

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:		Amy Martha Muriithi			
Tick all boxes which apply:		Member of staff:	☐	Honorary research fellow:	☐
Undergraduate Student	☒	Taught Postgraduate Student	☐	Postgraduate Research Student	☐

Faculty/School/Centre:	Centre of Childhood, Youth and Education
Campus:	SA1 Swansea
E-mail address:	1602015@student.uwtsd.ac.uk
Contact Telephone Number:	07398205930
For students:	
Student Number:	1602015
Programme of Study:	BA Early Years Education and Care – Practitioner Status
Director of Studies/Supervisor:	Jessica Pittman

SECTION B: Approval for Research Activity

Has the research activity received approval in principle? (please check the Guidance Notes as to the appropriate approval process for different levels of research by different categories of individual)	YES	☒	NO	☐
				Date
If Yes, please indicate source of approval (and date where known): Approval in principle must be obtained from the relevant source prior to seeking ethical approval	Research Degrees Committee	☐		
	Faculty Research Committee	☐		
	Other (write in)	☒	Tutor – Jessica Pittman	

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.	
UWTSD Research Ethics & Integrity Code of Practice	☒
UWTSD Research Data Management Policy	☒
BERA Ethical Guidelines for Educational Research 2018	☒

SECTION D: External Collaborative Research Activity

Does the research activity involve collaborators outside of the University?	YES	☐	NO	☒	
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	☐	NO	☐	
Are you in receipt of a KESS scholarship?	YES	☐	NO	☐	
Is your research externally funded	YES	☐	NO	☐	
Are you specifically employed to undertake this research in either a paid or voluntary capacity?	Voluntary	YES	☐	NO	☐
	Employed	YES	☐	NO	☐
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	☐	NO	☐
Permission to undertake the research has been provided by the partner organisation	(If YES attach copy) If NO the application cannot continue	YES	☐	NO	☐

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

Does this organisation have its own ethics approval system?	YES	☐	NO	☐
If Yes, please attach a copy of any final approval (or interim approval) from the organisation				

SECTION E: Details of Research Activity

Indicative title:	Evidence to support the importance of outdoor play for young children's social, emotional, well-being and moral development.		
Proposed start date:	September 5 th 2022	Proposed end date:	July 21 st 2023
Introduction to the Research (maximum 300 words) Ensure that you write for a <u>Non-Specialist Audience</u> when outlining your response to the three points below: • <i>Purpose of Research Activity</i> • <i>Proposed Research Question</i> • <i>Aims of Research Activity</i> • <i>Objectives of Research Activity</i> Demonstrate, briefly, how <u>Existing Research</u> has informed the proposed activity and explain • <i>What the research activity will add to the body of knowledge</i> • <i>How it addresses an area of importance.</i>			
Purpose of Research Activity Boyd (2018) suggests human beings have an innate need to be surrounded by nature and by connecting with nature would develop human values and furthermore respect and responsibility for the environment. Public Health England (2013) supports outdoor play suggesting physical activity is widely associated with positive social behaviors, emotions, and well-being including relationship interactions. Boyd (2020) suggests the great responsibility that practitioners have in supporting children to grow in nature. Froebel suggested that children should be nurtured by the adults and the enriched outdoor environment surrounding them through meaningful play that grows their creativity and self-expression (Murphy, 2022). Boyd (2020) suggests the importance of adults inspiring children to be a positive change in the outdoor world through fun, action-orientated learning, and respectfulness towards their environment. Estyn highlights the limitations practitioners have in non-maintained settings compared to primary schools due to lack of outdoor space, and Young (2022) suggests 63% of Welsh parents struggle to get their children to go outside. Wales has emphasized the importance of outdoor play and connecting with nature and much research concludes the benefits to children's social, emotional, well-being and moral development including the important role of the adult (RSPB, no date; Welsh Gov, no date; Dilon et al, 2005). Therefore, through qualitative and quantitative methods, this research proposal will consider 10 settings, including primary schools and non-maintained settings across an industrialized location in Wales: 5 practitioners from each setting including 10 primary caregivers, and 10 children from each. A scale-based questionnaire will be used with practitioners and primary caregivers; a 1:1 interview will be carried out with the children; separate focused groups will include primary caregivers, practitioners and children and a 5-day observational study of the children will be carried out during their free play. This research study is to measure the level of interactions participants have with the outdoors and to compare the data to see how adult engagements with the outdoors influences the child's growing relationship with nature.			
Research Question How does adult engagement with the outdoor environment influence a child's growing relationship with nature?			
Aims of Research Activity To explore the data collected through scale-based questionnaires, 1:1 interview's, focussed groups			

