

SIPS JR-HIGH



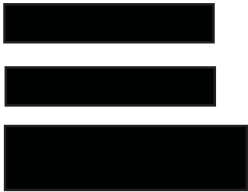
Study Manual

Contacts



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Preparation and Support

a. Prior to the Intervention

This training pack contains a list of young people from your school identified as 'potential cases' for this research project as a result of their alcohol screening questionnaire result.

You have been given a separate pack for each young person identified. This pack will contain all of the resources and information that you will need in order to deliver the intervention.

Within each of the packs is a case-diary sheet where you should record any interactions to do with the relevant young person (see below). Every time you attempt or do have contact with the young person (or their family members) should be recorded on this document – this is important as it will enable to look at how long is spent arranging and carrying out the interventions.

b. During the Intervention

The researcher will organise regular meetings or school visits to answer questions or concerns; collect completed interventions; and chase up outstanding interventions. You can contact the research team at any time with any questions or concerns.

c. Data management and storage

All data relating to the study must be kept confidential. After every interaction with the young person it is important to make sure that documentation is kept in secure locked cabinets.

A member of the research team will visit the school at least once per week to collect any finalised documentation

Confidentiality and Consent

All information collected about young people in this study must be kept strictly confidential. It is anticipated that this is no different from the standards expected in your day-to-day role. Researchers work to the same rules of confidentiality as doctors or nurses. In other words, confidentiality can only be broken, without a young person's consent, in very exceptional circumstances. **Usually this is if you see or are told something which raises serious concern for a young person's personal safety.** More information is available at www.education.gov.uk/publicationDetail/Page1/DCSF-00305-2010 (eg section 2.72)

It is important that each young person is placed in full control about whether they participate in the study. The young person is also free to change their mind at any point, and they do not have to give a reason for this. **If a young person does decide that they no longer want to take part it is important to inform the researchers as soon as possible.**

At the beginning of the 1:1 appointment, the young person should be informed about why they have been asked to attend, and provided with an information leaflet about the SIPS JR-HIGH research study. Please make sure that the young person is given time to read this leaflet and ask questions.

Written and informed consent must be sought prior to delivering the intervention using the consent form provided to you by the research team (see below). **Without a completed consent form, information from any participant cannot be reported.**

This form must be signed and dated by the young person (and a separate one for each of the family members) and learning mentor; and a copy provided to the young person (and each participant) for their records. The original copy needs to be filed securely at the University and will be collected from learning mentors by the researcher.