

**SAgE Faculty Ethics Committee
Ethics Application Pro-forma**

Applicant Name:	Daniel Richardson
Applicant email:	d.richardson@ncl.ac.uk
Academic Unit	School of Computing Science
Supervisor email (if available)	Ahmed.kharrufa@ncl.ac.uk
Category	Student Project (PGR)
Project Title:	Park:Learn
Start / End Date	30/04/2017 – 31/10/2019
MyProjects Reference (if available)	BH138138
Reviewer 1	
Name:	Louise Jones (Faculty Office)
Date sent:	03/04/2017
Date comments received:	03/04/2017
Reviewer 2	
Name:	
Date sent:	
Date comments received:	
Date comments provided to researcher:	03/04/2017
Date researcher confirmed amendments made:	N/A – no amendments required.
Faculty final approval date:	03/04/2017
Notes	<p>Extension to previously approved protocol for Masters project – see 16-RIC-037. New application submitted to reflect the change in programme.</p> <p>The aim is to develop a mobile app which supports the utilisation of local parks as learning environments.</p> <p>Working with human participants: park staff, park volunteers and teachers will be invited to attend a workshop to inform the development of a mobile app. A second workshop will be held with a group of school children and their teacher at a local park. During the workshop, the group will test the app and provide feedback on its functionality.</p> <p>Use of personal data: the workshops and follow-up interviews will be audio recorded. Personal data will also be collected during the testing of the app.</p> <p>Informal approval by email 03/04/2017</p>

Approved / ~~Not Approved~~ by the SAgE Faculty Ethics Committee

Signed by Professor Werner Hofer (Chair)


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Date:

6/4/2017
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Newcastle University Full Ethical Review Form

(Version 2.1)

Section 1:

Applicant Details

Mandatory Section

Applicant Name	Dan Richardson
Contact Email	d.richardson@ncl.ac.uk
Academic Unit	School of Computing Science
Project Type	Student Project

Additional details for non staff projects

Type of Degree Programme	Postgraduate Research (e.g. PhD)
Module Code	0
Supervisors Email	ahmed.kharrufa@newcastle.ac.uk
Supervisors Academic Unit	School of Computing Science

Section 2:

Project Details

Mandatory Section

Project Title	Park:Learn
Project Synopsis	<i>The Park:Learn project is focussed on finding ways of better utilising local parks and their surrounding communities as an infrastructure to facilitate mobile learning. With parks undergoing severe budget cuts (which look set to continue), many have been forced to implement daily charges for school visits or cease supporting educational activities completely. Park:Learn's aims are to support a greater utilisation of local parks through out of classroom, community supported learning without relying on park staff for management. By opening up the creation of playful learning activities to all members of the community (including people who would ordinarily be in passive learning roles, such as children) we also hope to encourage a higher degree of active engagement and reflection during learning, both in and out of school term periods. We are looking to implement this service as a mobile application which supports the creation and consumption of playful learning tasks.</i>
Project Start Date	2017-04-30 00:00:00

Project End Date	2019-10-31 00:00:00
High Risk Flags from Preliminary	'Humans Non-Clinical'
MyProjects Reference	BH138138
Project Funder Details	Primary: Secondary: Tertiary:
External Collaborators	Local schools (currently including Hawthorn Primary (principle school collaborator) and Bede Primary) Newcastle City Council parks services

Section 3: Existing Ethics, Sponsorship & Responsibility

Mandatory Section

Ethical Approval in place	No
Ethical Approval accepted by faculty	N/A
No of Approvals uploaded	0
Approving Body Details:	Name: Reference: Date of Approval:
NHS Research Sponsor name	0
NUTH Reference	0
External responsibility for Project Conduct, Management & Design	Conduct: , , , () Management: , , , () Design: , , , ()

