**Pupil Information Sheet - Focus Groups**

### **Group Discussion Information**

These pages tell you about the group discussion so you can decide whether you want to take part. Please read them carefully. You will also have all this information explained to you by the person running the session. Please ask them if you have any questions or doubts.

**What is this project about?**

Your school is taking part in \_\_\_\_\_ [project name] which is run by \_\_\_\_ [insert name of research organisation], who want to [tell them about the research organisation and what you/they do] .

We want to talk to children your age about online bullying, how they talk to their friends or fall out with them online, and how they feel about telling someone when they need help. This will help us learn how we can help children who have upsetting experiences online.

We will be coming into your school to talk to people of your age and we really want to hear from you!

**What is a focus group and what I be asked to do?**

A focus group asks questions about a particular topic or issue. It will help us know what children really think about these topics!

You will be asked to take part in a group discussion with 8-10 pupils and 2 researchers from \_\_\_\_ [insert name of research organisation]. They will ask about online bullying, online friendships and what people do online that can upset others. We would like to know as much as we can in order to help make the internet a great and safe social place for children. The session will take about an hour.

It is up to you to decide whether you want to take part. Even though your parent/carer has given their permission for you to be involved, you still do not have to agree.

If you do, you don’t have to answer any questions that you don’t feel happy about.

**Who can I talk to if taking part makes me feel upset or makes me think that there might be a problem with something that happened to me online?**

We might talk about things that have made people upset and worried. Other people in the group might talk about things that have upset them too.

If this would make you upset or worried about something that happened to you, you do not have to take part or talk about it. You can always talk to a teacher afterwards.

**If you are worried or upset because of the things discussed after the group, or if you are having problems online, you should** **speak to a parent, friend, teacher or someone else you trust about it.**

You will also be given details of other places to get help at the end of the session. This will include what to do if you feel upset or are having problems online, and who you can talk to about it (e.g., \_\_\_, \_\_\_, \_\_\_\_).

To make sure that everyone feels safe when having the discussion, please do not mention other people’s names or anything about yourself that you wouldn’t want the other people in your group talking about after the discussion.

**Remember that *what you talk about could be discussed after the session by other people in the group. Please respect other people and keep what they say in the group private.***

If the researchers leading the discussion think that someone in the group has said something that is really upsetting for them or might be in danger, then they may tell your teacher or someone in your school. This is so that everyone is the group is kept safe and happy, and gets the help they need.

**Who will listen to the focus groups and what is said?**

The session will be led by two people from \_\_\_\_\_ [insert name of research organisation]. It will be recorded so we can remember what is said. We won’t include any names when we write it up so other people won’t know who said anything. This information and your consent form will be kept confidential (private) and will be stored securely. Only our other partners will have access to this and they are:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The overall discussions from the focus groups with young people will be included in a report and will help us develop our internet safety materials and education. This will help us make sure that children’s voices are heard when teaching them about online safety!

**What should I do if I change my mind about taking part?**

It’s always your choice to take part! You can leave the focus group at any time by telling the researcher. You don’t have to explain why. If you have said anything that has been recorded, it can’t be removed from the recording and it would still be part of the project.

If you leave, you will go back to your normal day at school.

**If you have any questions about the research, you should speak to \_\_\_\_\_\_\_\_\_\_\_\_\_ .**

**Focus Group Consent Form**

|  |
| --- |
| **Please tick each of the following if you are happy with them:** |

|  |  |
| --- | --- |
| I have read the information sheet and had everything about the session explained to me. I have also had the chance to ask questions. |  |
| I understand that it is up to me whether I want to take part, and that I can leave at any time before or during the group discussion and I don’t have to say why. I understand anything I say that has already been recorded can't be deleted. |  |
| I agree to the group discussion being voice recorded. |  |
| I understand that once the group discussion is over, the recording will be typed up by the researchers who will remove any information that could identify me. This means that I will not be able to change my mind and ask for what I say to be left out. |  |
| I agree that what I say can be used as part of a report or resources, along with opinions from other peers my age. |  |
| I agree that this can be published and understand that no-one will be told my name or anything that would mean people would know who said it. |  |
| I am happy to take part in this study. |  |

|  |  |  |
| --- | --- | --- |
| Your Name | Date | Signature |
|  |  |  |

**Debrief**

**Further Information**

Thank you for taking part in the group discussion! Your answers are very important in helping us to find out what children your age think about cyberbullying, peer pressure and other online problems. This will allow \_\_\_\_ [insert name of research organisation], schools and other organisations to better help children and young people to deal with issues.

***Remember that as the group discussion involved other children, there is a possibility that what you talked about could be discussed outside the session. Please respect the privacy of what other people said in the group.***

Any quotes used from the group discussions will be anonymous. This means no one will know who you are.

**Who can I talk to if taking part makes me feel upset or makes me think that there might be a problem with something that happened to me online?**

If you are worried or upset because of anything discussed in the group, or if you are having problems online, you should speak to a friend, teacher, parent or someone else you trust about it. They will be able to give you advice about the best thing to do.

You can also speak to the researcher now if you are worried or upset and would like some support. *[Educator name to be added*] will also be available in their office today at [*times to be added by school*] to speak to anyone who wants to talk about anything raised by the focus group.

You can also contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and other people listed below to talk about problems and get advice.

**You can find out more about online safety at:**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other places where you can get FREE help and advice:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Explain what they offer

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Explain what they offer

**Places where you can report problems:**

* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If someone you only know online asks you for personal information, photos or videos of yourself, or to meet up, report this to:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Find out how to report on social media and other places online at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you have any questions about the research project, you can contact \_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ by emailing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or calling \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .**

**THANK YOU AGAIN FOR TAKING PART!**