

## APPLICATION FOR ETHICAL APPROVAL

**In order for research to result in benefit and minimise risk of harm, it must be conducted ethically. A researcher may not be covered by the University's insurance if ethical approval has not been obtained prior to commencement.**

The University follows the OECD Frascati manual definition of **research activity**: "creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications". As such this covers activities undertaken by members of staff, postgraduate research students, and both taught postgraduate and undergraduate students working on dissertations/projects.

The individual undertaking the research activity is known as the "principal researcher".

Ethical approval is not required for routine audits, performance reviews, quality assurance studies, testing within normal educational requirements, and literary or artistic criticism.

**Please read the notes for guidance before completing ALL sections of the form.**

**This form must be completed and approved prior to undertaking any research activity.** Please see Checklist for details of process for different categories of application.

**Delete the Guidance Notes at the end of the form BEFORE submitting your application**

### SECTION A: About You (Principal Researcher)

|                                 |                                     |                                                                              |                          |                               |                          |
|---------------------------------|-------------------------------------|------------------------------------------------------------------------------|--------------------------|-------------------------------|--------------------------|
| Full Name:                      |                                     | Katie Louise Organ                                                           |                          |                               |                          |
| Tick all boxes which apply:     |                                     | Member of staff:                                                             | <input type="checkbox"/> | Honorary research fellow:     | <input type="checkbox"/> |
| Undergraduate Student           | <input checked="" type="checkbox"/> | Taught Postgraduate Student                                                  | <input type="checkbox"/> | Postgraduate Research Student | <input type="checkbox"/> |
| Faculty/School/Centre:          |                                     | University of Wales Trinity St David                                         |                          |                               |                          |
| Campus:                         |                                     | Swansea- SA1                                                                 |                          |                               |                          |
| E-mail address:                 |                                     | <a href="mailto:2104084@student.uwtsd.ac.uk">2104084@student.uwtsd.ac.uk</a> |                          |                               |                          |
| Contact Telephone Number:       |                                     |                                                                              |                          |                               |                          |
| <b>For students:</b>            |                                     |                                                                              |                          |                               |                          |
| Student Number:                 |                                     | 2104084                                                                      |                          |                               |                          |
| Programme of Study:             |                                     | BA2: Early years education and care with EYPS                                |                          |                               |                          |
| Director of Studies/Supervisor: |                                     | Jessica Pitman                                                               |                          |                               |                          |

## SECTION B: Approval for Research Activity

|                                                                                                                                                                                                              |                            |     |                                     |             |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----|-------------------------------------|-------------|--------------------------|
| Has the research activity received approval in principle?<br>(please check the Guidance Notes as to the appropriate approval process for different levels of research by different categories of individual) |                            | YES | <input checked="" type="checkbox"/> | NO          | <input type="checkbox"/> |
|                                                                                                                                                                                                              |                            |     |                                     |             | <b>Date</b>              |
| If Yes, please indicate source of approval (and date where known):<br><b>Approval in principle must be obtained from the relevant source prior to seeking ethical approval</b>                               | Research Degrees Committee |     | <input type="checkbox"/>            |             |                          |
|                                                                                                                                                                                                              | Faculty Research Committee |     | <input type="checkbox"/>            |             |                          |
|                                                                                                                                                                                                              | Other (write in)           |     | <input type="checkbox"/>            | Jess Pitman |                          |

## SECTION C: Internal and External Ethical Guidance Materials

|                                                                                                                                                                                                                                                                                                                                                    |                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Please list the core ethical guidance documents that have been referred to during the completion of this form (including any discipline-specific codes of research ethics, and also any specific ethical guidance relating to the proposed methodology). Please tick to confirm that your research proposal adheres to these codes and guidelines. |                                     |
| <b>UWTSD Research Ethics &amp; Integrity Code of Practice</b>                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> |
| <b>UWTSD Research Data Management Policy</b>                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> |
| <b>BERA Ethical Guidelines for Educational Research 2018</b>                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> |

