## Supplementary Material 7: Sign off of optimised Positive Choices materials

**Actions from the Positive Choices Study Steering Committee Meeting**

**Time: 14:00-16:00 Date: 26/06/2018**

**Location: Teleconference**

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| **Committee members present: Angela Harden (AH, chair), Chris Bonell (CB), Ros Kane (RK)****Apologies: John Belcher (JB)****Present as observers only: Sara Bragg (SB), Ruth Ponsford (RP)** |
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|  | **Action points from this meeting** | **Owner** | **Due Date** |
| **1.** | Anonymised summary details of any safeguarding concerns reported by the research team will be provided to the Study Steering Committee and LSHTM ethics committee annually. Serious adverse events (SAEs) or suspected unexpected serious adverse reactions (SUSARs) will also be reported to the SSC annually, unless in the case of SAE/SUSARs that might plausibly be linked to the intervention or research, which will be reported to the SSC in real time. | RP/SB/CB | Ongoing Action |
| **2.** | Research team to communicate directly with the safeguarding lead at each school to share all data collection tools to be used with students so schools are fully aware of the kinds of topics being covered and the potential for safeguarding reports to be prompted as part of the research. | RP/SB/CB | Ongoing Action |
| **3.** | AH and RK agreed that they were satisfied that the optimised intervention materials were appropriate for piloting in English secondary schools and were consistent with the theory of change and specification laid out in the protocol. RP to confirm agreement with JB via email. | RP | 13th July 2018 |
| **4.** | Confirm that the Positive Choices manual and curriculum training gives clear direction for schools using external providers that if external providers deliver all RSE they should use the PC curriculum. If external providers deliver specialist sessions these should be delivered in addition to the PC curriculum. | RP/SB/CB | 31st July 2018 |
| **5.** | In meeting with SLT at pilot schools CB to include discussion of how PC materials dovetail with exiting provision in schools. These meetings should also cover that SARS and SUSARS need to be notified to the research team and how this should be done. | CB | 31st July 2018 |
| **6.** | RP to formalise a list of things that were modified as part of the optimisation of the intervention materials. These will need to be included in the final NIHR report.  | RP | 31st July 2018 |
| **7.** | When intervention delivery in optimisation school is complete, RP to prepare final fidelity calculation to report to SSC. | RP | 17th August 2018 |
| **8.**  | LSHTM to report final fidelity for optimisation school to NIHR in August with a narrative of the complications the school was experiencing at the time of feasibility testing. Poor fidelity is considered not to result from the quality or characteristics of the intervention itself but from the extreme and particular circumstances the optimisation school were under at the time of implementation. |  | 17th August 2018 |
| **9.** | RP and SB to develop revised fidelity metrics for the pilot trial based on optimised materials and learning from feasibility phase and send to SSC for sign off. | RP/SB | 17th August 2018 |
| **10.** | RP to circulate published protocol paper to SSC. | RP | 13th July 2018 |

**Next meeting: Tuesday 3rd October 2019 2-4pm.**

Hi Ruth,

I had not forgotten. I am more than happy to sign off on the materials.

Best regards John

On Fri, Jul 13, 2018, 13:43 Ruth Ponsford <Ruth.Ponsford@lshtm.ac.uk> wrote:

Great. Thanks. John.  No problem.

From: John Belcher <j.belcher@keele.ac.uk>
Sent: 13 July 2018 13:40
To: Ruth Ponsford <Ruth.Ponsford@lshtm.ac.uk>
Subject: Re: Sign off of Positive Choices intervention materials

Hi Ruth,

I am back on Monday and can do it then.

Thanks your patience.

Regards john

On Tue, Jul 3, 2018, 22:46 Ruth Ponsford <Ruth.Ponsford@lshtm.ac.uk> wrote:

Hi John

Hope you are feeling a bit better this week.   I just wanted to let you know that on the Positive Choices SSC teleconference last week Angela and Ros agreed that the intervention materials were appropriate for use in the pilot trial.  When you are feeling up to it, could you please advise if you agree that that materials are consistent with the theory of change, meet the specification laid out in the protocol and are contextually appropriate for piloting in English secondary schools.

I will be sending around actions from the meeting at some point this week.

All the very best,

Ruth

Dr Ruth Ponsford

Research Fellow
London School of Hygiene and Tropical Medicine
Room 219
15-17 Tavistock Place
London
WC1H 9SH
T: +44 (0) 207 958 8101

ruth.ponsford@LSHTM.ac.uk