and observations; to compare the similarities and differences between adults and children's interactions with the outdoors and nature; to identify the influences participating adults have on the participating children's growing relationship with nature, to identify and explore the limitations and enhancements that may support future engagements with the outdoors in both nursery and home life.

Objectives of Research Activity

The 'Nature Relatedness Scale' based questionnaire (Nisbet et al, 2009) will be emailed to all primary care givers and practitioners and requested to be returned within 2-3 weeks for data analysis; this will identify their levels of interactions with nature.

A 1:1 interview known as 'The children's Biophilia Interview' (Salza, Kunkla, Munroe, 2020), will be carried out with the children during their nursery day and the analysis will identify their levels of interactions with nature.

Three separate focused groups (practitioners, primary caregivers and children) will allow for discussions exploring experiences, feelings and perspectives surrounding nature. Findings could help to understand how the role of the practitioners and primary caregivers are crucial to the development of the children's growing relationship with nature including how the children perceive the outdoors and the potential limitations and enhancements.

Observations on the children will explore how they connect with nature; if they connect with nature and how they perceive the outdoors environment.

Data collected can be used to compare participating adults and children by exploring similarities and differences with the findings from the other methods.

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.

Five primary schools and five non-maintained settings including the potential primary caregivers have been approached to consider their interest to be involved in this study (if the ethics proposal is agreed). When approval has been granted, the designated gatekeepers (head teachers and managers) will be contacted to confirm details of the study, including their involvement (McFadyen and Rankin, 2018). The 10 settings have been selected as they all represent the same area and an in-depth study of one area of Wales is preferred for this study to understand the geographical area. The settings were also chosen due to limitations in non-maintained settings; evidence explores practitioners views on the lack of outdoor space compared to primary schools (Estyn, 2011). When confirmation has been received that all settings are pleased to take part in the research study, emails will be sent to the participating primary caregivers and practitioners of each setting; the emails will include attached letters of consent and further formal information regarding ethical issues outlined in the British Education Research Association (2018) including the assent required of the children. An opening visit to each setting will also be arranged to gather everyone involved and start to build trusting relationships with open and honest communication from the start including a respectful approach to families as they make decisions surrounding their children (The British Association for Early Childhood Education, 2011). This will involve all participants and will include a discussion surrounding verbal consent and further ethical issues, allowing them time to share any questions or concerns they might have (The University of Wales Trinity St Davids Research ethics and integrity code of practice, 2017 – 2020).

This study will begin in September 2022 and end in July 2023, covering the span of one academic year. This provides enough time for every method to unfold in each setting and with quality time to analyse the findings. Each setting will be given 1 month or research and there will be several approaches throughout this study to collect qualitative and quantitative data (Bell and Waters, 2018; Salkind, 2010).

To begin with, a structured scale-based questionnaire will be emailed to all practitioners and primary caregivers, allowing time and space to consider their honest answers (Nisbet et al, 2009). It will be requested that all participants return their questionnaires within 2-3 weeks. Secondly, a 1:1 interview