## SECTION D: External Collaborative Research Activity

|                                                                                                                                                                                                                                     |                                                                         |     |                          |    |                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----|--------------------------|----|-------------------------------------|
| Does the research activity involve collaborators outside of the University?                                                                                                                                                         |                                                                         | YES | <input type="checkbox"/> | NO | <input checked="" type="checkbox"/> |
| If Yes, please provide the name of the external organisation and name and contact details for the main contact person and confirmation this person has consented to their personal data being shared as part of this collaboration. |                                                                         |     |                          |    |                                     |
| Institution                                                                                                                                                                                                                         |                                                                         |     |                          |    |                                     |
| Contact person name                                                                                                                                                                                                                 |                                                                         |     |                          |    |                                     |
| Contact person e-mail address                                                                                                                                                                                                       |                                                                         |     |                          |    |                                     |
| Has this individual consented to sharing their details on this form?                                                                                                                                                                |                                                                         | YES | <input type="checkbox"/> | NO | <input type="checkbox"/>            |
| Are you in receipt of a KESS scholarship?                                                                                                                                                                                           |                                                                         | YES | <input type="checkbox"/> | NO | <input type="checkbox"/>            |
| Is your research externally funded                                                                                                                                                                                                  |                                                                         | YES | <input type="checkbox"/> | NO | <input type="checkbox"/>            |
| Are you specifically employed to undertake this research in either a paid or voluntary capacity?                                                                                                                                    | Voluntary                                                               | YES | <input type="checkbox"/> | NO | <input type="checkbox"/>            |
|                                                                                                                                                                                                                                     | Employed                                                                | YES | <input type="checkbox"/> | NO | <input type="checkbox"/>            |
| Is the research being undertaken within an existing UWTSD Athrofa Professional Learning Partnership (APLP)                                                                                                                          | If YES then the permission question below does not need to be answered. | YES | <input type="checkbox"/> | NO | <input type="checkbox"/>            |
| Permission to undertake the research has been provided by the partner organisation                                                                                                                                                  | (If YES attach copy)<br>If NO the application cannot continue           | YES | <input type="checkbox"/> | NO | <input type="checkbox"/>            |

**Where research activity is carried out in collaboration with an external organisation**

|                                                                                                |            |                          |           |                                     |
|------------------------------------------------------------------------------------------------|------------|--------------------------|-----------|-------------------------------------|
| Does this organisation have its own ethics approval system?                                    | <b>YES</b> | <input type="checkbox"/> | <b>NO</b> | <input checked="" type="checkbox"/> |
| If Yes, please attach a copy of any final approval (or interim approval) from the organisation |            |                          |           |                                     |

## SECTION E: Details of Research Activity

|                      |                                                                                   |                    |                |
|----------------------|-----------------------------------------------------------------------------------|--------------------|----------------|
| Indicative title:    | What are the benefits of risky play outdoors for children's holistic development. |                    |                |
| Proposed start date: | July 2022                                                                         | Proposed end date: | September 2023 |

**Introduction to the Research (maximum 300 words)**

Ensure that you write for a **Non-Specialist Audience** when outlining your response to the three points below:

- *Purpose of Research Activity*
- *Proposed Research Question*
- *Aims of Research Activity*
- *Objectives of Research Activity*

Demonstrate, briefly, how **Existing Research** has informed the proposed activity and explain

- *What the research activity will add to the body of knowledge*
- *How it addresses an area of importance.*

**Purpose of Research Activity**

The purpose of my research activity is to find out what are the benefits of risky play outdoors for children's holistic development.

The first article comes from Hall-Kenyon & Rosborough and is titled Exploring pedagogical relationships in the context of free play and it was published in 2016. Within this article the authors discuss and agree that positive teacher-child interaction is important to maintain classroom quality. They have come to this decision as a lot of research has been done which emphasised the quantifiable teacher characteristics and child outcomes. Although they emphasised on this, they did not focus on capturing the complexity of the teacher-child relationships (Hall-Kenyon & Rosborough, 2016). Although children need teacher-child relationships, there is a lot of debate regarding the level of teacher involvement as children learn new cognitive skills via many opportunities during free play as well as developing their social and emotional skills (Ashabi 2007; UNICEF 2012). Risky play outdoors has been linked with supporting children's health and development but yet has also been linked to injury and death. Risky play has not been carried out for a long time due to rising concerns regarding the safety of the children. During this article there was an aim to examine the relationship between risky outdoor play and health in children so that a debate can be made between the benefits and harms of risky play outdoors (Brussoni M, Gibbons R, Gray C, *et al*, 2015).