Section 4: Project Outline & Proposed Research Methods

Mandatory Section

4.1 Project Outline and Aims

<p>In everyday language, briefly explain the aims of this research including the anticipated benefits and risk. In cases where the use of technical or discipline specific terms is unavoidable please explain their meaning clearly.</p>	<p>This project aims to increase the usage of local parks for educational purposes by allowing communities to create and consume educational activities in a mobile application. The app will make the phone's various hardware and software capabilities to allow for the creation of playful learning tasks within parks -- such as drawing, photography and filming, map interaction and more traditional elements such as multiple choice answers. The app will be designed to encourage creative processes: not only in the creation of these activities, but also the 'consumption' of them. For example, a teacher could use their students' submitted answers to these tasks in future learning activities. This creative element should drive student engagement. Further motivating factors such as gamified elements (such as optional leaderboards and achievements) will also be used.</p> <p>While the goal of the project is to allow for new activities to be created through the application by the local community, initial research in the app's development will be limited to consuming activities created by teachers and park staff. The testing of the app will involve its use in a lesson context at a park with children and their teachers/guardians, who will be present at all times. All data regarding all participants will be anonymized.</p> <p>To facilitate classroom reflection and review by teachers, user account data such as name and email address would have to be stored. Passwords will not be stored, and email addresses hidden from public view in a secure database. All data connections passing this data will be encrypted.</p>
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4.2 Proposed Research Method

(Experimental Design)

In everyday language, please provide an outline of the research methods in a clear step by step chronological order. Noting any pertinent information such as whether the research involves overseas partners and how you will handle the research data.

This is a continuation and extension of an existing, approved project (ref: 16-RIC-037)

We will be closely working alongside schools and park rangers throughout the project's further development, building both new and existing relationships with the staff and classes over several years. A longitudinal study will help us understand existing practices, identify potential for development and the eventual impacts of the study. This will involve researchers frequently being present within school classes and trips to local parks, assisting the teachers as necessary. The primary researcher will also be assisting trained Hawthorn Primary staff in the design and construction of a outdoor, "Forest School" learning area on the school grounds. These experiences will inform the development of and research surrounding the Park:Learn application.

Once the application is ready for use, it will be used by school teachers and students (aged 4-11), both on the school grounds and during class trips to local parks. The app's activities will involve the students taking pictures, video, audio recording and location logging. This collected data will be accessible to each student's teacher via a website, secured behind user account logins. Initially, teachers and local experts (such as park volunteers and rangers) will be designing activities to be completed by children through the use of the app. However, older students may later create activities for others, supporting both peer and deep learning.

As other schools and groups have expressed interest in the use of the Park:Learn application, we will be making it available for public download from the mobile platforms' app stores. In an effort to protect children from the creation of inappropriate content, created activities will have to go through a vetting process (controlled by trusted users, such as the researchers and teachers) before they are made publicly accessible.

Feedback will be solicited about the use of the app, either by email or (if local) in-person semi-structured interviews. These interviews will take place after participants' usage of the app, discussing their intentions behind their activity designs, the ease of use of the application, its fit into their existing teaching methods and improvements they would like to see. These discussions will, consent permitting, be audio recorded.

In all of these interactions, notes, photographs and audio recordings may be taken by the researcher for later review and qualitative analysis. Usage of the app will be logged for quantitative analysis. All data will be stored securely on Newcastle University servers, and any identifying elements anonymised before being published. Schools' health and safety regulations will be followed for any outings partaken with them.

Section 5:**Animals**

Only completed if animals risk identified

5.1 Home Office License

Is the work covered by an existing Home Office license?	N/A
Reference:	0
Do you intend to apply for a Home Office License?	0
Has the Comparative Biology Centre been consulted?	0
Has the Home Office been consulted?	0
If your project involves wild caught animals, are permissions in place?	0

5.2 Why is the use of animals necessary in this project?	0
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5.3 What kinds of animals will be used and how many of each?	0
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5.4 What will happen to the animals during and after the project?	0
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5.5 Who will be carrying out the project? Briefly describe the relevant experience and expertise of the persons involved?	0
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5.6 Where will the animals be housed/located? If the animals are being observed in the wild or in establishments such as zoos, has permission been obtained from the appropriate authority? For any work outside the UK, do the standards of animal care and accommodation comply with UK codes of practice? If not explain how they differ.	0
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5.7 What checks will be made on the animals, how frequently and by whom? What actions will be taken in the event of any adverse effects on the animals?	0
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Section 6:**Humans in a Non-Clinical Setting**

