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**NOTTINGHAMSHIRE WOMENS AID LTD**

CO-PRODUCTION INFORMATION AND CONSENT FORM

Nottinghamshire Women’s Aid Ltd are working with Local Authority Commissioners and Nottingham Trent University to put mechanisms in place that allow domestic abuse survivor voices to be at the heart of the decision making around domestic abuse services, to ensure we ‘work together’ to gain improved outcomes for all.

We aim to deliver a range of co-production activities across Nottinghamshire with set themes and subjects to discuss in a safe environment. The workshops will be facilitated by an academic from Nottingham Trent University, who has experience of working with survivors of domestic abuse.

The groups will run across Nottinghamshire and you can access them either face to face or virtually. We will reimburse you for your time by paying any travel costs and providing refreshments as well as giving you supermarket vouchers as a way of showing our appreciation.

The workshops will begin in April 2024 and will cover the following topics:

Safe accommodation

Children and young people

High-risk survivors (MARAC)

Prevention and Promotion

Community Services

Health and care services

Criminal justice and the courts

Perpetrators of domestic abuse

**Ethical approval**

This project has gone through the relevant NTU research ethics procedures and has been given a favourable ethics opinion by NTU’s School of Business, Law and Social Sciences Research Ethics committee.

**Nottingham Trent University Research team**

The NTU research team include Professor Loretta Trickett (Principal Investigator) and Dr Kirsty Welsh (Co-Investigator).

If you wish to speak with one of the university academics directly involved in this research, please email:

[loretta.trickett@ntu.ac.uk](mailto:loretta.trickett@ntu.ac.uk) or [kirsty.welsh@ntu.ac.uk](mailto:kirsty.welsh@ntu.ac.uk)

Alternatively, you can write to Professor Trickett or Dr Welsh at; Nottingham Law School, Nottingham Trent University, 50 Shakespeare Street, Nottingham, NG1 4FQ. Phone number: 0115 848 5000.

**Do I have to take part? Taking part in this research is voluntary. If you would prefer not to take part, you do not have to give any reason. There will be no detriment if you do not take part.**

**What if I change my mind and wish to withdraw?**

**If you decide to take part but then change your mind before the focus group commences, then you can do so by emailing enquiries@nottswa stating you are part of the Co-Production Service to withdraw your consent. There will be no detriment for not taking part. However, payment will only be provided to those that have taken part in the focus groups.**

**Withdrawal either during or after the focus group:**

**If you decide to withdraw during the focus group itself, then you can choose to leave the focus group at that point. There will be no detriment if you choose to end your contribution to the focus group at this point. However, as the focus group will be audio recorded, it will not be possible to disaggregate your data for the evaluation, up until that point, and so you will not be able to withdraw it. This means that your anonymised data will then be retained as part of the study. You will, however, be paid for the contribution you have made up until that point.**

**What are the risks in taking part?**

With this focus group research, there is a small risk of being recognised by other focus group participants. However, in order to reduce the risk of this, the focus groups will be conducted using the **Chatham House Rule**, which means;

*When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.*

**Are there any other risks?**

**If during the focus groups it is revealed that an offence has been committed, or that a person is in danger of violence, and this risk has not previously been disclosed, then the university researchers are obliged to report such revelations to Nottinghamshire Women’s Aid who will address using NWAL policies and procedures around safeguarding.**

**How will my contribution be used?**

Focus groups will be audio recorded onto an NTU digital recorder. The recordings will be downloaded into an NTU password protected file on an NTU password protected computer, to which only the NTU research team have access. Once the recordings are transcribed then the audio recordings will be destroyed. No names will be used in transcriptions and pseudonyms will be used to identify participants on the transcription. This means that pseudonyms will also be used in the resulting report written for Nottinghamshire Women’s Aid and in any other possible academic articles or presentations by Nottingham Trent University.

**How will my personal data be kept confidential?**

**Confidentiality - Nottinghamshire Women’s Aid**

Personal data will be kept by Nottinghamshire Women’s Aid, please see Nottinghamshire Women’s Aid confidentiality agreement.