(this box should expand as you type)

**Research Question**

What are the benefits of risky play outdoors for children's holistic development?

(this box should expand as you type)

### **Aims of Research Activity**

During this research activity I would like to find out what the benefits of risky play outdoors for children's holistic development.

(this box should expand as you type)

### **Objectives of Research Activity**

I will be looking to find out what the benefits of risky play to children's holistic development by carrying out observations to see if risky play outdoors has more benefits compared to controlled play outdoors. The observations will be done with the children playing in a risky play manner and then these observations will be compared to secondary research based on children playing in a controlled manner.

(this box should expand as you type)

### **Proposed methods (maximum 600 words)**

Provide a brief summary of all the methods that **may** be used in the research activity, making it clear what specific techniques may be used. If methods other than those listed in this section are deemed appropriate later, additional ethical approval for those methods will be needed.

After much thought and consideration, I will only be carrying out one method during this research project. I have considered triangulation which according to Robert-Holmes (2018) triangulation is when various sources of evidence are combined and compared so that a better understanding of the research topic can be achieved. Although triangulation allows the findings to be more convincing as well as validity (Robert-Holmes, 2018). triangulation would not work for my research project. I will be carrying out observations on children within the early years sector from different parts of Bridgend. I will be doing this over 3 classes within the early years section from three schools therefore one class from each school. I will be doing this so that I get a varied view of how the children play outdoors in different environments and with different resources. Although there are many advantages to using observation as a research method, a limitation of using the observation method is that it can be seen as being unreliable as it may only be observed for part of the day rather than the whole day. Children may often not want to misbehave in front of an unknown individual as they may fear if there will be consequences (The Classroom, no date).

(this box should expand as you type)

**Location of research activity**

Identify all locations where research activity will take place.

3 primary schools across Bridgend within the school's nursery classes and out in their garden/school playing facilities.

*(this box should expand as you type)*

**Research activity outside of the UK**

If research activity will take place overseas, you are responsible for ensuring that local ethical considerations are complied with and that the relevant permissions are sought. Specify any local guidelines (e.g. from local professional associations/learned societies/universities) that exist and whether these involve any ethical stipulations beyond those usual in the UK (provide details of any licenses or permissions required). Also specify whether there are any specific ethical issues raised by the local context in which the research activity is taking place, for example, particular cultural and/or legal sensitivities or vulnerabilities of participants.

N/A

*(this box should expand as you type)*

|                                                                                                        |            |                                     |
|--------------------------------------------------------------------------------------------------------|------------|-------------------------------------|
| Use of documentation not in the public domain: Are any documents <b><u>NOT</u></b> publicly available? | <b>NO</b>  | <input checked="" type="checkbox"/> |
|                                                                                                        | <b>YES</b> | <input type="checkbox"/>            |

If Yes, please provide details here of how you will gain access to specific documentation that is not in the public domain and that this is in accordance with prevailing data protection law of the country in question and England and Wales.

*(this box should expand as you type)*

## SECTION F: Scope of Research Activity

| Will the research activity include:                                                                                                                                                             | YES                                 | NO                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| Use of a questionnaire or similar research instrument?                                                                                                                                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Use of interviews?                                                                                                                                                                              | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Use of diaries?                                                                                                                                                                                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Participant observation with their knowledge?                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Participant observation without their knowledge?                                                                                                                                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Use of video or audio recording?                                                                                                                                                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Access to personal or confidential information without the participants' specific consent?                                                                                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Administration of any questions, test stimuli, presentation that may be experienced as physically, mentally or emotionally harmful / offensive?                                                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Performance of any acts which may cause embarrassment or affect self-esteem?                                                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Investigation of participants involved in illegal activities?                                                                                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Use of procedures that involve deception?                                                                                                                                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Administration of any substance, agent or placebo?                                                                                                                                              | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Working with live vertebrate animals?                                                                                                                                                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Other primary data collection methods, please explain in this box<br>For example, 'focus groups'. Please indicate the type of data collection method(s) in this box and tick the accompany box. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Details of any other primary data collection method:<br><br>Observations of the children with their knowledge<br><br>(this box should expand as you type)                                       |                                     |                                     |

If NO to every question, then the research activity is (ethically) low risk and **may** be exempt from **some** of the following sections (please refer to Guidance Notes).