Only completed if humans non-clinical risk identified

6.1 Does the research specifically target / involve participants who are:

Adults (over 18 years old and competent to give consent)	Yes
Children / Legal minors (anyone under 18 years old)	Yes
People from non-English speaking backgrounds	No
Persons incapable of giving consent	No
Prisoners or parolees	No
Recruited through a gatekeeper	Yes
Welfare recipients	No
How many participants do you plan to recruit?	200

6. 2 From which source and, by what means do you plan to recruit your participants?	I will email schools to recruit teachers and their classes. I will email park staff and volunteers directly.
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6.3 Participant Information

Will you inform participants that their participation is voluntary?	Yes
Will you inform participants that they may withdraw from the research at any time and for any reason?]	Yes
Will you inform participants that their data will be treated with full confidentiality and, if published, it will not be identifiable as theirs?	Yes
Will you provide an information sheet which includes the contact details of the researcher / research team?	Yes
Will you obtain written consent for participation?	Yes
Will you debrief participants at the end of their participation (i.e. give them an explanation of the study aims and hypotheses)?	Yes
Will you provide participants with a written debriefing too?	Yes
If you are using a questionnaire, will you give participants the option of omitting questions that they do not want to answer?	Yes
If your work is experimentally based, will you describe the main experimental procedures to the participants in advance so that they are informed about what to expect?	Not applicable
If the research is observational, will you ask participants for their consent to being observed?	Yes

6.4 Participant Consent

<p>Please describe the arrangements you are making to inform potential participants, before providing consent, of what is involved in participating in your study and the use of any identifiable data, and whether you have any reasons for withholding particular information. Due consideration must be given to the possibility that the provision of financial or other incentives may impair participants ability to consent voluntarily.</p>	<p>Prior to our involvement in classrooms, we will send out consent forms and information sheets detailing the research to the children's parents via the school, as well as any participating adults. Children will be given a simplified information sheet. The information sheets and consent forms will be tailored to each specific study (for example, not all will events involve the researchers taking photographs of children).</p> <p>It will be made clear to all involved that that any identifiable data that is collected will be stored privately and securely, and that they may request its removal at any time. They will be made aware that anonymised data will be published, and that participation is optional and may be withdrawn at any time.</p>
<p>Participants should be able to provide written consent. Please describe the arrangements you are making for participants to provide their full consent before data collection begins. If you think gaining consent in this way is inappropriate for your project, please explain how consent will be obtained and recorded. (A copy of your consent form must be provided with your submitted application)</p>	<p>Written consent will be collected from the participants/their legal guardians prior to data collection commencing.</p> <p>Participants (or their parents) will be given pre-prepared consent forms which make it clear that their participation is voluntary, that they may withdraw from the research at any time and for any reason, that their data will be treated with full confidentiality and that published data will not be identifiable as theirs.</p>

6.5 Participant Debriefing

<p>It is a researchers obligation to ensure that all participants are fully informed of the aims and methodology of the project, that they feel respected and appreciated after they leave the study, and that they do not experience significant levels of stress, discomfort, or unease in relation to the research project. Please describe whether, when, and how participants will be debriefed. (A copy of your debriefing sheet must be provided with your submitted application)</p>	<p>Participants will be verbally debriefed, with guidance on how their contributions will be used, stored and distributed. This information, as well as details as to how to get in contact to relay comments, suggestions or questions about the research, will also be provided on a debriefing sheet as well as the initial information sheet.</p>
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6.6 Potential risk to participants and risk management procedures

Identify, as far as possible, all potential risks (small and large) to participants (e.g. physical, psychological, etc.) that may be associated with the proposed research. Please explain any risk management procedures that will be put in place and attach any relevant documents in the section below. Please answer as fully as possible.	<p>Minor physical risks that come with hosting activities in local parks, such as falling over due to uneven ground or slipping in mud. The parks in which activities will take place will be well managed and maintained, minimising the risks of harmful materials being present. The areas will be double checked for such materials prior to activities commencing. Children will be supervised at all times by their teachers/carers. A first aid box will be available and a mobile phone will be fully charged to contact the emergency services if needed.</p> <p>Schools' existing health and safety procedures will be followed.</p>
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Supporting Documents attached	6
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Section 7:**Data***Mandatory Section*

