**Appendix 1: Participant Information Sheet:**

**1. Research Project Title:**

**Effectiveness of the ELSA (Emotional Literacy Support Assistant) programme for a set of pupils attending schools in a Local Authority in England**

**2. Invitation paragraph**

**You are being invited to take part in a research project. Before you decide it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part. Thank you for reading this.**

**3. What is the project’s purpose?**

**ELSA is a new programme to [LA] schools. It was designed by Sheila Burton who is a Senior Educational Psychologist working in Hampshire. Following several successful ELSA programmes running across England, it was decided by the Educational Psychology and Behaviour Support Team (EPBST) in [LA] to set up the training within the Local Authority. The aim of this research is to explore how effective the ELSA programme has been as perceived by the ELSAs themselves and by the use of the referral questionnaire in the ELSA programme. ELSAs are currently being trained throughout the Local Authority. In the Summer Term, 2012, they will be able to work with children in their schools who have been identified as requiring support in developing their emotional literacy skills. I would like to ascertain:**

**1. From the ELSA the impact they consider the training and subsequent clinical supervision from an Educational Psychologist has had on their skills in developing children’s emotional literacy skills**

**2. How effective the support provided by the ELSA has been for this specific group of children based on outcomes of the ELSA referral paperwork**

**In order to gather this data I will ask the ELSA to keep a reflective journal, explore the judgements made of the child’s emotional literacy skills based on the referral paperwork in the ELSA programme before working with the ELSA and at the end of the ELSA’s involvement, and a semi-structured interview with the ELSA at the end of the programme to further explore their perceptions as to how the programme has changed their working practises and how they consider the training has impacted on the children’s emotional literacy skills.**

**4. Why have I been chosen?**

**You have been chosen to take part in this research because you are training to become an ELSA and will be actively using the training you have received in your school.**

**5. Do I have to take part?**

**It is up to you to decide whether or not to take part. If you do decide to take part you will be given this information sheet to keep and will be asked to sign a consent form. You withdraw from the research at any time without it affecting any benefits that you are entitled to in any way. You do not have to give a reason for withdrawing.**

**6. What will happen to me if I take part?**

**You will keep a reflective journal consisting of your thoughts, useful anecdotes for when working with children while using ELSA and any other information you consider will be useful for in evaluating the effectiveness of the ELSA programme. At the end of the Summer Term you will be invited to attend a semi-structured interview with me which will consist of open as well as closed questions about the ELSA programme and your perceived impact on the school and /or child/ren. The interview will be arranged to take place at a mutually agreed time and location which will more than likely be at your school. You will also be asked to provide me with a copy of the questionnaire referral paperwork for the child/ren you have been working with. The same proforma will be used again at the end of your intervention and a copy will also be provided to me. The child/ren’s name is not to be used on the paperwork but the dates of completion and a means of identifying which proformas belong to which child will be required, eg, labelling ‘Child 1’ on the before and after questionnaire.**

**7. What do I have to do?**

**You will need to keep a reflective journal of thoughts as to how you have been influenced by the training with** **useful anecdotes about working with children while using ELSA and any other information you consider will be useful for in evaluating the effectiveness of the ELSA programme. The journal does not need to be written in every day but I would appreciate you recording your thoughts at least once per week. I will also need to have copies of the referral questionnaire for each child/ren completed at the onset of your involvement as an ELSA and at the end of the ELSA programme (Please refer to No (6) for further details). Otherwise, there should be no lifestyle restrictions as a result of participating.**

**8. What are the possible disadvantages and risks of taking part?**

**I will ensure your anonymity in this research. I do not perceive any disadvantages, harm or distress being caused to you in this research. I will bear in mind the protection of your well-being, eg, meeting where there is privacy. However, if I do see possible signs of distress I would debrief you and signpost you to contact to the necessary personnel, if necessary.**