If YES to any question, then no research activity should be undertaken until full ethical approval has been obtained.

**SECTION G: Intended Participants**

| Who are the intended participants:                                                                                                   | YES                                 | NO                                  |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| Students or staff at the University?                                                                                                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Adults (over the age of 18 and competent to give consent)?                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Vulnerable adults?                                                                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Children and Young People under the age of 18? (Consent from Parent, Carer or Guardian will be required)                             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Prisoners?                                                                                                                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Young offenders?                                                                                                                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Those who could be considered to have a particularly dependent relationship with the investigator or a gatekeeper?                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| People engaged in illegal activities?                                                                                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Others (please identify specifically any group who may be unable to give consent) please indicate here and tick the appropriate box. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Other – please indicate here:<br><br>(this box should expand as you type)                                                            |                                     |                                     |

| <b>Participant numbers and source</b>                                                                                          |                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide an estimate of the expected number of participants. How will you identify participants and how will they be recruited? |                                                                                                                                                                                                                                                                                               |
| How many participants are expected?                                                                                            | Practitioners over 18- 6-9 individuals<br>Children 3-4 years old- 90 individuals<br><br><i>(this box should expand as you type)</i>                                                                                                                                                           |
| Who will the participants be?                                                                                                  | Practitioners over 18<br>Children 3-4 years old<br><br><i>(this box should expand as you type)</i>                                                                                                                                                                                            |
| How will you identify the participants?                                                                                        | The participants within the settings have been identified and have stated they would like to be involved within the research. The researcher will work with the whole class from each school involving the children and the practitioners.<br><br><i>(this box should expand as you type)</i> |

| Information for participants:                                                                                                                       | YES                                 | NO                       | N/A                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|
| Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Will you tell participants that their participation is voluntary?                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Will you obtain written consent for participation?                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Will you explain to participants that refusal to participate in the research will not affect their treatment or education (if relevant)?            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If the research is observational, will you ask participants for their consent to being observed?                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Will you tell participants that they may withdraw from the research at any time and for any reason?                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| With questionnaires, will you give participants the option of omitting questions they do not want to answer?                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Will you debrief participants at the end of their participation, in a way appropriate to the type of research undertaken?                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If NO to any of above questions, please give an explanation                                                                                         |                                     |                          |                          |
| <i>(this box should expand as you type)</i>                                                                                                         |                                     |                          |                          |

| Information for participants:                                                                                                                      | YES                      | NO                                  | N/A                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|--------------------------|
| Will participants be paid?                                                                                                                         | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Is specialist electrical or other equipment to be used with participants?                                                                          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Are there any financial or other interests to the investigator or University arising from this study?                                              | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Will the research activity involve deliberately misleading participants in any way, or the partial or full concealment of the specific study aims? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If YES to any question, please provide full details                                                                                                |                          |                                     |                          |
| <p>(this box should expand as you type)</p>                                                                                                        |                          |                                     |                          |

**SECTION H: Anticipated Risks**

**Outline any anticipated risks that may adversely affect any of the participants, the researchers and/or the University, and the steps that will be taken to address them.**

If you have completed a full risk assessment (for example as required by a laboratory, or external research collaborator) you may append that to this form.

**Full risk assessment completed and appended?**

**Yes**

☐

**No**

☒

**Risks to participants**

For example: emotional distress, financial disclosure, physical harm, transfer of personal data, sensitive organisational information

**Risk to Participant:**

There may be a risk of distress to the children and the practitioners with the presence of a stranger (the researcher).

There may also be a risk of physical harm although not intentional. As the children will be playing outside and will be allowed to explore and do as they please, injuries may occur.

*(this box should expand as you type)*

*How will you mitigate the Risk to Participant*

The researcher will work the practitioners and the children at the settings to choose a convenient time to carry out the observations.

