CUIDAR: Cultures of Disaster Resilience Among Children and Young People
Project Ethics Policy (4th Review) <mark>REVISED 31st Oct 2017</mark>

This Ethics Policy covers all work conducted by project partners with participants (children and adults) involved with CUIDAR through all stages of the project including planning, design, running of consultation workshops and events, and sharing feedback at the end of the project. The CUIDAR Project Ethics Board will oversee the working of the ethics policy and ensure basic principles are maintained. Ethical requirements and processes must be appropriate to each CUIDAR partner's local context allowing the safe, effective running of the different work packages including workshop events with children and young people.

There are two sections: 1) Codes of Ethical Practice[i] and 2) Safeguarding[ii]

Section 1: Codes of Ethical Practice
When working with children, young people and adults involved in consultation activities it is essential that as CUIDAR partners we follow these codes of ethical practice, and ensure that we respect and protect the safety, health and well-being of all participants and ourselves as project staff.

1.1 Recruitment	- Before recruitment: allocate roles and responsibilities for all CUIDAR staff running the consultation workshop or event. Ensure there is a named lead person (and contact) for each of the following: recruitment, to oversee workshop venues and undertake a risk assessment[iii], to plan and where required record activities, to manage emergency and safeguarding procedures, to report and feedback to CUIDAR Co-ordinator team at Lancaster University. - CUIDAR partners must obtain, and record, that permission is given by a suitably authorised representative of the participating school, charitable or public organisation to recruit children and young people within the organisation (and adults recruited to support the running of the activity). This must be done via a distribution of information about the project and/or consultation events to explain the project to the organisation, school, children and parents. - When recruiting provide all potential participants with: - Approved information translated from the CUIDAR template about the project (noting that information includes data management processes) and information about the specific workshop or event - Child-friendly version of this information for children and young people that is appropriate and accessible across different age

	groups, abilities, ethnic groups, languages, and locations. • Wherever possible the child-friendly version of information will have been designed in consultation with children. This version will be in plain, accessible language and may include cartoons or other pictures to illustrate the key points about the CUIDAR project and the workshop activities. o Allow a minimum of 48 hours from the point of distribution or consultation event for potential participants to read the information and consider if they want to take part, allowing children and young people to have a chance to discuss with parents/ carers / guardians or the school. o Follow a clearly stated recruitment procedure whereby the lead member of CUIDAR recruitment staff is named on the information and can be contacted by the parent or school on behalf of the children and young people if they want to take part and join the project and/or have questions about the project or activities. o Ensure the information includes the CUIDAR contact details for a clear and confidential formal complaints procedure, and children and young people are informed about it in a child-friendly format.
1.2 Consent and assent	o Before the start of workshops and events the team must obtain signed written consent from parents/carers (this is the preferred option) OR only if parents/ carers are not available (for example, have verbally consented but not returned written consent), from the head of school or other organisation with responsibility for the child or young person[iv] to take part. In such situations the team should seek to obtain parental consent at the earliest opportunity in addition to the school consent. o Each individual child must have given their assent (positive agreement) to take part[v] o Ensure the children have an opportunity to read or talk about the project with parents and / or the school, and that any queries are responded to by the CUIDAR staff before the parental and/or school consent is signed. o Adult participants must have given written informed consent.

