



**Study title:**  
**Safeguarding Adults for Empowerment (SAFE)**

**WP4: Co-production events. (IRAS ID: 329360).**

**What is the Purpose of the Study?**

This project aims to improve adult safeguarding by developing knowledge and understanding of this area. Adult safeguarding is work that is done to protect people's rights to live in safety, free from abuse and neglect. We will be exploring this by speaking with people who have experiences of adult safeguarding in different ways, for example, through practice or lived experience.

You are being invited to take part in this research study. Before you decide whether to participate, it is important for you to read this leaflet so you understand why the study is being carried out and what it will involve.

Reading this leaflet, discussing it with others, or asking any questions you might have will help you decide whether or not you would like to take part.

You can request an audio copy of this information sheet or ask to have it in another language by contacting Keith Chappell (research associate at the University of Sunderland):

Email: [Keith.chappell@sunderland.ac.uk](mailto:Keith.chappell@sunderland.ac.uk),

Tel : 07354 481606

**Why have I been invited?**

You are being invited because you have a job role or experience that is related to adult safeguarding and we would like to share findings from this research with you and understand your views and perspective on these findings.

**Do I have to take part?**

No. It is up to you whether you would like to take part in the study. I am giving you this information sheet to help you make that decision. If you do decide to take part, remember that you can stop being involved in the study whenever you choose, without telling me why.

You are completely free to decide whether to take part, or to take part and then leave the study before completion. If you have participated and then decide to withdraw it will not be possible to

remove your data from the study.

### **What will happen if I take part?**

We are interested in your views and reactions to the findings of this research project which explored the ways in which older people are involved in adult safeguarding. By 'older people' we mean those over the age of 65. Over the past two years we have collected stories from older people about their understanding of safety and experiences of safeguarding procedures. We have done this through arts workshops and interviews with older people and have also interviewed family members who provide support, and spoken to advocates and social workers involved with adult safeguarding relating to older people. We have now collected these together and produced some audio case studies that we would like to share with you. We would also like to hear your responses to these case studies and see how this might impact on how you manage and implement adult safeguarding for older people.

This will involve guided listening to the case studies during an event with other professionals working in this field and inviting you to note your reactions and how this might impact on practice in adult safeguarding in your organisation.

An organisation called Made by Mortals will facilitate the event and they will also ask you to share how you or your organisation can provide the best possible experience for older people in adult safeguarding, based on what is shared with you at the event. This will be used to further refine the practice guidance and toolkit for social workers which has been developed within this research project. Made by Mortals will also record your commitments within the event and will follow up with you 3, 6 and 12 months after the event to track your progress. This information will be used to inform future research.

If you decide to take part, then notes and comments that you make at the workshop will be included as part of the data set for this study. These will be anonymised as detailed below. Only notes and comments pertaining to changes that you or your organisation intends to make on the basis of the workshop discussion will be included (this could include, for example, discussion about any challenges that may present themselves to your agency in relation to making changes). We will also ask you to complete a short feedback form at the end of the workshop to provide information about how useful you found the workshop and to provide some basic demographic data.

It is also important that you understand that your involvement in the research is voluntary and that if you decide to take part you can change your mind at any time without having to give a reason and without it affecting you professionally. No information will be shared with your employer at any time.

Before the event there will be an opportunity for you to ask questions and we will establish together some rules for the time together (for example, around confidentiality or subjects you wish not to discuss). You will then be asked to sign a short form which indicates that you agree to take part in the research.

There will be opportunities to take a break during the event.

Members of the research team will take notes based on the conversations that take place during

the event. They will ask your permission before doing so and these will not record any notes that would mean you could be identified.

Everything that you say is confidential unless you tell us something that indicates that you or someone else is at risk of harm. This would be discussed with you before telling anyone else.

### **What are the possible disadvantages of taking part?**

We understand that discussing this topic with us may be challenging on various levels. Should you need it, we can signpost you to services which can offer you support.