7.1 Please describe how data will be accessed, how participants confidentiality will be protected and any other relevant considerations. Information must be provided on the full data lifecycle, from collection to archive.	<p>Images and audio recordings taken during the workshops will be uploaded to the secure university 'owncloud' and deleted from the cameras and recorders. Any published materials will be anonymised.</p> <p>Uploaded files to the Park:Learn servers will be protected through URL obfuscation and user accounts.</p>
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Supporting Documents attached	0
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Section 8:**Environment**

Only completed if environmental risk identified

8.1 Please provide the locations in which your research will take place, together with the anticipated risks (emissions, destruction of habitat or damage to artefacts etc.), potential damage and mitigating measures planned.	0
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Section 9:**International (non EEA)**

Only completed if international risk identified

9.1 For any research conducted outside the European Economic Area (EEA) the researcher is responsible for ensuring that local ethical considerations are complied with and that the relevant permissions are sought. Please state the location(s) in which your research will take place?	0
9.2 Have the appropriate local ethical considerations been complied with and relevant permissions sought?	0

Section 10:**Permissions***Mandatory Section*

Please use the table to record details of any licenses or permissions required and / or applied for e.g. Local Authority District, Natural England etc. Ensure you include the reference, status and the date it was granted (if applicable).	1.Permission / License: , Awarding Body: , Reference: , Date: , Status: 2.Permission / License: , Awarding Body: , Reference: , Date: , Status: 3.Permission / License: , Awarding Body: , Reference: , Date: , Status: 4.Permission / License: , Awarding Body: , Reference: , Date: , Status: 5.Permission / License: , Awarding Body: , Reference: , Date: , Status:
Supporting Documents attached	0

Section 11:**Risk Considerations and Insurance***Mandatory Section*

11.1 What are the potential risks to the researchers themselves? This may include: personal safety issues, such as those related to lone working, out of normal hours working or to visiting participants in their homes; travel arrangements, including overseas travel; and working in unfamiliar environments. Please explain any risk management procedures that will be put in place and note whether you will be providing any risk assessments or other supporting documents.	<p>Travelling alone around Newcastle to local parks. The researchers will travel by taxi when needed and keep a mobile phone available for navigation and communication.</p> <p>Minor physical risks that come with hosting activities in local parks, such as falling over due to uneven ground or slipping in mud. Activities will take place during daylight hours and in well managed and maintained locations, minimising the risks of harmful materials being present.</p> <p>When with school groups there will be teachers present who are first-aid trained and equipped.</p>
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Supporting Documents attached

0

Section 12:**Human Tissues***Only completed if Human Tissue's are being used*

Does your study involve "relevant materials" as defined by the Human Tissue Act (2004)*?	N/A
Will you be storing the material for more than 7 days prior to either: processing the material to remove the cellular component, or transferring the material elsewhere (to non-Newcastle University premises)?	N/A
Have you agreed a storage location with the Designated Individual?	N/A
Location	

0

Section 13:**Supporting Documentation (not uploaded elsewhere)***Non-Mandatory Section*

Supporting Documents attached

0

Section 14:**Admin Section***Non-Mandatory Section*

LimeSurvey Response ID	
Date Completed	2017-03-30 17:45:22
Number of Documents uploaded	
Appropriate Review Committee	SAGE Ethics Committee

13210

0

Parents' Consent Form – Park:Learn

	Please initial if you agree
I have had the purpose of this study explained to me.	
I have had the opportunity to ask questions about the project and my child's participation.	
I understand that my child does not have to take part. His/her participation is voluntary and can withdraw from this study at any time.	
I understand that any photographs of participants will be stored securely, and if published censored of any identifiable features	
I agree to audio recordings being made of my child's impressions of the application.	
I understand that these recordings will be transcribed and any personal details will be removed.	
I agree to the use of unnamed quotes in future publications of this work and I understand that any subsequent publication of this research will not identify my child or me by name.	
I understand that I can contact the researchers at any time and I have been told how to do this.	
I understand that any personal data that my child and I provide will be retained and processed by the researcher in accordance with the Data Protection Act 1998.	
I consent to my child's participation in this study	

Name (Participant) _____

Signed (Parent/Guardian) _____

Name (Researcher) _____

Signed (Researcher) _____ Date _____



Park:Learn

We need your help!