	o Interpreters for participants must sign a confidentiality form (see template) o Participating children, young people and adults must be informed and aware that they are free to withdraw from the project activities at any time, without giving any reason. o CUIDAR project staff should re-check at the start of each new workshop session or event that individual children and young people still want to take part.
1.3 **Running workshops and events**	o Workshop venues should be accessible for all abilities, ages; be suitable for the planned activities and be a space where children can feel safe and protected. o There is no cash payment to be paid to participants. Workshops are free of charge for participants to take part. Refreshments should be provided at mealtimes and other breaks during workshop and panel events. o Each work-package project should, where needed, invite parents and teachers and/or community or charity support workers to workshop sessions as additional support for the children and young people. o CUIDAR project staff must have clearly allocated roles (leads and deputies) while running sessions for workshops and events: a key lead staff member, lead for each session, a lead for overseeing procedures for emergencies, support should any participants be distressed or unwell, and safeguarding. Support for the lead staff may include the additional invited adults (e.g. teachers or community support workers) o Workshop planning must follow agreed aims and objectives of the associated work package, and include a timetable for activities; a risk assessment with procedures for emergencies and safeguarding (see Section 2); managing the children's need for breaks and refreshments; ensuring there is time for 'warm up' and ending/'cool down' sessions; and provision of opportunities for children to share and contribute to the development of workshop activities and events. o Wherever possible involve children and young people in the planning and design of activities.

	o At the start of a workshop run a 'warm up' session, to include a discussion with children about everyone working with respect for each other, and agreements about what is and is not allowed – such as no images recorded of people's faces or anything that might identify them. Provide a clear ending to the session. The warm up and ending may include, for example, a wellbeing activity or game so that all participants begin and end the session in a positive way. o Workshop activities for CUIDAR projects are designed to use participatory methods[vi] in order to work with children and young people from a range of urban contexts, ethnicities, gender, ability, social disadvantage (all countries), and some with visual or hearing disability (Greece). The aim is for children to be able to engage in the activities and be fully supported in a stable, safe and positive group space, in ways that facilitate their sharing, expressing and developing ideas, and to contribute to further CUIDAR project activities. o The teams will aim for a staff ratio of 1 adult to 3-4 children and this may include 2 - 3 accompanying parents, teachers or community workers. o Workshop activities must be planned in ways that are child-led, and thus aim to avoid any imposed and unnecessary re-living of traumatic events that could cause children and young people potential re-traumatization and distress. CUIDAR project staff must have clear procedures to support any child who becomes distressed or unwell. o Ensure the CUIDAR project team have the skills to run participatory workshops. Prior to starting the first workshop sessions, some training in participatory methods should be completed by those staff with no experience in this type of methodology.
1.4 Visual and audio recording	Photographs, videos or audio recordings produced in workshops or consultation events can give children and young people the opportunity to express and share their points of view and opinions. Follow the policy guidelines as below (and also see the CUIDAR Visual and Social Media Policy). o Prior to any filming / visual recording specific media consent must be obtained from the parents of each child in the workshop. If a parent does not give consent that child must not be included in any

recordings. The children and young people must be comfortable with recording of video recording or photos; and if requested this process can be stopped and/or recorded images be anonymised (i.e. blurred or pixelated). For details about the policy on recording images see CUIDAR Visual and Social Media Policy. Discuss with children at the start of sessions what images will be permissible during workshop activities

o Audio recording is permitted in workshops and events (see also data management policies in 1.5.)

o Prior to setting up any audio recording of workshops and events CUIDAR project staff must re-check that the children and young people are aware of the recording; that they understand the reasons for the recording and have agreed to the recording taking place, and that if not comfortable with process they can at any time request not to be recorded.

o Visual images may only be recorded in CUIDAR partner countries that permit the recording of visual images of children (UK, Spain, Portugal and Italy). CUIDAR project staff must follow the any specific country requirements and thereafter follow the guidelines in this policy.

o Where CUIDAR partner countries permit the recording of visual images of children: Ensure informed and media consent is obtained from children and young people, parents/guardians before the taking of photographs, videos or digital images.

o Visual data (including those taken by participants) from workshops and events on a work package may be shared in later sessions with permission from children and their parent(s)/carer, as a reflection on workshop activities.

o Images for academic dissemination will only be used as findings in edited format (and using pseudonyms) with consent from participants. Each work package leader in each country will oversee this process, led by the Coordinator.

o In line with data protection framework (the provision on right to withdraw) the CUIDAR specific Media Release Form must be signed by children and their parent(s)/carer(s) for any child who appears in the project film(s)

