COVID-19 Mapping and Mitigation in Schools (CoMMinS): Study 4
Participant Information Sheet for Parents

We would like to invite you to take part in our research study. Before you decide whether or not to participate, we would like you to understand why the research is being conducted and what it would involve for you. Talk to others about the study if you wish. Please ask us questions if anything is unclear.

What is the purpose of the project?
We want to work with parents/carers to develop digital tools and systems to help schools deal with the practical challenges of preventing and coping with an outbreak of Covid-19. We want to do this collaboratively with parents/carers, this process is called "co-design". We also want to work with pupils and teachers, to gather their views on the design of a system to help manage Covid-19 in schools.

Why have I been invited to participate?
Your child's school has agreed that we can run this research project at the school. We are inviting the parents/carers of primary and secondary school pupils to take part. We are also inviting pupils and teachers to take part.

Do I have to take part?
Taking part in the research is entirely voluntary. It is up to you to decide whether you wish to participate. We will describe the study and go through this information sheet with you before you participate and answer any questions you might have. If you agree to take part, we will ask you to sign a consent form prior to taking part in an interview/ workshop. You are free to withdraw at any time without giving a reason and we would destroy any information you have given us if you request this – up until the point when we have analysed all the information from the interviews/workshops.

What will happen to me if I take part and what will I have to do?
Phase one: We will ask participants to take part in a focus group with other parents/carers, via videocall. We call this focus group a "codesign workshop". This will be facilitated by staff from the research team. The purpose of the workshop will be to gather views on different digital solutions to help schools manage Covid-19, to identify the best one and then to think about how we can design the solution/s. The workshop is designed to last 60 minutes.

Phase two: We will use the information from phase one to start designing some prototypes of the systems to manage Covid-19 in schools. During phase two we will invite participants to take part in a final codesign workshop to develop these prototypes. The workshop will be via videocall, with other parents/carers and facilitated by staff from the research team. The workshop is designed to last 60 minutes.

What are the possible disadvantages and risks involved in taking part in the project?
One disadvantage is the time required for the interviews. Another possible disadvantage of taking part is that some people may become concerned by discussing Covid-19. We will conduct the workshops in a sensitive and respectful way. Participants do not have to answer any questions they do not wish to, and they can choose to leave the workshop at any stage.

What are the possible benefits of taking part?
Some people like to help with research and enjoy talking about their experiences in a workshop. Designing a system to manage Covid-19 in schools may help improve the experiences of school for staff and families in the future. We are offering participants a £20 voucher for participating in a co-design workshop.

Will my participation in this project be kept confidential?

All information which is collected about participants during the course of the research will be kept strictly confidential. We will audio record the workshops and we will take notes. We will turn audio recordings into a transcript, and we will remove anonymise the transcripts and notes (remove any identifiable information). It will not be possible to identify participants from any report, publication or presentation. If you take part, we will ask if you are happy for us to share your anonymised interview data with other researchers working on relevant studies. You can still take part in our study if you prefer that your data not be used for other studies.

What will happen to the results of the research project?
We will ask participants if they would like us to send them a summary of our results at the end of the study. Results from this study may be published in scientific journals and presented at scientific conferences.

Who is organising and funding the research?
The research is led by Professor Ian Craddock and Ms Amberly Brigden from the Digital Health Department at the University of Bristol. The study is funded by the UKRI/DHSC COVID-19 Rapid Response Initiative. The University of Bristol is the sponsor for this study.

Who has reviewed the study?
Ethical approval for this study has been given by the Health Sciences Faculty Research Ethics Committee at the University of Bristol.

What happens if I have any concerns about the study?
If you have a concern about the study, please speak to the researchers who will do their best to answer your questions. If you remain unhappy or have a complaint about any aspect of this study, please contact the Research Governance Office at the University of Bristol: **research-governance@bristol.ac.uk**

What if I want to take part or want further information about the study?
If you are interested in taking part, please follow this link we included in your invitation email. This will take you to an online form where we will ask you to provide some information about yourself and your contact details. Once you have submitted this form, a researcher will be in touch with you to talk about the study. There will be no pressure to take part, and you can still decide not to take part after speaking to the researcher.
You can also email the research team if you have any questions:
amberly.brigden@bristol.ac.uk

Thank you for reading this leaflet