**‘STAND UP FOR HEALTH’**

**A SEDENTARY BEHAVIOUR INTERVENTION IN CALL CENTRES**

**Invitation to Participate** **in Focus Groups for A Research Study**

**Introduction**

We would like to invite you to take part in a group discussion for this study. Before you decide whether or not to participate, it is important that you understand the purpose of the study and what the research will involve. Please read the following information before you make any decisions.

You may have already participated in our study (completing questionnaires and wearing the activPAL) or you may not have, and are just familiar with our Stand Up for Health activities. Regardless, we ask that you read through this information sheet carefully, as it describes the group discussion aspect of our study.

**What is the purpose of the study?**

Sedentary behaviour (sitting for long periods of time) in the workplace has been linked to reduced mental and physical health, as well as lower job satisfaction and productivity. Call centres in particular have been identified as having environments where employees often sit for long periods.

Our Stand Up for Health study aimed to work with people in your call centres, to develop and implement a range of activities to help them sit less and move more.

**What is sedentary behaviour exactly?**

Sedentary behaviour is any waking behaviour where you are using very little energy while sitting, reclining or lying down.

**Why have I been invited?**

You have been invited because you work in a contact centre which is taking part in this study. We would like to conduct group discussions in order to better understand your experiences of the Stand Up for Health activities in your contact centre.

**Do I have to take part?**

Absolutely not! Participation is voluntary, and deciding not to take part in the study involves no consequences to your employment.

**What if I change my mind about taking part?**

You can withdraw consent from the study at any time, simply by informing us that you would not like to be included in the research, no questions asked. Withdrawing from the study will not affect your employment in any way. If you withdraw, we will continue to use the data collected from you to date for analysis unless you request that your data be completely removed.

**What will taking part in the study (group discussions) involve?**

Consent: Once you have read the study information, you will be asked to read and sign a consent form confirming that you have agreed to take part in the study. Consent will be taken from you before the group discussion begins.

Group discussions: You will be asked to participate in a group discussion with other members of your contact centre. Each focus group will last up to one hour.

NOTE: (i) You can still participate in the activities even if you choose not to participate in the study itself. We want you to benefit even if you choose not to formally participate in the group discussions (ii) All data collected will be anonymised and have no bearing on your performance appraisals or pay.

# Will I be paid for participating?

As a thank you for your time and effort, you will be given a £5 Love2Shop voucher after the group discussion.

**What do I have to do?**

If you are interested in taking part in this study, please contact your centre coordinator to confirm your interest.

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

The information you provide will be used to refine the activities in your contact centre, helping to shape your workplace environment and make it healthier. We will also use this information to identify ways in which sedentary behaviour can be reduced in contact centres and other workplace settings, which may have the potential to help workers across the UK.

**Are there any disadvantages to taking part in the study?**

We do not perceive there to be any risks to taking part in the group discussion.

**Will I be able to be identified from the results?**

**No**. All information collected about you will be kept strictly confidential. Your data will be processed in accordance with Data Protection Law. Nothing in our published reports will be able to identify you. If we quote from your interview or group discussion, we will make sure that you are assigned a pseudonym and your identity is safe.

Only the researchers will have access to the information collected. The group discussion will be audio-recorded, transcribed by a third party contractor (1st Class Secretarial). All recordings will be anonymised when they are transcribed, and will also be stored on a password-protected computer.

For more information about how the University use your data please go to:

https://www.ed.ac.uk/records-management/privacy-notice-research/

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

We will intend to publish papers in academic journals, and present at research conferences. We will also develop press releases and send to local and national media outlets to update them on study findings, and provide summaries of our findings to relevant industry publications and politicians/policy makers. We will make findings publicly available on our website and use social media including twitter to disseminate them. In all cases, you will not be identified. We will send a summary of what we found to each participant at the end of the study (to be distributed by each centre to all participants).

**What will happen to the data collected from me after the study?**

Information collected from you will be stored in a confidential and anonymous electronic database, which may be used to support other research in future, and may be shared anonymously with other researchers.

**Who is organising and funding the research?**

Dr Ruth Jepson is the main researcher on this study, alongside Dr Graham Baker, Dr Richard Parker, Andrew Stoddart, Scott Lloyd, Dr Divya Sivaramakrishnan and Jillian Manner. The National Institute for Health Research (NIHR) is funding the study.

**Does the study have ethical approval?**

This study has been approved by the School of Health in Social Science Research Ethics Committee, University of Edinburgh.

**For more information about the study, please contact one of the researchers below:**

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| Dr Divya SivaramakrishnanScottish Collaboration for Public Health Research and Policy (SCPHRP)University of EdinburghRoom 1B325 Forrest Hill EH1 2QLTel: 0131 650 6650Mob: 0774 814 2970Email: Divya.Sivaramakrishnan@ed.ac.uk | Jillian Manner Scottish Collaboration for Public Health Research and Policy (SCPHRP)University of EdinburghRoom 1B325 Forrest Hill EH1 2QLTel: 0131 650 6650 Mob: 0774 814 2970Email: Jillian.Manner@ed.ac.uk |

**In case of any complaints about the research:** Please contact Professor Matthias Schwannauer, Head of School, School of Health in Social Science, hos.health@ed.ac.uk, 0131 650 4327.

For additional information regarding complaints please visit the following link: <https://www.ed.ac.uk/files/imports/fileManager/WEB%20Complaint%20Form.pdf>

**Thank you for taking the time to read this information.**