We would like to reassure you that you can opt out of the research at any time by leaving the session at any time or by letting us know before the day of the event (via the contact details at the bottom of this sheet).

We also understand that taking part in this research means that you are giving up your time to be involved and we appreciate you taking the time to contribute to this important work.

If you have personal experience of adult safeguarding (for example, you are an older person who has experienced adult safeguarding, or the family member of an older person who has this experience then we can reimburse you for any costs that you have incurred to attend the event (e.g. travel or PA support time). We will also offer you a £20 Amazon voucher as a thank you for your time.

### **What are the possible benefits of taking part?**

By taking part in this study, you will be helping us to improve adult safeguarding to ensure that people are listened to and able to make decisions about what they need to be safe. Generating greater understanding of this area will help us to improve responses and services.

If you are a practitioner that you may also be able to use your involvement in the research as part of your CPD record. Learning about the findings from this research within the event will also help you to develop your own practice and organisational responses to adult safeguarding concerns.

All of the learning from this study, as well as the practice guidance and toolkit developed, will be made freely available after the event in an online space which you will have access to.

### **Will my taking part in this study be kept confidential and anonymous?**

Yes. All of your personal information will be kept confidential, but things that you tell us in the event will be shared via various means (detailed below). Any information that is shared in these ways, including any direct quotations from you, will be fully anonymised first. This means that you will not be identifiable from this information; your name will not be used in any of the information that is shared. Your name, or any service you are part of, will also not be written on any of the data collected. The written information will have a pseudonym, not your name. Your name or service will not be written on the notes taken, or on the typed-up versions of the interview. Nor will it appear in any documents or reports resulting from the study. The consent form you sign will be kept separately from your other data.

If you consent to take part in the follow-up survey we will hold your contact information in order

to do this and will be able to align these with your initial comments regarding potential changes to practice. These will not be made available to others without being anonymised as mentioned above.

### **How will my data be stored, and how long will it be stored for?**

Your consent forms and any other paper data will be digitised where possible and stored on the university drive which is password protected. Any paper documents will be kept in a locked cupboard in a restricted access room. Recordings and transcripts of the interview will be kept securely on the university system and will be password protected and anonymised. Any electronic data will be stored in the university drive, which is password protected. All data will be stored in accordance with university guidelines and General Data Protection Regulations (GDPR). All personal data will be deleted 6 weeks after you have taken part in this event, unless you have given us separate permission to keep your contact information for a later follow-up contact (in which case it will be deleted 6 weeks after that is completed).

### **What categories of personal data will be collected and processed in this study?**

We will collect some key demographic information which will be collected and stored anonymously. We will also collect your name on the consent forms. This will be stored separately from your anonymised data. If you wish to receive information about the findings of the research then I will also need to collect your contact details. There will be a space on the consent form to request this information and to provide your details. This information will be stored as detailed above.

### **What is the legal basis for processing personal data?**

The legal basis for processing personal data required for the purposes of this study is Article 6(1) of GDPR, processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested the controller.

### **Who are the recipients or categories of recipients of personal data, if any?**

Only the research team will be working with your identifying personal data. Anonymised personal data (e.g. age, gender, ethnicity) will be shared as detailed below.

### **What will happen to the results of the study and could personal data collected be used in future research?**

The anonymised general findings (including recordings and transcripts) from this research may be reported in a scientific journal, presented at a research conference and shared with the research funder. It may also be used in teaching, shared on social media, or used in other ways, such as included in blog posts or stored in a data archive. We will also use anonymised findings from this research at a co-production event towards the end of the study. You are welcome to attend this event – please speak to one of the research team to book a place and find out more.

However, the data will be anonymised and you or the data you have provided will not be

personally identifiable. The anonymised findings may also be shared with other organisations/institutions that would benefit from the study findings. We can provide you with a summary of the findings from the study if you tick the appropriate box on the consent form and provide your contact details.