will be arranged with all participating children at their own settings (Salza, Kunkla, Munroe, 2020); this will take place during the first week of each month. The staff can choose the time most convenient to them to ensure they feel comfortable; this supports the do not harm principle of BERA (2018). Before the interviews take place, part of the session will involve being present with the children, playing with them and building a level of trust as they go about their usual routines, ensuring they feel relaxed and safe to complete the interview thereafter (UNICEF, no date). The third approach will be 3 separate focused groups including practitioners, primary caregivers, and their children. This will take place at each individual setting and during the second week of every month. The focus groups will begin with light refreshments and an icebreaker to ensure everyone feels comfortable and happy and following this will be the focussing agenda. The timings for the focused groups will be negotiated with participants so to ease any pressures outside of the study for example work commitments, after school clubs and family time BERA, 2018). The focussed groups will allow for elaboration on the scale-based questionnaires. They will be recorded with a bodycam to analyse later. If participants do not wish to be recorded, notes will be taken however, these will be notes and not a word for word transcript. The final approach will be observations of the children in free play (outdoors and indoors). The researcher will wear a small body camera attached to their clothing to ensure the children do not feel uncomfortable and overwhelmed (Pacey, 2016) and to capture first-hand perspective recordings to analyse. These observations will take place during the third week of every month and will include 5, 15-minute (2 children each time) observations each day captured at various times of their routine. This will ensure plenty of footage surrounding a typical day with several child-led engagements. However, timings will be discussed to support the children's wellbeing throughout the study; if children do not want to be filmed or if children in the setting cannot be filmed, only notes will be taken (BERA, 2018; Unicef, no date; Thomas and O'Kane, 1998; Save the Children, 2004). The recordings and notes will produce the data for the observational part of this research study. All data from each setting will be analysed throughout the 4th week of every month with concluding evidence from all 10 settings combined in July when the research study is complete and all personal data will be stored securely ensuring confidentiality (UWTSD, 2022; Data Protection Act, 2018; UNICEF, 2013; UK Gov, 2018).

Location of research activity

Identify all locations where research activity will take place.

There will be 5 primary schools and 5 non-maintained settings within an industrialised area in Wales. The use of indoors and outdoors will be included and there will be a large, comfortable room available for carrying out interviews, focussed groups and de-briefings/feedback.

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

Use of documentation not in the public domain: Are any documents **NOT** publicly available?

NO ☒

YES ☐

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.

SECTION F: Scope of Research Activity

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

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?	☐	☒
Adults (over the age of 18 and competent to give consent)?	☒	☐
Vulnerable adults?	☐	☒
Children and Young People under the age of 18? (Consent from Parent, Carer or Guardian will be required)	☒	☐
Prisoners?	☐	☒
Young offenders?	☐	☒
Those who could be considered to have a particularly dependent relationship with the investigator or a gatekeeper?	☐	☒
People engaged in illegal activities?	☐	☒
Others (please identify specifically any group who may be unable to give consent)	☐	☒

please indicate here and tick the appropriate box.		
Other – please indicate here:		

Participant numbers and source	
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- 50 individuals Primary caregivers over 18- 100 individuals Children (3 years old)- 100 individuals Total: 250 participants
Who will the participants be?	Practitioners over 18 from the nursery settings Primary caregivers over 18 of the participating children Children (3 years old) from the participating settings
How will you identify the participants?	Each setting identified above has confirmed they want to be involved in the research study therefore, the researcher will collaborate with the settings leads including the Gatekeepers (head teachers and managers) to identify the potential participants.

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?	☒	☐	☐
Will you tell participants that their participation is voluntary?	☒	☐	☐
Will you obtain written consent for participation?	☒	☐	☐
Will you explain to participants that refusal to participate in the research will not affect their treatment or education (if relevant)?	☒	☐	☐
If the research is observational, will you ask participants for their consent to being observed?	☒	☐	☐
Will you tell participants that they may withdraw from the research at any time and for any reason?	☒	☐	☐
With questionnaires, will you give participants the option of omitting questions they do not want to answer?	☒	☐	☐
Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?	☒	☐	☐
Will you debrief participants at the end of their participation, in a way appropriate to the type of research undertaken?	☒	☐	☐
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?	☐	☒	☐
Is specialist electrical or other equipment to be used with participants?		X	☐
Are there any financial or other interests to the investigator or University arising from this study?	☐	☒	☐
Will the research activity involve deliberately misleading participants in any way, or the partial or full concealment of the specific study aims?	☐	☒	☐
If YES to any question, please provide full details			