**Confidentiality - Nottingham Trent University**

Nottingham Trent University will be provided with copies of consent forms and an attendance list of participant names. These will be kept on an NTU password protected Computer in an NTU password protected file to which only the NTU researchers have access. Consent forms and attendance lists will be kept in a separate folder to that of the focus group audio recordings and transcripts. Once the audio recordings have been transcribed, the consent forms and participant name lists will be deleted. (Nottinghamshire Women’s Aid will continue to keep copies - see Nottinghamshire Women’s Aid Confidentiality Sheet).

The anonymised NTU focus group transcripts will be kept for a total of ten years after the research is completed (31/10/2025) in an NTU password protected data store.

**NTU Research Privacy Notice (RPN)**

**NTU Research Privacy Notice (RNP)**

The Research Privacy Notice outlines what NTU does with personal data and how we protect personal data and the rights of research participants during research activities in accordance with UK GDPR / Data Protection Act 2018. For the information regarding the RPN, please click on the following link: [https://www.ntu.ac.uk/p...research-privacy-notice](https://www.ntu.ac.uk/policies/research-privacy-notice)

If you have a question / query about how your data is being used by NTU;

* You would like to report a data breach (if you believe that your data has been lost or disclosed inappropriately)
* You would like to raise a complaint about how your personal data is being used by NTU please contact the Data Protection Officer; NTU Data Protection Officer, Nottingham Trent University, 50 Shakespeare Street, Nottingham, NG1 4FQ or E mail: DPO@ntu.ac.uk

If at any stage, you have any other concerns or complaints regarding the project and would like to speak with someone at NTU who is not directly involved in this research, or if you have questions about your rights as a research participant, please contact: Professor Jonathan Doak, by email: [jonathan.doak@ntu.ac.uk](mailto:jonathan.doak@ntu.ac.uk) or in writing to, Professor Jonathan Doak, Nottngham Law School, Nottingham Trent University, 50 Shakespeare Street, Nottingham, NG1 4FQ, Phone: 0115 848 8407.

Referral form

If you feel you would like to be part of this exciting new initiative please complete the form below and e mail to; [enquiries@nottswa.org](mailto:enquiries@nottswa.org)

**Consent NWAL**

By signing this form, in line with NWAL policies and procedures, I confirm the following:

* I give permission for anonymised information about me to be used by other charities for the purpose of monitoring and research.
* I understand that any personal information about me will be held confidentially by Nottingham Women’s Aid, unless I give my permission for it to be shared with others.

**Consent NTU**

* I give permission for Nottingham Trent University to audio record the focus group that I have agreed to take part in. I confirm that I have read and understood this information and consent sheet on how NTU will use my data and keep it secure.
* I understand that if during the focus group, it is revealed that an offence has been committed, or someone is at risk of harm, which has not previously been reported, then NTU researchers will be obliged to inform Nottinghamshire Women’s Aid of this who will address using NWAL safeguarding policies and procedures.

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| --- | --- |
| FULL NAME |  |
| DATE OF BIRTH |  |
| ADDRESS |  |
| TELEPHONE NUMBER |  |
| E MAIL ADDRESS |  |
| PREFERED METHOD OF CONTACT |  |
| IS IT SAFE TO LEAVE A MESSAGE |  |
| EQUALITIES MONITORING | **Gender**  Male  Female  Intersex  Gender queer  Non binary  Other  Prefer not to say  **Transgender**  Yes  No  Prefer not to say  **Sexual orientation**  Heterosexual  Gay  Lesbian  Queer  Asexual  Bisexual  Asexual  Pansexual  Other  Prefer not to say  Primary language (please state)  Is an interpreter required? (Y/N)  Please provide more detail: if needed  Has specific requirements; eg. hearing loop etc  **Religion**  Bahai  Buddist  Christian  Hindu  Jain  Muslim  Shinto  Sikh  Zoroastrian  No religion  Other  Prefer not to say |
| ETHNICITY | **Ethnicity**  **A.** White British  Irish  Gypsy or Irish traveller  Roma  Other  **B**. Mixed / Multiple ethnic Background  White and black Caribbean  White/Black African  White and Asian  Other  **C**. Asian or Asian British  Indian  Pakistani  Bangladeshi  Chinse  Other  **D.** Black / African / Caribbean Black British  African  Caribbean  Other  **E.** other ethnic group  Arab  Other  Prefer not to say  **Disability** yes / no  Physical  Learning  Hearing  Vision  Mental health  Long term condition  Speech impairment |
| SIGNATURE |  |