

Ethics

By

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REPLACE II Methodological Workshop 1 25<sup>th</sup> April 2013

## Research must be conducted in accordance with Coventry University's Ethics

1. For REPLACE I participant information sheets, de-brief sheets and consent forms were produced. These were translated into appropriate languages
2. Community Researchers must provide all participants with information sheets and contact details of the co-ordinating partner and Coventry University researchers.
3. If participants cannot understand the information sheet, community researchers should relay the information verbally before any data is collected
4. Confidentiality of all data needs to be stressed by community researchers. All names and identifiable aspects will be omitted when the recordings are transcribed
5. Community researchers must stress that participants are free to withdraw from the project at any time and their data erased
6. To ensure participant anonymity, community researchers need to allocate a unique identification code to interviews and focus group participants. This code could be the initials of the community researcher and the number of the interview, for e.g. DB1.
7. Focus group participants should be given a number and asked to state their number at the beginning of the focus group.
8. Community Researchers should keep all digital recordings safe and hand the data to the project co-ordinator asap so it can be uploaded to the REPLACE website.

## Handling Data Securely

- Project co-ordinators will be given the username and password to the members area of the REPLACE website where they can upload digital recordings
- Community researchers and project co-ordinators must store all data securely
- When analysing the transcripts via Nvivo this must be password protected
- Anonymised transcripts must also be kept secure

## Safety when conducting Focus Groups and Interviews

- Ask focus group participants not to disclose information about fellow participants
- Do not disclose information about previous participants within focus groups/interview, although, you can talk in generalities
- If a participant becomes distressed during a focus group/interview:
  - Don't just stop the interview/focus group
  - Give them time to calm down
  - Ask if they want to continue
- The focus group/interview is not a counselling session. We are not trained counsellors, refer participants to organisations/agencies if they want further information
- What do we do if a participant discloses their intention to practice FGM or that they have conducted FGM?

## De-briefing Participants

- Community researchers should ask participants if they have any questions before turning the recorder off.
- After finishing the focus group/interview ask participants if they are still happy to participate.
- Community researchers should discuss any concerns
- Community researchers should be ready to take notes after the digital recorder has been switched off, as participants have a habit of telling you something very important after the interview/focus group
- Participants should be given a de-brief sheet which has information regarding organisations/agencies etc which they can contact if they have physical, psychological concerns.
- Finally, Community researchers should feel as though they can talk to the project co-ordinators and each other during and after the research has concluded. Partners should organise a few meetings where community researchers can come together and discuss their experiences and the challenges they have faced in recruiting and conducting focus groups and interviews. A record of these meetings should be made.