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:	How will you mitigate the Risk to Participant
The children participating could feel anxious and therefore unable to vocalize their ideas naturally due to the unfamiliar presence of the researcher; they could feel uncomfortable knowing they are being observed which could also cause emotional distress (Pacey, 2016). The participating primary caregivers could feel embarrassed and uncomfortable to share openly with others about their experiences and feelings towards the outdoors and therefore unable to express vocally or truthfully due to feeling anxious about being judged as a parent/caregiver (GOV UK, 2021). The participating practitioners could feel as though their profession is being undermined and as a professional might feel judged which could cause some animosity. Film recordings and notes taken could get lost or stolen and therefore personal data could be in the hands of someone outside of the research study team (GOV UK, 2018). Children might also be distressed if they know they are being filmed (Pacey, 2016). The researcher could behave or interact in a way that is inappropriate for a nursery setting which could cause emotional distress to both practitioners and children.	The researcher will take time in each setting getting to know the children first before carrying out any research, building professional relationships of respect and trust. The researcher has excellent knowledge of early years development therefore will be familiar with signs and cues suggesting emotional distress and will endeavour to ensure no harm throughout this study (BERA (2018). An initial welcoming meeting with refreshments will provide time to meet all the participants, engage in honest conversation including any worries or concerns they might have, providing information on the research's ethical code of practise including their right to exit at any point and with no explanation. This can ensure primary caregivers and practitioners feel safe and comfortable to enjoy the process UWTSD (2020) Discussions will be had throughout the study reminding practitioners that the research is not a test with right or wrong answers but a time to share perspectives, experiences and feelings surrounding the outdoors and nature. The observational bodycam is small enough to attach to clothing and children and practitioners will be asked beforehand if they are happy being filmed. If a child shows signs of emotional distress for example withdraws or asks not to be filmed, then this will be respected (Unicef, no date; Unicef, 2013; Save the Children, 2004). Observational, interview and focussed group timings will be discussed so that the daily routine is not disrupted causing harm to the children's well-being or interruption of their play. Data will be stored safely on the university computers which is firewall protected and can only achieve access into the personal memory space through an encrypted password, however any paper notes will be locked away in a locked filing cabinet (UWTSD, 2022; UWTSD, no date; BERA, 2018). The researcher is a university student within early

	years and has worked within this profession for many years however, before the research study is commenced, she will discuss with the gatekeepers of each setting their policy and procedures so as to comply respectfully (UWTSD, no date).
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 actually illegal is discovered in the course of a project, it may need to be disclosed to the proper authorities	
N/A	
Risks to investigator For example: personal safety, physical harm, emotional distress, risk of accusation of harm/impropriety, conflict of interest	
Risk to Investigator: The researcher could be accused of inappropriate behaviour during the study including causing emotional distress. The researcher may witness inappropriate behaviours which she perceives as harmful to the child (The National Child Traumatic Stress Network, 2008). As a researcher undergoing a study within the early years settings, clashes could result from misunderstandings in roles including misunderstanding from other practitioners and the children. It could be detrimental for the researcher if she breaks confidentiality by losing the research's personal data for example, the observational recordings or notes, questionnaires or interview findings effecting further research studies and career aspirations (Alexander, 2014).	<i>How will you mitigate the Risk to Investigator:</i> The researcher will be taking time to read and become familiar with each settings policy including best practise. She will also have a current DBS (full closure) before starting the research. There will be a high standard of professionalism throughout including sensitivity to cues which will minimize distress including reassurance to participants that they may withdraw at any time (BERA, 2018). Although confidentiality will have been discussed regarding personal data for the research, it will have been expressed that this confidentiality must be breached under certain circumstances, for example, safeguarding situations where a child may be at risk; the researcher is aware that standards must not be below the national minimum standards for Wales (Welsh Gov, 2016). During observations, interviews, and focussed groups the researcher will always have another member of staff present and she will not count as part of the adult: child ratio throughout her time doing research. Considering article 12 of the UNCRC, if children discuss information with her, she will act in the best interest of the child. She will also direct children toward a member of staff for personal care for example toileting accidents (Unicef, no date). Data will be stored safely on the university computers which is firewall protected and can only achieve access into the personal memory space through an encrypted password, however any paper notes will be locked away in a locked filing cabinet (UWTSD, 2022; UWTSD, no date; BERA, 2018).
University/institutional risks	