The risk of physical harm may not be prevented although guidance will be followed via the school/settings through their risk assessments.

*(this box should expand as you type)*

If research activity may include sensitive, embarrassing or upsetting topics (e.g. sexual activity, drug use) or issues likely to disclose information requiring further action (e.g. criminal activity), give details of the procedures to deal with these issues, including any support/advice (e.g. helpline numbers) to be offered to participants. Note that where applicable, consent procedures should make it clear that if something potentially or illegal is discovered in the course of a project, it may need to be disclosed to the proper authorities

*(this box should expand as you type)*

**Risks to investigator**

For example: personal safety, physical harm, emotional distress, risk of accusation of harm/impropriety, conflict of interest

**Risk to Investigator:**

There is a risk of accusation of harm/impropriety as the investigator is a new individual to the setting.

*(this box should expand as you type)*

*How will you mitigate the Risk to Investigator:*

Ensure that the investigator is not left alone with the child and ensure that all necessary checks such as an enhanced dbs check and references if applicable are available before the research is carried out.

*(this box should expand as you type)*

**University/institutional risks**

For example: adverse publicity, financial loss, data protection

**Risk to University:**

*How will you mitigate the Risk to University:*

Ensuring that the researcher is aware of the setting's policies and that they know what best

|                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Adverse publicity could happen if the researcher does not follow the setting's policies correctly or if the researcher acts unprofessionally.</p> <p>Negative publicity may occur if the data protection act was not followed correctly and did not maintain the confidentiality of data collected.</p> <p><i>(this box should expand as you type)</i></p> | <p>practice is. The researcher is also an early years student so is aware of best practice.</p> <p>All data will be stored safely according to the UWTSD policy as well as the data protection act 2018 (GOV.UK, 2018). All data will be kept in a locked cabinet which is located in a room which is locked or on computers in university which is password protected.</p> <p><i>(this box should expand as you type)</i></p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| <b>Disclosure and Barring Service</b>                                                                                                                                           |                                     |                          |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|
| If the research activity involves children or vulnerable adults, a Disclosure and Barring Service (DBS) certificate must be obtained before any contact with such participants. | <b>YES</b>                          | <b>NO</b>                | <b>N/A</b>               |
| Does your research require you to hold a current DBS Certificate?                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## SECTION I: Feedback, Consent and Confidentiality

### Feedback

What de-briefing and feedback will be provided to participants, how will this be done and when?

The data collected will be shared with those who are participating once all three classes have been observed. A collaborative meeting will be held to share, compare and explain the findings.

*(this box should expand as you type)*

### Informed consent

Describe the arrangements to inform potential participants, before providing consent, of what is involved in participating. Describe the arrangements for participants to provide full consent before data collection begins. If gaining consent in this way is inappropriate, explain how consent will be obtained and recorded in accordance with prevailing data protection legislation.

The researcher will ensure that all consent given is voluntary informed consent which according to the law insider (no date) means that the individuals should not feel pressurized to take part or the knowing consent of participants and they should be able to use their power of choice as to whether they want to consent or not. The advantages and disadvantages should be explained but more importantly why the research is being done. The participants must understand what they will be doing and why they are doing it if they consent to it. The researcher will obtain voluntary consent from the participants. The participants also have the right to withdraw at any time during the research (Bera, no date)

*(this box should expand as you type)*

### Confidentiality / Anonymity

Set out how anonymity of participants and confidentiality will be ensured in any outputs. If anonymity is not being offered, explain why this is the case.

Confidentiality is the state of information or personal information being kept in secret (Legal dictionary, 2015). The Data Protection Act 2018. This was developed to control and manage how personal data was stored and used by professional bodies.

*(this box should expand as you type)*

## SECTION J: Data Protection and Storage

In completing this section refer to the University's Research Data Management Policy and the extensive resources on the University's Research Data Management web pages (<http://uwtsd.ac.uk/library/research-data-management/>).