**9. What are the possible benefits of taking part?**

**In taking part in this research, I hope, will give you an opportunity to develop your reflective skills on how the ELSA training has impacted on your practise and on the emotional literacy skills of the child/ren in your care. In addition, the research will help to gauge whether the ELSA programme has been perceived as being successful in improving the emotional literacy skills of children with possible ways of improving on the training and use of the programme in the future.**

**10. What happens if the research study stops earlier than expected?**

**At this stage there is no reason to anticipate the research will stop earlier than expected. Should it do so then it should not make an impact on schools running the ELSA programme.**

**11. What if something goes wrong?**

**If you unable to resolve a complaint with me or are concerned with how this research has been conducted then you should raise this with my Supervisor, Prof Tom Billington, by email:**

**t.billington@sheffield.ac.uk****,**

**by telephoning 0114 222 8113 or by writing to:**

**Director for Centre for the Study of Children,**

**Families and Learning Communities, School of Education,**

**University of Sheffield,**

**388, Glossop Road,**

**Sheffield**

**S10 2JA**

**If you consider your complaint has not been handled to your satisfaction by Prof Tom Billington then you should contact Sheffield University’s Registrar and Secretary by email:**

**registrar@sheffield.ac.uk**

**by telephoning 0114 222 1100 or by writing to:**

**Office of the Registrar and Secretary**

**Firth Court**

**Western Bank**

**Sheffield**

**S10 2TN**

**12. Will my taking part in this project be kept confidential?**

**All the information that I will collect during the course of the research will be kept strictly confidential. You will not be able to be identified in any reports or publications.**

**13. What type of information will be sought from me and why is the collection of this information relevant for achieving the research project’s objectives?**

**I will obtain your perceptions as to how successful the ELSA programme appears to you in the school and your perceived impact it has had on the child/ren you have worked with as an ELSA. This information is important as it may aid your school in making decisions regarding the future development of ELSA and influencing other schools in the Local Authority as to whether they wish to have teaching assistants trained to become ELSAs. This information may be useful to other schools outside the Local Authority in comparing their experiences with using ELSA and/or guiding them as to whether to train teaching assistants to become ELSAs in the future**.

**14. Will I be recorded, and how will the recorded media be used?**

**If you agree to be interviewed and an interview is conducted with you I shall use a Dictaphone to record the interview. The audio recordings made during this research will be used only for analysis and for illustration in conference presentations and lectures. No other use will be made of them without your written permission, and no one outside the project will be allowed access to the original recordings. No record will be made of who is it in the recording or where they work.**

**15. What will happen to the results of the research project?**

**The results of the research will be published once I have passed my thesis which will not be earlier than 2014. Once I know I have passed I will contact the school to inform them of this with information as to how to obtain a copy of the (published) research, if they wish to do so.**

**You will not be identified in any report or publication. It may be possible the data collected could be used in additional or subsequent research, eg, comparative studies within the Local Authority or between Local Authorities.**

**16. Who is organising and funding the research?**

**I am currently funded by [LA].**

**17. Who has ethically reviewed the project?**

**This project has been ethically approved following the procedures laid out by The University of Sheffield School of Education. The University’s Research Ethics Committee monitors the application and delivery of the University’s Ethics Review Procedure across the University.**

**18. Contact for further information**

**Please contact me, Mary K Leighton, by email at:**

**edp10mkl@sheffield.ac.uk**

**Or my Supervisor, Prof Tom Billington, at:**

**Director for Centre for the Study of Children, Families and Learning Communities,**

**School of Education,**

**University of Sheffield,**

**388, Glossop Road,**

**Sheffield**

**S10 2JA**

**Or by email:** **t.billington@sheffield.ac.uk****,**

**Or by telephoning 0114 222 8113.**

**This information sheet is yours to keep. Should you agree to take part in this research I will provide a copy of your signed consent form for you to keep.**

**Thank you very much for reading this far and an even bigger thank you should you consent to being part of my research.**

**22.02.12**