**Research College Group**

**Ethical Guidance for Action Researchers**

Please ensure you have read and agreed to these guidelines before your project commences. It is important to have clearance from a mentor or supervisor prior to starting your study. Once you have signed this form it will be your responsibility to stay within the agreed guidelines and should any aspect of your plan or methods change you are responsible to communicating this to your mentor / supervisor to ensure your project remains ethically sound.

**Your Name:**

**Your organisation:**

**Your project title or research question(s):**

Please give an explanation of how you have planned to carry out your study and collect your data (methods). This should include details of your participants, time frames of the study, methods through which you intend to collect your data.

**Please tick to agree that you will maintain the anonymity/confidentiality of your project.** That neither organisations nor individuals will be named or identifiable from the data in your report / podcast / academic poster or through other media. [ ]

**Data Protection** - Data should be kept secure, ideally behind password protected software or documents. Data should be safely destroyed at the end of the study.

Please detail how and where the data will be stored, who will handle the data and how it will safely be destroyed

**Equality and Diversity** – ensure you do not discriminate again a group of people in your study.

Please detail and positive or negative impacts of your study and how these may be addressed.

**Informed Consent/Right of Withdraw** – Consent must come from your organisation and participants of the research. For learners under 16 or SEND / higher needs learners, you must gain parental consent is required. Participants should have the right to withdraw their data from your research, however, you may wish to stipulate a date after which they may not withdraw their consent, but this would need to be made clear to participants.

It is considered good practice to explain your research to your participants either before or after the research takes place, when this happens may be dependent on the nature of the intervention as letting participants know may change behaviours (see covert observations and debrief).

Please check the box to indicate your study will gain informed consent from your participants prior to the collection of data [ ]

Please check this box to indicate your study will clearly communicate to participants their ability to withdraw data should they wish [ ]

**Deception/Protection from Harm** – Participants should know what they will be doing in the research and should not be deceived. However, there is a difference between withholding details of the study as sometimes this may be necessary for the purpose of the research. Participants should not be placed in harm – this could include physical challenges, researching sensitive topics e.g. mental health.

Please check the box to indicate your project will not deceive nor harm your participants [ ]

**Control Group –** Control groups should only be used in research if the group and participants within the group are not disadvantaged e.g. if new technology is introduced to one group but not the other which could potentially result in the control group having impoverished educational experience or opportunities.

Please check the box to indicate that your study does not use a control group [ ] . If your study does require a control group please detail how you will provide equality of opportunity to both groups in the text box below:

**Covert Observations** – Participants should be aware if they are being observed either at conception of the study or at a debrief (please see below). They do not necessarily have to know what they are being observed for (if this is normal for everyday practice).

Please check the box to indicate that your participants will be aware of any observations either at the commencement of the project or at debrief: [ ]

**Debrief -** If sharing details of the project at its commencement is not possible due to potential changes in participant behaviour then we would ask that participants are told of the nature of the research after the project.

Whether your brief participants at the commencement or end of the study. You may also wish to allow participants to view the results of the study at its close.

Please check the box to indicate you understand the importance of debrief[ ]