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                     |                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| Does the research activity involve personal data (as defined by the General Data Protection Regulation 2016 "GDPR" and the Data Protection Act 2018 "DPA")?                                                                                                                                                                                                                                                                                                                                                | YES                                 | NO                                  |
| <b>"Personal data"</b> means any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| If YES, provide a description of the data and explain why this data needs to be collected:                                                                                                                                                                                                                                                                                                                                                                                                                 |                                     |                                     |
| (this box should expand as you type)                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                     |                                     |
| Does it involve special category data (as defined by the GDPR)?                                                                                                                                                                                                                                                                                                                                                                                                                                            | YES                                 | NO                                  |
| <b>"Special category data"</b> means sensitive personal data consisting of information as to the data subjects' –<br>(a) racial or ethnic origin,<br>(b) political opinions,<br>(c) religious beliefs or other beliefs of a similar nature,<br>(d) membership of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992),<br>(e) physical or mental health or condition,<br>(f) sexual life,<br>(g) genetics,<br>(h) biometric data (as used for ID purposes), | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| If YES, provide a description of the special category data and explain why this data needs to be collected:                                                                                                                                                                                                                                                                                                                                                                                                |                                     |                                     |
| (this box should expand as you type)                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                     |                                     |
| Will the research activity involve storing personal data and/or special category data on one of the following:                                                                                                                                                                                                                                                                                                                                                                                             | YES                                 | NO                                  |
| Manual files (i.e. in paper form)?                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| University computers?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Private company computers?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Home or other personal computers?                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Laptop computers/ CDs/ Portable disk-drives/ memory sticks?                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| "Cloud" storage or websites?                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Other – specify:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| For all stored data, explain the measures in place to ensure the security of the data collected, data confidentiality, including details of password protection, encryption, anonymisation and pseudonymisation:                                                                                                                                                                                                                                                                                           |                                     |                                     |
| All data and confidential information will be stored in locked filing cabinets in a locked room or will be kept on university computers which are password protected as following The Data Protection Act regulations, 2018.                                                                                                                                                                                                                                                                               |                                     |                                     |

|                                                                                                                                                                                                                                                                                                                                           |                          |                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| <i>(this box should expand as you type)</i>                                                                                                                                                                                                                                                                                               |                          |                                     |
| <b>All Data Storage</b>                                                                                                                                                                                                                                                                                                                   |                          |                                     |
| Will the research activity involve any of the following activities:                                                                                                                                                                                                                                                                       | <b>YES</b>               | <b>NO</b>                           |
| Electronic transfer of data in any form?                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sharing of data with others at the University?                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sharing of data with other organisations?                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Export of data outside the European Union or importing of data from outside the UK?                                                                                                                                                                                                                                                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Use of personal addresses, postcodes, faxes, emails or telephone numbers?                                                                                                                                                                                                                                                                 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Publication of data that might allow identification of individuals?                                                                                                                                                                                                                                                                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Use of data management system?                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Data archiving?                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If YES to any question, please provide full details, explaining how this will be conducted in accordance with the GDPR and DPA (and/or any international equivalent):                                                                                                                                                                     |                          |                                     |
| <i>(this box should expand as you type)</i>                                                                                                                                                                                                                                                                                               |                          |                                     |
| List all who will have access to the data generated by the research activity:                                                                                                                                                                                                                                                             |                          |                                     |
| The researcher Katie Organ as named as the researcher and her lecturer Jessica Pitman.<br><i>(this box should expand as you type)</i>                                                                                                                                                                                                     |                          |                                     |
| List who will have control of, and act as custodian(s) for, data generated by the research activity:                                                                                                                                                                                                                                      |                          |                                     |
| The researcher Katie Organ as named as the researcher and her lecturer Jessica Pitman.<br><i>(this box should expand as you type)</i>                                                                                                                                                                                                     |                          |                                     |
| Give details of data storage arrangements, including security measures in place to protect the data, where data will be stored, how long for, and in what form. Will data be archived – if so how and if not why not.                                                                                                                     |                          |                                     |
| All files stored on the computer will be stored for 5 years. The computer is password protected and linked to the University's safe storage for digital media such as firewall and virus protection. It is also encrypted. The files stored on the computer will be deleted after 5 years.<br><i>(this box should expand as you type)</i> |                          |                                     |
| Please indicate if your data will be stored in the UWTSD Research Data Repository (see <a href="https://researchdata.uwt.ac.uk/">https://researchdata.uwt.ac.uk/</a> ). If so please explain. <i>(Most relevant to academic staff)</i>                                                                                                    |                          |                                     |
| N/A<br><i>(this box should expand as you type)</i>                                                                                                                                                                                                                                                                                        |                          |                                     |
| Confirm that you have read the UWTSD guidance on data management (see <a href="https://www.uwt.ac.uk/library/research-data-management/">https://www.uwt.ac.uk/library/research-data-management/</a> )                                                                                                                                     | <b>YES</b>               | <input checked="" type="checkbox"/> |
|                                                                                                                                                                                                                                                                                                                                           | <b>NO</b>                | <input type="checkbox"/>            |
| Confirm that you are aware that you need to keep all data until after your research has completed or the end of your funding                                                                                                                                                                                                              | <b>YES</b>               | <input checked="" type="checkbox"/> |
|                                                                                                                                                                                                                                                                                                                                           | <b>NO</b>                | <input type="checkbox"/>            |