1.5 Data management	o During the lifetime of the project all electronic data must be stored as anonymised, encrypted password protected files on the respective universities/Save the Children servers in a drive folder accessible only by CUIDAR members. Where data is used in dissemination that may involve quotations or images, only pseudonyms should be used. o Local data required to run and manage work packages must be stored in secure encrypted storage by the CUIDAR work package leader. The Coordinator at Lancaster University has overall responsibility for data management. o Audio and visual recording devices must be stored securely and all recorded files transferred at the earliest opportunity to encrypted password protected storage. Audio recordings can be transcribed and then placed in secure encrypted storage and destroyed at the end of the project. o From the end of the project electronic copies anonymised transcripts, and electronic scanned versions of the consent forms will be archived for 10 years in secure encrypted storage on the Lancaster University server (as the CUIDAR Coordinator). o All personal identifiers (including hard (paper) copies of consent forms) must be stored separately from the dataset and destroyed once the end of project report is submitted and the summary of findings (including copies of any end of project video) sent to participants. o Data will be collected, managed and stored according to principles set out in the UK Data Protection Act, 1988 and the new EU data protection (GDPR) legislation coming in to force in May 2018. This stipulates that a parent of a child aged up to 16 years old or the child participants once they reach 16 years old can request to have their images removed from the project data by contacting the Research Support Team, who manage the Data Archive at Lancaster University, via this generic email: rdm@lancaster.ac.uk o The CUIDAR project accords with the Spanish Data Protection legislation enshrined in ARCO rights http://www.uoc.edu/portal/en/_peu/avis_legal/drets-arco/index.html This means participants have the right to know what data is held about

	them (e. g their name or recorded images); and if the data is incorrect they can ask to have it removed or corrected.
	o Visual data from this project will not be offered for public archiving. This decision reflects the sensitive nature of research with children, the need to ensure safeguarding and child protection, and the difficulty of fully anonymised images. The only exception will be in dissemination of any end of project video material or photographs created from work package activities and events (as noted above) (both at national and EU level) as a tool for children to communicate their messages. This will require additional consent (see 1.7)
1.6 Internet and social media	o CUIDAR project partners must follow the agreed visual and social media guidelines, as below; partners should ensure CUIDAR project staff follow these guidelines during project activities.
	o As noted above in Section 1.4, data for dissemination via the public media requires informed signed parental/ carer / guardian media consent specific to each project for all child participants included in the data for that project. The media consent form is available for CUIDAR partners to translate from the template provided by Save the Children.
	o The use of social media in the context of the project will include the CUIDAR website: http://wp.lancs.ac.uk/cuidar; the CUIDAR Twitter account @CUIDARProject.
	o Children and young people and adults will be asked to turn their phones off in the workshop sessions, to preserve confidentiality, and the only interaction with social media during sessions will be via CUIDAR sites.
	o When working with children and social media discuss with the children the importance of how to act responsibly and safely when using social media:
	o Tweeting is optional and the project leaders work together with the children to compose tweets. Only the project leaders should post tweets on the children's behalf (i.e. send a 'tweet of the day')
	o If children are asked to take photos as part of the workshop, this can only be using devices provided by workshop leaders and returned to