We're creating a mobile app designed to let people create fun, playful learning activities in local parks. We need your help to test it!

The app will ask you to complete fun activities with your teacher in your local park, such as treasure hunts, photography, recording video, drawing pictures and plotting locations on maps. Future versions of the app will let you create your own activities and even fun features like leaderboards, unlockable rewards and achievements! **We need your advice on what you think about the app and what you'd like to see in future versions!**

Would you like to help out?

This activity will be part of your normal teaching hours. You don't have to be involved, but it would be great if you were. The advice you give us will be used to build new features into future versions of the app. If you would like to help us, please ask your parents to read and sign the attached forms, write your name below and tick the box!

Name: _____ Yes, I would like to take part ☐

Is there anything you would like to know?

We're from Open Lab, which is a Computing Science research group in Newcastle University. We specialise in the social and cultural aspects of new, digital technologies! If you would like to find out more, head over to our website or get in touch with us.

Website: <https://openlab.ncl.ac.uk/>

Dan Richardson (Researcher): d.richardson@newcastle.ac.uk

Patrick Olivier (Supervisor): Patrick.olivier@newcastle.ac.uk



Dear Sir/Madam,

We would like to invite your child or a child you care for to participate in a research project, **Park:Learn**, being run by Open Lab, Newcastle University in collaboration with Newcastle City Council Parks Services.

What is this study about?

The aim of the research is to explore how digital technologies can support the use of local parks and their surrounding communities as an infrastructure for learning. Encouraging outdoor learning within schools has become a high priority for Ofsted and local parks are an oft-overlooked teaching resource. Parks have also seen severe budget cuts over the last several years, and through projects like this we hope to increase their perceived value within local communities.

We are developing a mobile application – Park:Learn – which supports the creation and use of playful learning activities in parks, for use by teachers, families and park rangers (employees of Newcastle City Council Parks Services).

What would participation involve?

This session will involve children and their teachers and assistants testing a prototype version of the Park:Learn mobile application in Saltwell Park. This will take place during a normal visit to the park, meaning no additional teaching time will be taken up by the research.

The children will be asked to complete various activities using the app. These activities have been designed by teachers from Bede Primary School and have been designed to take advantage of the park environment as a learning resource. Using the app, children may be asked to take photos, record video, draw pictures and plot locations on maps. The children's usage and impressions of the application will be used to assess it and shape its development going forward. These impressions may be audio recorded and transcribed for later reference.

The researchers will not take photos of your child, nor will they collect any information that could be used to identify them. Any images which the children take will be accessible by their teacher. If children take photos or video of another child using the app, this material will be anonymised if given to us.

What happens if I change my mind during the study?

It is up to you whether you want your child to take part. You can choose to withdraw your child at any time if you no longer wish for him or her to take part, even after the study has finished.

Confidentiality

All of the data items collected, including audio recordings and transcripts, will be anonymised and stored securely. Only members of the research team will have access to them. Our findings will be published in written reports that will not identify your child or show that they have taken part. If photos taken through the use of the application show other children, we will blur out their faces when used in publications or publicity material.

If you are *not happy for your child to participate in this study and wish them to be opted out* - or have any questions about the project - please do not hesitate to contact your child's teacher, any of us on 0191 208 4631 or by using the email addresses listed below. If you're happy for the child to participate, there is no need to do anything further.

Thank you for your time and consideration.

Sincerely,

Dan, Ting and Ahmed

Contact Details:

Dan Richardson: d.richardson@newcastle.ac.uk

Ting Jarusriboonchai: ting.jarusriboonchai@newcastle.ac.uk

Ahmed Kharrufa (Supervisor): ahmed.kharrufa@newcastle.ac.uk



Thank you for coming to our workshop for the **Park:Learn** project, being run by Open Lab, Newcastle University in collaboration with Newcastle City Council Parks Services.