For example: adverse publicity, financial loss, data protection	
Risk to University: The reputation of the university is at risk if the researcher breaks confidentiality or loses personal data throughout the research study. The reputation of the university could be hindered if the researcher does not respect and follow each settings policy's including behaviours, attitudes, and dress code.	<i>How will you mitigate the Risk to University:</i> Data will be stored safely on the university computers which is firewall protected and can only achieve access into the personal memory space through an encrypted password, however any paper notes will be locked away in a locked filing cabinet and the door will be locked if staff are not present (UWTSD, no date; UWTSD, 2020 a). The researcher will be informed by the gatekeeper of the expectations including each settings policy and will adhere to their settings principles and values respectfully (UWTSD no date).

Disclosure and Barring Service			
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.	YES	NO	N/A
Does your research require you to hold a current DBS Certificate?	X	☐	☐

SECTION I: Feedback, Consent and Confidentiality

Feedback What de-briefing and feedback will be provided to participants, how will this be done and when? After each method, a short de-briefing will take place where the researcher will remind the participants what is being explored in this study (UWTSD, 2020). During those moments, the researcher will thank the participants for their willingness to be involved. As and when each setting completes their part in the research, an email will be sent to the participants explaining the study in more depth and with a proposed date for the findings. The final feedback will be at the end of the study (1 academic year) with an email sent to all participants explaining the findings with a link to the published research.
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. After the initial meeting with the proposed gatekeepers and confirmation has been given of their interest as a setting to take part in the research study; an email will be sent to the gatekeepers with an attached letter outlining the research project in depth. After further confirmation, an email will be sent to all potential participants inviting them to take part including the details of the study for their consideration. Following confirmed interest, participants will be invited to a welcome meeting to engage face to face and discuss further including any questions or thoughts they might have regarding the study. Consent/assent will be required of all voluntary participants and such forms will be provided with reassurance that they may withdraw at any point; all these forms will be confidential and stored appropriately on university computers that are password protected and encrypted to ensure the delivery of high security standards. If paper copies are provided, they will be stored in a locked filing cabinet in a room that is locked when staff are not present (BERA, 2018; UK Gov, 2018; REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL, 2016; Data Protection Act, 2018).
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. Geographical location, setting names and participants will be kept anonymous and identified

through pseudonymous identities ensuring their privacy is always protected (UNICEF, 2013; BERA, 2018; UK GOV, 2018).

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
"Personal data" 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.	X	
If YES, provide a description of the data and explain why this data needs to be collected:		
Names and recorded voices will be used to differentiate between primary caregiver and their child and the early year's practitioners during analysis.		
<i>(this box should expand as you type)</i>		
Does it involve special category data (as defined by the GDPR)?	YES	NO
"Special category data" means sensitive personal data consisting of information as to the data subjects' – (a) racial or ethnic origin, (b) political opinions, (c) religious beliefs or other beliefs of a similar nature, (d) membership of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992), (e) physical or mental health or condition, (f) sexual life, (g) genetics, (h) biometric data (as used for ID purposes),		X
If YES, provide a description of the special category data and explain why this data needs to be collected:		
<i>(this box should expand as you type)</i>		
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)?	X	☐
University computers?	X	☐
Private company computers?	☐	X
Home or other personal computers?	☐	X
Laptop computers/ CDs/ Portable disk-drives/ memory sticks?	X	
"Cloud" storage or websites?	☐	X