	them at the end of the workshop, thus ensuring no photos can be shared on social media that show their own or other children's faces, (this may put children at risk if the images can be accessed and saved by the public. o Where partners use Facebook this will be for the use of work package leaders to post up information about the project and will be monitored by the CUIDAR coordinator team. No identifiable images of children will be included. Children and their parents will not be able to post or comment on the page. o Children and young people may then decide in discussion with CUIDAR project staff to translate relevant topics or issues into English to be posted on the central website.
1.7 Sharing feedback (during and following the end of the project)	o The CUIDAR project partners will ensure there is ongoing reporting and sharing of data from work package activities during the life of the project. The project Co-ordinator will support and manage this process o Results will be disseminated by CUIDAR project partners during and at the end of the project as: • The CUIDAR project summary of findings and presentations available to all participating children and young people and their parents/carers or teachers • Dissemination events convened in each country, including one international event with opportunity for all participating children/young people, local schools, local government policymakers and partners to share the outcomes and shape the development of a larger project • A full report of the results will be available via the CUIDAR project team and disseminated on the CUIDAR website www.lancaster.ac.uk/cuidar • This is in addition to dissemination via academic conference presentations and submission for academic publication.
1.8 Monitoring, reporting and sharing ethical issues	o The CUIDAR ethics processes will be overseen by the CUIDAR project Ethics Board, which will scrutinise how well different aspects of this Ethics Policy are working for partners at least every 6 months, with an option to discuss and address any specific issues raised by CUIDAR

	partners as needed. This will allow the Policy to be appropriate and flexible to reflect changing needs throughout the project.
1.9 Managing the work of CUIDAR project staff	o When planning workshop activities assess and address any potential stress or risks to CUIDAR project staff on the team (for example staff debriefing, potential staff re-traumatisation, or other safeguarding issues (Section 2.)
1.10 Procedures for effective oversight of project policy implementation	o The ethics board will oversee the implementation by a) Lancaster University coordinators checking social media outputs regularly every Monday and reporting findings to the ethics board b) effective communication of ethical issues arising using the template developed for the reporting of ethical issues c) correct implementation of assent consent procedures: scanned copies of all consent forms are reviewed by the Lancaster coordinators and stored in the Lancaster University encrypted data repository.

Section 2: Safeguarding (includes Incidental Findings) Policy

2.1 Working with children and young people	o CUIDAR partners will adopt a child safeguarding policy that includes incidental findings, to minimize the risk of any potential harm or damage for children and young people during participation activities (see Section 2.2). The project is following the Save the Children UK policy (uploaded to project portal)
	o Ensure that all project team staff and people involved in activities have confirmed they have read and accepted the ethics and safeguarding policy. For project staff without experience and training in Child Safeguarding, CUIDAR partners must ensure that all project team staff undertake relevant Child Safeguarding training.
	o One person is given responsibility for child-protection issues at every workshop and event (known as the child-protection lead person).
	o The risk assessment of activities undertaken before every workshop and event should include child protection.
	o CUIDAR partners have an action plan with procedures for emergencies or incidents (appropriate for different localities) discussed and agreed by all CUIDAR project staff and people involved in activities.
	o Ensure that children and young people's participation does

	not expose them to harmful situations.
2.2 Knowledge of policy and practice	o CUIDAR partners and all members of a workshop team need to be aware of local child protection (which includes policy on incidental findings) regulations and requirements, and local procedures to follow should a child protection issue arise during workshops or events.

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[i] These ethical requirements and guidelines are informed by codes of ethical practice set out by the European Commission (which includes different member states' ethical requirements); the British Psychological Society, and the UK Nuffield Council of Bioethics. Details and references are given in the 'CUIDAR Ethics Briefing Paper'

[ii] The CUIDAR safeguarding policy follows recommendations set out by Save the Children. For full details see the Save the Children policy document uploaded to the CUIDAR portal under WP8.1

[iii] Risk assessment examples are available from the Coordinator

[iv] Follow country age requirements where necessary – (no specific age requirements for consent in Spain; <16 yrs (UK) and <18 yrs (Portugal, Italy and Greece)

[v] For guidelines concerning children's assent ('positive agreement' and often considered as the child's consent) as part of the consent process see: consent and assent as outlined in "The Research Ethics Guidebook" (Institute of Education, University of London) http://www.ethicsguidebook.ac.uk/Research-with-children-105

[vi] The use of participatory methods may include creative arts/ performance / or psychotherapeutic methodology, and is designed to be an enjoyable, creative activity that is participant-led allowing each child and young person to explore and express their experience at their own pace to whatever extent and depth they choose.