What is this study about?

The aim of the research is to explore how digital technologies can support the use of local parks and their surrounding communities as an infrastructure for learning. Encouraging outdoor learning within schools has become a high priority for Ofsted and local parks are an oft-overlooked teaching resource. Parks have also seen severe budget cuts over the last several years, and through projects like this we hope to increase their perceived value within local communities.

We are developing a mobile application – Park:Learn – which supports the creation and use of playful learning activities in parks, for use by teachers, families and park rangers (employees of Newcastle City Council Parks Services).

What would participation involve?

This session will be primarily focussed on exploring what subjects teachers are interested in teaching in local parks, but we're also very interested in discussions surrounding how technology can support the teaching of outdoor learning (e.g. collection of evidence of learning) and how teachers might want to use the resources that pupils could create during these sessions (photos, drawings, videos, etc) in future lessons.

The session will be audio recorded and transcribed for research purposes. Any resulting notes from the session will be photographed.

What happens if I change my mind during the study?

Taking part in the study is completely optional. You can choose to withdraw yourself at any time without having to give a reason.

Confidentiality

All of the data items collected, including audio recordings and transcripts, will be anonymised and stored securely. Only members of the research team will have access to them. Our findings will be published in written reports that will not identify you or show that you have taken part.

If you should have any questions, concerns or suggestions for the study, please do not hesitate to contact any of us on 0191 208 4631 or by using the email addresses listed below.

Thank you for your time and consideration.

Sincerely,

Dan, Clara, Ahmed and Patrick

Contact Details:

Dan Richardson: d.richardson@newcastle.ac.uk

Clara Crivellaro: c.crivellaro@newcastle.ac.uk

Ahmed Kharrufa (Supervisor): ahmed.kharrufa@newcastle.ac.uk

Patrick Olivier (Supervisor): patrick.olivier@newcastle.ac.uk



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The researchers will not take photos of your child, nor will they collect any information that could be used to identify them. Any images which the children take will be accessible by their teacher. If children take photos or video of another child using the app, this material will be anonymised if given to us.

What happens if I change my mind during the study?

It is up to you whether you want your child to take part. You can choose to withdraw your child at any time if you no longer wish for him or her to take part, even after the study has finished.

Confidentiality

All of the data items collected, including audio recordings and transcripts, will be anonymised and stored securely. Only members of the research team will have access to them. Our findings will be published in written reports that will not identify your child or show that they have taken part. If photos taken through the use of the application show other children, we will blur out their faces when used in publications or publicity material.

If you are *not happy for your child to participate in this study and wish them to be opted out* - or have any questions about the project - please do not hesitate to contact your child's teacher, any of us on 0191 208 4631 or by using the email addresses listed below. If you're happy for the child to participate, there is no need to do anything further.

Thank you for your time and consideration.

Sincerely,

Dan, Ting and Ahmed

Contact Details:

Dan Richardson: d.richardson@newcastle.ac.uk

Ting Jarusriboonchai: ting.jarusriboonchai@newcastle.ac.uk

Ahmed Kharrufa (Supervisor): ahmed.kharrufa@newcastle.ac.uk

Consent Form – Park:Learn

	Please initial if you agree
I have had the purpose of this study explained to me.	
I have had the opportunity to ask questions about the project and my participation.	
I understand that I do not have to take part. My participation is voluntary and I can withdraw from this study at any time.	
I agree to audio recordings being made of this session and understand that they will be used for research purposes.	
I understand that these recordings will be transcribed and any personal details will be removed.	
I agree to the use of unnamed quotes in future publications of this work and I understand that any subsequent publication of this research will not identify me by name.	
I understand that I can contact the researchers at any time and I have been told how to do this.	
I understand that any personal data that I provide will be retained and processed by the researcher in accordance with the Data Protection Act 1998.	
I consent to my participation in this study	

Name (Participant)_____

Signed (Participant)_____

Name (Researcher)_____

Signed (Researcher)_____ Date_____