘Enhancing the education and wellbeing of disadvantaged toddlers through the development of training and materials to support early years practitioners’ (ToWe). The project aims at developing new approaches to Continuing Professional Development (CPD) for Early Years Practitioners to enable them to maximise on the learning opportunities of disadvantaged toddlers (18-36 months). Please take time to read the following information and discuss with others if you wish. Also please ask us any questions you may have, using the contact details below. We are a team of academic lecturers and researchers who work in the School of Education, at Kingston University London.

**What is the purpose of the project?**

The aim of the project is to improve the practice of early year’s practitioners working with disadvantaged toddlers, in order to help them get the best start to formal education, in the hope that they will go on to maximise their potential and be active citizens in the future. During the focus group you will be asked your opinion about the CPD course and the materials designed by the ToWe team.

**Why have I been invited?**

You have been invited to take part because you previously agreed to be part of the Project, use the materials developed by the ToWe team in your Early Years setting and participate in CPD training and job shadowing.

**Do I have to take part?**

It is entirely up to you to decide whether or not to take part. If you decide not to take part this will not affect any relationship you may have with the ToWe team and Kingston University. If you do take part you are free to withdraw at any time, without giving any reason and without any detriment to you.

**What will happen if I do take part?**

If you agree to take part in the focus group, then you will be given a copy of this information sheet to keep and be asked to sign a consent form. You will then be asked to take part in a group interview with a researcher, which will last about 60 minutes. Interviews will take place at Kingston University. The interviewer will ask your opinion about the CPD course and the materials developed by the ToWe team. You will also be asked about the ways your setting has been organized to implement ToWe activities (e.g. number of practitioners involved, timing, meetings). Interviews are usually digitally recorded so that they can be accurately transcribed. However, you can ask the interviewer to take notes rather than record your interview if you wish.

**What are the possible benefits of taking part?**

Participation offers the opportunity to reflect on practice issues. It is hoped that information from this study may contribute to enhance the quality of education for disadvantaged toddlers. There are no financial or other inducements to taking part.

**What are the risks of taking part?**

There are no anticipated risks. Some people may find talking about their experiences in group or having their views challenged in public upsetting. If this happens you can stop the interview or take a break at any time. You can also ask to speak to a member of the research team, who is an experienced practitioner in your field.

**Will my taking part in the study be kept confidential?**

Yes. We will follow ethical and legal practice and all information will be handled in confidence. Only the research team, and a transcriber who has signed a confidentiality agreement, will have access to the original data from the focus group. However, any concerns that the safety of a child or adult is at risk will need to be reported as outlined in statutory safeguarding procedures. All the information gathered will be securely stored on a password protected computer and no names or contact details will be attached to the data files.

**What will happen to the results of the study?**

We will write up the findings from this project in an article for a suitable journal, and may also present them at an academic conference. The findings will also form part of the results for the Intellectual Output 7 - Case Study Impact Report of ToWe, with the strategies you develop forming support and guidance for Early Years Practitioners in Intellectual Outputs 3 - Toddlers’ Wellbeing, 4 - Toddlers' Voice and Expressions, 5 - Toddlers' Meal Timesand 6 - Toddlers' Additional Language(s). You will not be identified in any way.

**Who has reviewed this research?**

In order to protect your safety, rights, and dignity, the study has been looked at by the Faculty Research Ethics Committee, an independent group of people within the Faculty of Health, Education and Social Care. The committee has given a favourable opinion.

**What if I have any questions or want to complain?**

If you have any questions or problems, please contact any member of the research team, using the details provided below. If you are not satisfied with the response you get from the research team and wish to make a complaint, please contact the Dean of Faculty, Andy Kent, whose details are also provided below.

**Contact Details:**

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| **Helen Sutherland***School of Education**Faculty of Health, Social Care and Education**Room KH EBLG0015, School of Education, Kingston Hill Campus, Kingston Hill**Kingston-upon-Thames KT2 7LB**Tel: +44 (0)208 417 5394**H.Sutherland@kingston.ac.uk* | **Yasmine Mukadam***School of Education**Faculty of Health, Social Care and Education**Room KH EBLG0013, School of Education, Kingston Hill Campus, Kingston Hill, Kingston-upon-Thames KT2 7LB**Tel: +44 (0)208 417 5286**Y.Mukadam@kingston.ac.uk* | **Andy Kent****Dean, Faculty of Health, Social Care and Education***St George's, University of London**2nd Floor Grosvenor Wing**St George's Hospital**Cranmer Terrace**London SW17 0RE**Tel: +44 (0)20 8725 2247**A.Kent@sgul.kingston.ac.uk* |

**WRITTEN CONSENT TO PARTICIPATE IN A RESEARCH STUDY**

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| **Statement by Participant** |
| 🞎 | I confirm that I have read and understood the information sheet/letter of invitation for this study. I have been informed of the purpose, risks, and benefits of taking part. |
| 🞎 | I agree to be interviewed. |
| 🞎 | I agree for the interview to be recorded. |
| **Enhancing Opportunities for Toddlers Wellbeing** |
| 🞎 | I understand what my involvement will entail and any questions have been answered to my satisfaction. |
| 🞎 | I understand that my participation in the focus group is entirely voluntary, and that I can withdraw at any time without prejudice. |
| 🞎 | I understand that should any disclosure made during the interview what may be considered as potentially harmful to a child or adults then the researcher will follow safeguarding procedures as outlined in statutory guidance. |
| 🞎 | I agree that research data gathered for the study may contribute to papers for presentation at conferences or academic journals, provided that I cannot be identified as a subject. |
| 🞎 | Contact information has been provided should I (a) wish to seek further information from the investigator at any time for purposes of clarification (b) wish to make a complaint. |
|  | Participant’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Participant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |