

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:		Sara Herbert			
Tick all boxes which apply:		Member of staff:	☐	Honorary research fellow:	☐
Undergraduate Student	☒	Taught Postgraduate Student	☐	Postgraduate Research Student	☐
Institute/Academic Discipline/Centre:		University of Wales Trinity St Davids.			
Campus:		Swansea			
E-mail address:		2112543@student.uwtsd.ac.uk			
Contact Telephone Number:		07782105548			
For students:					
Student Number:		2021 1254 31			
Programme of Study:		BSC2H – PT – Professional Investigation			
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	X
	☐

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	South Wales Police				
Contact person name	Professional standards department				
Contact person e-mail address	Professional.Standards@south-wales.police.uk				
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:	A critical analysis of the occurrence of sexual predatory behaviour perpetrated by officers in South Wales Police and the pertinent features that characterise it.		
Proposed start date:	1/4/2022	Proposed end date:	1/11/2022
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: • Purpose of Research Activity • Proposed Research Question • Aims of Research Activity • Objectives of Research Activity Demonstrate, briefly, how <u>Existing Research</u> 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 this research project is to identify whether sexual predatory police behaviours exist within the South Wales Police (SWP) organisation. The information gathered will be proportionate and necessary to the research study. (this box should expand as you type)			
Research Question A critical analysis of the occurrence of sexual predatory behaviour perpetrated by officers in South Wales Police and the pertinent features that characterise it. (this box should expand as you type)			
Aims of Research Activity The aim is to examine whether these sexual predatory behaviours can be recognised or predicted. This would enable the police organisation to identify deviant characteristics and traits and devise and implement effective intervention measures to eliminate this behaviour. (this box should expand as you type)			
Objectives of Research Activity To identify whether sexual predatory behaviour exists within South Wales Police. To critically analyse issues relating to victims reporting sexual predatory behaviours and co-workers reporting sexual predatory behaviour that they have witnessed. Analysing issues around reporting will help in understanding how and why this behaviour is allowed to continue and exist.			

To examine data gathered from questionnaires and academic research on the subject to formulate a proposal strategy for reducing sexual predatory behaviour within South Wales police.

(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.

The study will set out to explore Police officers' thoughts and beliefs in identifying what is sexual predatory behaviour, how it is defined and whether South Wales Police officers believe that there is a problem within South Wales Police. The information will be gathered by way of primary source material. Police Officers will be asked to complete anonymous questionnaires. These questionnaires will include questions that can be analysed quantitatively and qualitatively, a combination of both methods will be used.

The questionnaire will consist of 20 questions. 18 of these questions will be closed questions, the quantitative research findings obtained from these questions will be demonstrated by use of a chart. The answers from these types of questions are easy to analyse. Consideration was given to providing multiple choice answers. However, if there are too many answers to choose from, the questionnaire can become confusing and boring which can discourage the participant from answering the questions. The questionnaires need to be straightforward and as easy as possible to complete. The questionnaires will give the participants the option of omitting questions that they do not want to answer and will allow them to move on throughout the questionnaire and submit without answering every question.

A qualitative method will also be used to gather the data. Two of the questions at the end of the questionnaire will be open-ended. These will relate to asking for suggestions of strategies to improve on the issue and asking whether the respondents would wish to contribute to the research any further. The data gathered from these questions will be critically analysed without the use of charts. Open questions will produce original answers which may be more informative and beneficial. However, it is acknowledged that answers provided by the open-ended questions may be more difficult to analyse. The information from these questions will be analysed by identifying themes from the answers.

All participants will be treated with respect. 'Informed consent' will be utilised. An introduction, aim of the research, why the matter is being researched and the methods used to gather the material will be made clear to all participants. They will be informed of the expectations from the questionnaires and told how the data will be stored and used. The participants will be assured that the questionnaires are anonymous. Importantly the research methods and findings will be transparent. The questions will be impartial. The author will maintain high levels of objectivity whilst analysing the research. Participation will be voluntary, and it will be stressed that the consent can be withdrawn at any time during the study. Involvement in this study should not cause any harm. The questions/answers will not use offensive, discriminatory or unacceptable language.

The questionnaires will be sent out to police officers via email and messages via a closed SWP Facebook page with the hope of obtaining a mixed response. By using both Email and social media the questionnaires will reach a wide number of officers from various parts of the organisation, including Uniform officers and officers in specialised Departments. The SWP Facebook page is a closed group which is only access by South Wales employees. This is managed by an admin who is a South Wales Police officer. No other persons will have access to this group.

Survey Monkey will be used to collect the data. This platform is easy to use, and the questions can be presentation in many ways. There are advanced data analysis capabilities.

The methods used will be appropriate and without unnecessary impact on the respondents. The methods will lead to the collection of necessary and sufficient but not excessive data.

(this box should expand as you type)

Location of research activity

Identify all locations where research activity will take place.

Anonymous questionnaires will be sent to Officers within South Wales Police organisation. Officers will not be interviewed in any locations within South Wales Police. The questionnaires will be analysed at the authors home address.

(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 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.

(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:	☒	☐
South Wales Police officers (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?	Only one method will be used to gather the data which is the use of questionnaires. There are approximately 3,000 Police officers employed by South Wales. It will be difficult to put a number of the persons expected to participate. The subject matter is a topical one which may encourage people to answer as they feel strongly about the issue or, they may not wish to partake in the research as they do not agree with the subject matter. An end date will be placed on the questionnaires dictating when the questionnaires need to be completed and sent back. Officers will be given a month to submit their responses. The response will be monitored throughout the month. 50-80 responses would be deemed a good target. If less responses are received during this time, then a further email or Facebook post will be generated requesting that participants engage. (this box should expand as you type)
Who will the participants be?	Police officers from different organisations within South Wales Police. These will include uniform officers, Traffic officers, custody staff, officers in specialised departments such as CID, Major Crime, Child abuse etc. (this box should expand as you type)
How will you identify the participants?	All officers will work for South Wales Police. The questionnaires will not be targeted at specific officers and all officers will be invited to participate. Questionnaires will be sent via email with

attached links and will be available on the closed South Wales Police Facebook page. The officers will be told that the questionnaires are anonymous. One of the questions will ask what department they work within which help identify whether there is more of an issue with this type of behaviour in certain departments within the Police organisation.

(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			
The participants will not need to provide written consent prior to them completing the questionnaire but will be told that their involvement with the questionnaire will automatically infer their informed consent. All participants will be appropriately informed about the research, what is expected of them and what will happen to the information that they provide. <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?	☐	☒	☐
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: There is a potential risk that Officers may become upset by the subject matter. Participating in the questionnaire may make them question whether they may have been a victim of predatory behaviour or may have witnessed it. Completing the questionnaire may make them wish to discuss the matter further.

(this box should expand as you type)

How will you mitigate the Risk to Participant

Details for the professional standards department and welfare unit for South Wales Police will be included on the questionnaire form should the participant wish to discuss the matter further.
(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 actually illegal is discovered in the course of a project, it may need to be disclosed to the proper authorities

This issue has been considered. There is the potential that offences may be disclosed. The participants will be informed that although the questionnaires are anonymous all results and any offences disclosed will be passed to the professional standards department. Details for the professional standards department and welfare unit will be included on the questionnaire form should the participant wish to discuss the matter further

(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 are no risks to the investigator in relation to the location of where the information will be gathered. The investigator has considered the risk that the responses to the questionnaire may have an emotional impact. Collecting insufficient data may impact on time management which can cause extra stresses for the investigator

(this box should expand as you type)

How will you mitigate the Risk to Investigator:

There should be no risk to the investigator. However, if a risk arises the investigator is aware of the details for the professional standards department and welfare unit for South Wales Police

(this box should expand as you type)

University/institutional risks

For example: adverse publicity, financial loss, data protection

Risk to University:

No known risk to the University. The investigator will undertake the research with

How will you mitigate the Risk to University:

professionalism. Time will be spent ensuring that the research is well organised and prepared. The investigator will ensure that no harm will be brought to the University when undertaking the research and their reputation will not be undermined in any way. The investigator will ensure to upholding high standards of conduct and integrity throughout.
(this box should expand as you type)

The investigator will comply with ethical, legal, and professional requirements and standards as required by statutory and regulatory authorities, as well as the university's Research Integrity and Ethics Code of Practice. The investigator will ensure that the research is not manufactured, misrepresented, and falsified in any way, and will ensure that plagiarism is not used. Confidentiality and management of personal data will be maintained. There will be no abuse of research subjects or material. Any issues of misconduct or offences disclosed will be dealt with immediately. The respondents will be advised that any issues of this nature will be dealt with appropriately and promptly by notifying the relevant department.

(this box should expand as you type)

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?

At the conclusion of the research project an overview of the data generated will be forwarded to the South Wales Police Professional standards department. Following the conclusion of the dissertation the investigator intends to provide the participants of the questionnaires and other officers within South Wales Police with an overview report of the results. This can be displayed via South Wales Police online notice board.

(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 participants will be told that taking part with the questionnaires will infer their informed consent. Submitting the form will mean that they have consented to the study and the results generated. The participants will be told that they can withdraw their consent at any time. A copy of the questionnaire with this informed consent will be submitted to the tutor at the same time of the submission of the ethics form and dissertation proposal.

(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 participants will be told that the questionnaires will be anonymous. The participants will not be identified by way of their answers.

(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	
Manual files (i.e. in paper form)?	NO	
University computers?	NO	
Private company computers?	NO	
Home or other personal computers?	NO	
Laptop computers/ CDs/ Portable disk-drives/ memory sticks?	YES	
“Cloud” storage or websites?	NO	
Other – specify:	NO	

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:

The questionnaires will be completed anonymously through Survey Monkey, the identity of the participants will not be known. The analysed information gathered will be stored by using characters A, B, C etc therefore no persons will be identified. The information will be stored on a laptop which only the author of the research has access to. The laptop is BitLocker encrypted and has a password which is only known to the author.

(this box should expand as you type)

All Data Storage

Will the research activity involve any of the following activities:	YES
Electronic transfer of data in any form?	YES
Sharing of data with others at the University?	NO
Sharing of data with other organisations?	YES
Export of data outside the European Union or importing of data from outside the UK?	NO
Use of personal addresses, postcodes, faxes, emails, or telephone numbers?	NO
Publication of data that might allow identification of individuals.	NO
Use of data management system?	NO
Data archiving?	NO

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):

The information gathered from Survey Monkey will be transferred to the authors student University account onto the One drive which is reliable and backed up. This information will be stored on a secure laptop which is protected by BitLocker encryption and a password. At the conclusion of the research project the findings from the anonymous questionnaires will be shared with the Professional standards department in South Wales Police. This will be transferred via a secure network via an official South Wales Police email address. The researcher has read the University's Research Data Management information and will ensure to comply with the Data Protection Act and General Data Protection Regulations.

(this box should expand as you type)

List all who will have access to the data generated by the research activity:

University of Wales trinity St David's - Supervisor and examiner.

The dissertation project will be made available via the University library and the British Library system

A copy of the findings will be made available to South Wales Police professional standards department

(this box should expand as you type)

List who will have control of, and act as custodian(s) for, data generated by the research activity:	
University of Wales trinity St David's <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.	
The data will be stored on the authors encrypted password protected laptop until the conclusion of the research project, and it has been marked and results received. Once it has been confirmed that the University are in receipt of the research dissertation the data and the degree is complete the data obtained from the questionnaires will be deleted from the author's online account. . <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.uwtsd.ac.uk/). If so please explain. <i>(Most relevant to academic staff)</i>	
N/A <i>(this box should expand as you type)</i>	
Confirm that you have read the UWTSD guidance on data management (see https://www.uwtsd.ac.uk/library/research-data-management/)	YES
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

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:	Sara Herbert	Date: 22/3/2022
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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:

YES	I have read the guidance notes supplied before completing the form
YES	I have completed ALL RELEVANT sections of the form in full.
YES	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
YES	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.
YES	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
YES	I have deleted the guidance notes before submitting the PG2 for consideration