**SECTION K: Declaration**

The information which I have provided is correct and complete to the best of my knowledge. I have attempted to identify any risks and issues related to the research activity and acknowledge my obligations and the rights of the participants.

In submitting this application I hereby confirm that I undertake to ensure that the above named research activity will meet the University's [Research Ethics and Integrity Code of Practice](#)

|                                |  |              |
|--------------------------------|--|--------------|
| <b>Signature of applicant:</b> |  | <b>Date:</b> |
|--------------------------------|--|--------------|

**For STUDENT Submissions:**

|                                 |  |              |
|---------------------------------|--|--------------|
| Director of Studies/Supervisor: |  | <b>Date:</b> |
| Signature:                      |  |              |

**For STAFF Submissions:**

|                                |  |              |
|--------------------------------|--|--------------|
| Head of School/Assistant Dean: |  | <b>Date:</b> |
| Signature:                     |  |              |

**Checklist:** Please complete the checklist below to ensure that you have completed the form according to the guidelines and attached any required documentation:

|                                     |                                                                                                                                                                                                                                                         |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | I have read the guidance notes supplied before completing the form.                                                                                                                                                                                     |
| <input checked="" type="checkbox"/> | I have completed <b>ALL RELEVANT</b> sections of the form in full.                                                                                                                                                                                      |
| <input checked="" type="checkbox"/> | I confirm that the research activity has received approval in principle                                                                                                                                                                                 |
| <input type="checkbox"/>            | I have attached a copy of final/interim approval from external organisation ( <b>where appropriate</b> )                                                                                                                                                |
| <input type="checkbox"/>            | I have attached a full risk assessment (and have NOT completed Section H of this form) (where appropriate) <b>ONLY TICK IF YOU HAVE ATTACHED A FULL RISK ASSESSMENT</b>                                                                                 |
| <input checked="" type="checkbox"/> | I understand that it is my responsibility to ensure that the above named research activity will meet the University's Research Ethics and Integrity Code of Practice.                                                                                   |
| <input checked="" type="checkbox"/> | I understand that before commencing data collection all documents aimed at respondents (including information sheets, consent forms, questionnaires, interview schedules etc.) must be confirmed by the DoS/Supervisor, module tutor or Head of School. |
| <input checked="" type="checkbox"/> | I have deleted the guidance notes before submitting the PG2 for consideration                                                                                                                                                                           |

## Application Process

**All staff research projects and all research students** must submit the Ethical Approval Form to the **University Ethics Committee** via the Academic Office ([pgresearch@uwtsd.ac.uk](mailto:pgresearch@uwtsd.ac.uk)). Staff research directly in relation to personal study for taught undergraduate or Masters programmes should be submitted via the Faculty procedures explained below.

**Taught masters and taught undergraduate research Ethical Approval Forms** are considered **within Faculties**. Faculties will provide details of the specific processes for this. Where the Ethical issues within any single ethical application are of particular concern the Faculty will refer these to the University Ethics Committee. Any student activity that involves the collection of primary data needs to undergo Ethical approval, this includes assignment work as well as dissertations.

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