

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:		Elizabeth Anne EVANS			
Tick all boxes which apply:		Member of staff:	☐	Honorary research fellow:	☐
Undergraduate Student	☒	Taught Postgraduate Student	☐	Postgraduate Research Student	☐
Institute/Academic Discipline/Centre:		Institute of Management and Health BSc Professional Investigation			
Campus:		Swansea Business Campus			
E-mail address:		2116745@student.uwtsd.ac.uk			
Contact Telephone Number:		07912 020 204			
For students:					
Student Number:		2116746			
Programme of Study:		Part time			
Director of Studies/Supervisor:		Alison Cooke			

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		☐		
	Institute Research Committee		☐		
	Other (write in)		☐		

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	☒
	☐

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

All other organisations have their own ethics policies. Consent will be requested prior to the commencement of any contact with study participants to afford them the opportunity to verify against their own policy.

SECTION E: Details of Research Activity

Indicative title:	A critical evaluation of policies relating to the Police attendance at sudden deaths.		
Proposed start date:	01/04/2022	Proposed end date:	01/11/2022

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

In 2011, a study was conducted which highlighted concern which, despite best practice as stated by the College of Policing, there should be Police attendance at all cases of unexplained death, there was a lack of consistency in policies relating to this. In some cases, meeting certain criteria, there was no Police notification, collaboration or attendance at all. The assessment of suspicion is solely relied upon by Paramedics who are not suitably skilled. The study explains how suitably trained investigators (CID) should be attending such reports in order to conduct a thorough and informed assessment to rule out any criminality. The consequence of failure to conduct an investigation with due diligence from the outset is potential loss of evidence and so called 'covert killings' are missed.

Research shows that even Police Officers make poor decision-making and cases are referred back by the coroner upon highlighting failures. If so, how can it be said that Paramedic only based assessments are reliable to be accurate under such policies and is it reasonable to make them accountable.

The purpose of this study is to establish if such risk exists, whether either policy is more proportionate to meeting its objective and if a training need exists, which professional role does this apply to.

The lack of recent research in this area makes this study more appealing since the recommendations from the 2011 study of national, standardised best practice has not been implemented.

(this box should expand as you type)

Research Question

A critical evaluation of policies relating to the Police attendance at sudden deaths.

(this box should expand as you type)

Aims of Research Activity

The aim of this study is to establish if the inconsistent policies in relation to Police attendance at unexplained deaths result in any increased risk that suspicious circumstances are being missed at an early opportunity resulting in investigative opportunities from timely Police/CID intervention being lost.

(this box should expand as you type)

Objectives of Research Activity

- Identify and compare a proportionate selection of Police/Ambulance service policies and training given in this area.
- Analyse the rationale in the decision-making process which formulated these policies
- Discuss who is the most appropriate service to attend and determine "suspicion" in cases of unexplained death.
- Evaluate the risk of missed criminality in assessments resulting in delay in Police intervention and the consequential loss of evidence.

(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.

Quantitative Primary data

The questionnaire is limited to 10 open and closed questions in order to be attractive and achievable to participants, given consideration to their demanding frontline response roles. This should improve participation rates. Focus groups were considered however, due to geographical distance and difficulties with logistics of assembling frontline response, shift working staff and abstracting them from their important role, short questionnaires were deemed to be the more appropriate method and can be completed electronically, in a few minutes down time independently.

Qualitative Secondary data

To establish what material already exists, a peer reviewed literature review will be conducted from journals, books, studies, dissertations, policies/procedures, statistics. Sources will be the University library, Google Scholar, College of Policing library and open-source internet search (Office for National Statistics). Search terms will be, decision making in criminal investigations, bias in critical thinking, guilt psychology, post offence conduct, covert killings, errors by Police in determining criminality in unexplained death, preservation/loss of evidence in initial response to scenes of unexplained death. Establish if lack of initial investigation is an issue when cases are being referred back from the Coroner.

(this box should expand as you type)

Location of research activity

Identify all locations where research activity will take place.

Dyfed Powys Police Force
Welsh Ambulance Services NHS Trust.
East of England Ambulance Service.
Bedfordshire Police.

(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.

Not applicable

(this box should expand as you type)

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.

Requests will be made under the Freedom of Information Act and by authority of the information holder (discretionary). The material requested will relate to training and the specific policy neither of which are sensitive.

(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?	☒	☐
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: (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?	☐	☒
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: My son is a Paramedic with East of England Ambulance Service, he will only facilitate the required point of contact details within the service to assist with delivering and seeking authority for this study. Likewise, I have a friend in the Welsh Ambulance Services NHS trust who will conduct the same role. The anonymity will remain in relation to the participants. Participants within Dyfed Powys Police will be my colleagues however, the anonymity of the study will not identify them to the investigator. None of these persons are intended participants, they are declared for honesty and integrity purposes. I have no connection to Bedfordshire Police and will establish points of contact. (this box should expand as you type)		

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?	To achieve a fair representation from each applicable policy, 20 Police Officers in total will be requested. 10 from each policy (Police attendance in all cases, Police attendance in certain criteria). Each 10 will be 5 response Officers, 5 CID. Likewise, 20 Paramedics in total, 10 to represent each of the policies being examined. The institutions will be Bedfordshire Police, Dyfed Powys Police, East of England Ambulance Service, Welsh Ambulance Service NHS Trust. (this box should expand as you type)
Who will the participants be?	Police officers (response and Detectives) Paramedics (this box should expand as you type)
How will you identify the participants?	I will request the assistance of the Learning and Development departments Police and Ambulance Service, in randomly selecting subjects and Survey Monkey will be used as a platform medium to facilitate the survey. (this box should expand as you type)