Other – specify:	☐	X
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:		
Personal data for example names to differentiate the primary caregivers and their children will be used for analysis purposes only, however, the settings, locations and participants will not be identifiable in any materials that are later published, therefore pseudonymisation will be given so they cannot be identified in any published research. All personal data will be stored on the universities computers which are password protected and encrypted to ensure high levels of security; paper data will be locked away in a filing cabinet and the locations door will be locked when staff are not present. This is to maintain privacy and confidentiality to protect the participants and their settings inline with GDPR guidelines (UNICEF, 2013; UK GOV, 2018; BERA, 2018; UWTSD, 2020).		
All Data Storage		
Will the research activity involve any of the following activities:	YES	NO
Electronic transfer of data in any form?		X
Sharing of data with others at the University?		X
Sharing of data with other organisations?		X
Export of data outside the European Union or importing of data from outside the UK?		X
Use of personal addresses, postcodes, faxes, emails or telephone numbers?	X	
Publication of data that might allow identification of individuals?		X
Use of data management system?		X
Data archiving?		X
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):		
When the Gatekeeper's have confirmed the participants who would like to be involved, the researcher will email consent forms and details outlining the study to all participating adults. The email addresses will not be retained longer than necessary and will be deleted at the end of the study or earlier if there are any withdrawals (UK GOV, 2018).		
List all who will have access to the data generated by the research activity:		
Amy Muriithi who is the researcher of this study, her tutor, Jessical Pittman and the Early Years team for the University course: BA in Early Years Education and Care – Practitioner Status, 2022 (UWTSD Research Data Management Policy, 2020).		
List who will have control of, and act as custodian(s) for, data generated by the research activity:		
Amy Muriithi – the researcher and her tutor, Jessica Pittman (UWTSD Research Data Management Policy, 2020).		
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.		
The University computers will store the data as they are password protected and encrypted. The university has safe storage and digital packages on the computers for example fire wall and antivirus to ensure protection. The data will be stored no longer than necessary and after the evidence has been published (1 – 2 years maximum) the data will be deleted (UWTSD Research Data Management Policy, 2020).		
Please indicate if your data will be stored in the UWTSD Research Data Repository (see https://researchdata.uwtsd.ac.uk/). If so please explain. (Most relevant to academic staff)		

Upon completion of the study, the research data will be deposited into a designated external Research Data Repository; the University policy suggests making work available for others to read free of charge soon after the research has been published, ensuring it is supported by a research data management plan including the UK GDPR and without breach of any Intellectual Property rights (IPR). The findings will be made available here because it is free for the researcher as the infrastructures are the hosts and pay the financial cost; this is encouraged because it provides an enrichment to the visibility; they have very high standards of governance and quality support for data curation, accessibility, control, and licensing (UWTSD Data Management Policy, 2020).		
Confirm that you have read the UWTSD guidance on data management (see https://www.uwtسد.ac.uk/library/research-data-management/)	YES	☒
	NO	☐
Confirm that you are aware that you need to keep all data until after your research has completed or the end of your funding	YES	☒
	NO	☐

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		
Signature of applicant:	A. M. Muriithi	Date: 11 th May 2022

For STUDENT Submissions:

Director of Studies/Supervisor:	Jessica Pittman	Date:
Signature:		

For STAFF Submissions:

Head of School/Assistant Dean:		Date:
Signature:		

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

X	I have read the guidance notes supplied before completing the form.
X	I have completed ALL RELEVANT sections of the form in full.
X	I confirm that the research activity has received approval in principle
N/A	I have attached a copy of final/interim approval from external organisation (where appropriate)
N/A	I have attached a full risk assessment (and have NOT completed Section H of this form) (where appropriate) ONLY TICK IF YOU HAVE ATTACHED A FULL RISK ASSESSMENT

X	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.
X	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.
X	I have deleted the guidance notes before submitting the PG2 for consideration

RESEARCH STUDENTS AND STAFF ONLY

All communications relating to this application during its processing must be in writing and emailed to pgresearch@uwtsd.ac.uk, with the title 'Ethical Approval' followed by your name.

You will be informed of the outcome of your claim by email; therefore it is important that you check your University and personal email accounts regularly.

STUDENTS ON UNDERGRADUATE OR TAUGHT MASTERS PROGRAMMES should submit this form (and receive the outcome) via systems explained to you by the supervisor/module leader.

This form is available electronically from the Academic Office web pages:
<http://www.uwtsd.ac.uk/academic-office/>

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). 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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