### **Who is Organising the Study and who is part of the research team?**

This study is being led by a team from the University of Sunderland.

- Dr. Sarah Lonbay (Associate Professor at the University of Sunderland) is organising the study.

The other members of the research team are:

- Dr. Keith Chappell (University of Sunderland)
- Dr. Carole Southall (Northumbria University)
- Jamie Scorer (University of Sunderland)
- Martin Wilkes (University of Sunderland)
- Ileene Byrne (University of Sunderland)
- Claire Nixon (Newcastle City Council)
- James Babyk-Glynn (Oldham Council)
- Professor Toby Brandon (Northumbria University)

The charity Made by Mortals ([www.madebymortals.org](http://www.madebymortals.org)) will also be involved in the event. Made by Mortals help to produce immersive events based on real experiences.

This project has been funded by the NIHR Research for Patient Benefit (Research for Social Care call): NIHR205704.

### **Who has reviewed this study?**

The study has been approved by the Health Research Authority research ethics committee (IRAS ID: 329360). The study has also been reviewed and approved by the University of Sunderland Research Ethics Group (ethics reference number: 027527).

### **What are my rights as a participant in this study?**

You have the following rights as a participant within this study:

- a right of access to a copy of the information comprised in your personal data (to do so you should submit a [Subject Access Request](#));
- a right in certain circumstances to have inaccurate personal data rectified;
- and a right to object to decisions being taken by automated means.
- If you are dissatisfied with the University's processing of personal data, you have the right to complain to the Information Commissioner's Office. For more information see [the ICO website](#).

### **What should I do if I need support?**

If you need any help to allow you to take part in the session please ask Sarah or Keith (details below) and we will try to provide any support needed.

If taking part in the study raises any issues that you feel you need support or guidance with you can contact one of the organisations listed at the end of this information sheet. All members of the team are also available to talk with during sessions and you can call or email us using the details below, we will try to guide you to the best support for you.

If you share with us information that indicates that there is a significant risk of harm to you or someone else, we may have to share that information with relevant people who can help, such as social services or the police. We will discuss this with you first before we share the information with anyone else and help you to share it yourself with these organisations if you would prefer.

### **What should I do if I want to take part?**

If you would like to participate in the study then please contact Sarah or Keith using the details below.

Please also feel free to get in touch if you have any questions or would like to chat about the study.

#### **Contacts for further information and to take part:**

For more information about the project, or to take part, contact:

Dr Keith Chappell

Email: [Keith.Chappell@sunderland.ac.uk](mailto:Keith.Chappell@sunderland.ac.uk) . Tel: 07354 481606

You can also contact Dr. Sarah Lonbay (Principal Investigator) for more information about the project:

Email: [Sarah.Lonbay@Sunderland.ac.uk](mailto:Sarah.Lonbay@Sunderland.ac.uk) / Tel: 0191 5252153/ M: 07811770678

Link to profile: <https://www.sunderland.ac.uk/about/staff/social-sciences/sarahlonbay/>

If you have any concerns about the conduct of this study, please contact Dr Matt Campbell (Chair of the University of Sunderland Research Ethics Group, University of Sunderland): Email: [Matthew.Campbell@sunderland.ac.uk](mailto:Matthew.Campbell@sunderland.ac.uk)

If you feel that you would like support with any issues you may find some of the links and numbers below helpful:

03/09/2024: Version 2

**National Domestic Abuse Helpline:** 0808 2000 247 or [www.nationaldahelpline.org.uk](http://www.nationaldahelpline.org.uk)

**Adult Safeguarding, Newcastle City Council:** 0191 278 8377

**Adult Safeguarding, Oldham Council:** 0161 770 7777

(In an emergency or if you think someone is in danger call 999 and speak to the police.)

For support on a wider range of issues you can find a number of services here:

**Hub of Hope** [www.hubofhope.co.uk](http://www.hubofhope.co.uk) (this website will provide links to services available in your area)