

Information Sheet

My name is Lauren Boesley and I am a Trainee Educational Psychologist at the UCL Institute of Education. I am inviting you to take part in my thesis research on exploring the role of designated teachers for looked after and previously looked after children.

I am hoping to understand how designated teachers experience their role, and how they work with other professionals, including the virtual school, to support outcomes for looked after and previously looked after children. This information sheet will try and answer any questions you might have about the project, but please don't hesitate to contact me for any further queries.



Project title

Exploring the role of designated teachers for looked after and previously looked after children.

Why are we doing this research?

Despite holding a key role in promoting outcomes for looked after and previously looked after children in schools, there is surprisingly little research about the designated teacher role in practice.

The aims of this research are:

1. To explore how designated teachers experience and enact their role, including key responsibilities and challenges and facilitating factors that impact their role.
2. To understand how designated teachers work with other professionals, including the virtual school, to support outcomes for looked after and previously looked after children.
3. To use findings to help inform policy and further identify systems and processes required to advance and support the designated teacher role.

Why am I being invited to take part?

You have been asked to participate because you are either:

- a designated teacher; or
- a member of the virtual school (i.e. Virtual School Head or key professional responsible for supporting designated teachers).

We are inviting designated teachers to provide a first-hand account about how they undertake and experience their role; while virtual school staff will be able to provide key information about how the virtual school works with and supports designated teachers.

What will happen if I choose to take part?

Both designated teachers and virtual school staff will be asked to complete a short **questionnaire** about your experiences working with, or being, a designated teacher: <https://bit.ly/3kSZG4g>

Following the questionnaire, designated teachers can choose to take part in a **telephone interview** (approx. 30 minutes) at a convenient date and time. The interview aims to gather further information about the designated teacher role and experiences, but you will have complete control over what information you choose to tell me about and can omit any questions you do not wish to answer.

Both designated teachers and virtual school staff have the right to withdraw from the project at any time and all unprocessed data will be destroyed.

What will happen to the information I provide?

Feedback from questionnaires will be collected and collated using an online, password protected survey platform. Please be assured that your responses will be kept completely confidential. No personally identifiable information will be associated with your data and your contributions will stay anonymous.

Feedback during interviews will be audio recorded to ensure I have accurate records. Once transcribed, recordings will be deleted. Anonymised quotes may be used in the final report but any identifiable information (such as your name or the names of any children, staff, or school) will not be stored on transcripts. No identifying information will be used in any reports following the project.

Only my supervisors and I will have access to the data. Anonymised responses from questionnaires and interviews will form the basis of this research and will be used for academic purposes only, to help promote a greater understanding of the designated teacher role. Results may be presented at conferences or published in academic journals, however participant's right to confidentiality will be respected if the data is used in any report or publication.

Do I have to take part?

We hope that you would like to contribute to this study, but the decision is yours. If you choose to take part, you can still withdraw from the project at any time and any unprocessed data will be destroyed. You do not have to give a reason for your decision.

What happens to the results of the study?

If you would like to receive a summary of the findings from the report, please leave your email address at the end of the questionnaire. Please note, your email address will *not* be linked to your questionnaire and responses will stay confidential and anonymous.

What if I have any questions or concerns?

If you have any additional queries or concerns, please contact me directly in the first instance. If you are unhappy with the response, please contact either of my research supervisors:

- Lauren Boesley (Researcher) Institute of Education: l.boesley.16@ucl.ac.uk
- Chloë Marshall (Research Supervisor) UCL Institute of Education: chloe.marshall@ucl.ac.uk
- Karen Majors (Research Supervisor) UCL Institute of Education: k.majors@ucl.ac.uk

Data Protection Privacy Notice

The controller for this project will be University College London (UCL). The UCL Data Protection Officer provides oversight of UCL activities involving the processing of personal data, and can be contacted at data-protection@ucl.ac.uk. This 'local' privacy notice sets out the information that applies to this particular study. Further information on how UCL uses participant information can be found in our 'general' privacy notice: For participants in research studies, click [here](#).

The information that is required to be provided to participants under data protection legislation (GDPR and DPA 2018) is provided across both the 'local' and 'general' privacy notices. The lawful basis that will be used to process your personal data are: 'Public task' for personal data. Your personal data will be processed so long as it is required for the research project. If we are able to anonymise or pseudonymise the personal data you provide we will undertake this, and will endeavour to minimise the processing of personal data wherever possible.

If you are concerned about how your personal data is being processed, or if you would like to contact us about your rights, please contact UCL in the first instance at data-protection@ucl.ac.uk.