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			
 (this box should expand as you type)			

Information for participants:	YES	NO	N/A
Will participants be paid?	☐	☒	☐
Is specialist electrical or other equipment to be used with participants?	☐	☒	☐
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			
<i>(this box should expand as you type)</i>			

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: No risks <i>(this box should expand as you type)</i>	How will you mitigate the Risk to Participant <i>(this box should expand as you type)</i>		
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			
Should a response disclose a failure to comply with policy/duty, any serious breaches will be referred to the respective organisation's professional standards dept. Participants will be notified of this since it will be stated in the questionnaire. Care will be taken when phrasing questions to minimise such risk. <i>(this box should expand as you type)</i>			
Risks to investigator For example: personal safety, physical harm, emotional distress, risk of accusation of harm/impropriety, conflict of interest			
Risk to Investigator: No risks <i>(this box should expand as you type)</i>	How will you mitigate the Risk to Investigator: <i>(this box should expand as you type)</i>		
University/institutional risks For example: adverse publicity, financial loss, data protection			
Risk to University: No risks <i>(this box should expand as you type)</i>	How will you mitigate the Risk to University: <i>(this box should expand as you type)</i>		
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?	☐	☒	☐

SECTION I: Feedback, Consent and Confidentiality

Feedback

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

A summary of findings will be produced and provided by e-mail to participants anonymously or organisations if they choose to receive one at the conclusion of the study. Instructions will be included in the questionnaire introduction.

(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.

Consent will be gained from Supervisors at each organisation prior to the commencement of the information gathering exercise in order to reduce any risk of reputational harm.

Consent from participants of the questionnaire will be gained. It will be stipulated that by taking part in questionnaire, they are giving consent. Their participation is voluntary, they may withdraw at any time and they do not have to answer all questions. If they do not consent, do not complete the questionnaire.

(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.

The Survey monkey application will be used to facilitate the questionnaires which is anonymous. Participants will be asked their role and which policy applies to them otherwise, no personal or identifiable details will be requested. If names or personal information appear in responses, this will be edited by myself.

Should feedback from the study be requested, this will be provided to the participant anonymously through the point of contact at the organisation who has facilitated the issuing of questionnaires.

(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
"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:		
(this box should expand as you type)		
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:		
(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)?	☐	☒
University computers?	☐	☒
Private company computers?	☐	☒
Home or other personal computers?	☐	☒
Laptop computers/ CDs/ Portable disk-drives/ memory sticks?	☐	☒
"Cloud" storage or websites?	☐	☒
Other – specify:	☐	☒
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:		
(this box should expand as you type)		

All Data Storage		
Will the research activity involve any of the following activities:	YES	NO
Electronic transfer of data in any form?	☒	☐
Sharing of data with others at the University?	☐	☒
Sharing of data with other organisations?	☒	☐
Export of data outside the European Union or importing of data from outside the UK?	☐	☒
Use of personal addresses, postcodes, faxes, emails or telephone numbers?	☐	☒
Publication of data that might allow identification of individuals?	☐	☒
Use of data management system?	☐	☒
Data archiving?	☐	☒
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): A link to the Survey Monkey questionnaire will be provided to the point of contact in each organisation who will randomly select participants. Survey monkey will collate and analyse the data to which I will have access. Following thematic analysis, the data will be included in my dissertation and submitted to the University. This data does not fall within GDPR and DPA. Sharing of data with other organisations. Only information in relation to this study, it's purpose and objective in order to gain authority will be shared to organisations. The study outcome may be shared upon request. This material is not sensitive and does not fall within GDPR or DPA. Specific information will be requested from organisations such as a copy of their policy, any associated information (Ambulance call handlers have a question set to conduct with Paramedics) training material, coronial cases rejected for lack of initial investigation. This information is not in the public domain but is not sensitive therefore will be requested under Freedom of Information Act. It will be a decision upon the data controller in the organisation on whether to disclose or not. <i>(this box should expand as you type)</i>		
List all who will have access to the data generated by the research activity: Only myself <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: myself <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. Data will be stored on personal computer with appropriate security measures. The data will not contain any personal information, only that generated from the questionnaires. At the conclusion of dissertation, data will be deleted/destroyed. <i>(this box should expand as you type)</i>		
Please indicate if your data will be stored in the UWTSD Research Data Repository (see https://researchdata.uwt.ac.uk/). If so please explain. <i>(Most relevant to academic staff)</i>		

The results of the exercise will be included in dissertation. The dissertation will be stored by the University

(this box should expand as you type)

Confirm that you have read the UWTSD guidance on data management (see https://www.uwtsd.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 which is published on the website: https://www.uwtsd.ac.uk/research/research-ethics/		
Signature of applicant:		Date: 27/03/2022

For STUDENT Submissions:

Director of Studies/Supervisor:		Date:
Signature:		

For STAFF Submissions:

Academic Director/ 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:

☒	I have read the guidance notes supplied before completing the form.
☒	I have completed ALL RELEVANT sections of the form in full.
☐	I confirm that the research activity has received approval in principle
☐	I have attached a copy of final/interim approval from external organisation (where appropriate)
☐	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
☒	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.
☒	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 Academic Director.
☒	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:

<https://www.uwtsd.ac.uk/academic-office/appendices-and-forms/>

