



UNIVERSITY OF
WINCHESTER

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23rd January 2023

Parent/Guardian Information Letter

Creativity Collaboratives Programme: Evaluation

Dear Parent/ Guardian,

We are delighted to share with you that your school has been selected to participate in a Creativity Collaboratives programme that has been funded by Arts Council England. Our collaborative includes twelve local schools who are working together to test a range of innovative teaching practices to support children's creativity across the school curriculum. This is an exciting project that aims to enrich children's lives by developing them into confident and creative problem-solvers. Across our collaborative, we are also working with national and specialist leaders in education, and further supported by experts within the field of creativity.

The University of Winchester is working with the schools in our Collaborative to help design, implement and evaluate the impact of this programme. We are writing to tell you more about what this project entails for children at **[School name]** and to give you the chance to remove your child from the project evaluation.

Please read the information below to decide if you are happy for your child to take part in the evaluation of this project. If you have any further questions, please do not hesitate to contact us using the contact details provided above.

What is the purpose of the project research and evaluation?

The aim of this research is to understand the impact of this Creativity Collaborative programme on the creative thinking and opportunities of pupils at each of the schools taking part. We are interested in understanding how changes in the creative opportunities that children have in school might change the way that they learn and approach problems.



Why has your child been selected?

Your child has been invited to take part because they are a pupil at one of the schools that is part of the Creativity Collaboratives programme. Your child's school is part of a larger national project that is running for three years.

What does the project evaluation involve?

The programme began in January 2022. We are exploring children's creative thinking, creative knowledge and beliefs, and engagement with creative activities and opportunities at this point, and again across the duration of the project, which runs until July 2024. This will be done by asking the children to answer questions, either verbally in groups or individually via questionnaires in their school and through classroom observations. While completing the questionnaires, your child's class teacher or a member of our research team will be available to support children by reading the questions aloud if necessary. It should only take about 15 minutes to fill in the questionnaires each time and if there are any questions your child does not wish to answer they will be told to just move onto the next one.

We will also be looking at the role of certain pupil demographic factors, information on which will be provided by your child's school. Any personal information that would risk identification of individual pupils will not be stored as part of the data. The research data will be anonymised and your child will never be named in any output from this research.

Does your child have to take part?

No. Your child's participation in the project evaluation is voluntary and it is completely up to you and your child if they are to take part. If you do agree for your child to take part, they are still able to withdraw at any time without giving a reason.

What if there is a problem?

There are no known risks of taking part in this research. The questions are not designed to be upsetting in any way. Your child will have the opportunity to ask any questions and will be able to stop taking part at any time if they wish. Should you have any queries or worries, please do not hesitate to speak to your child's class teacher, Headteacher, or contact the research team at the University of Winchester.

How can you remove your child from the project evaluation if you do not agree for them to participate?

Should you agree for your child to participate in this evaluation research, you do not need to do anything. **If you DO NOT wish your child to take part, please fill in your child's details on the opt out slip and return to their class teacher by Monday 6th February 2023.**

You are also free to withdraw your child's data at any time during the programme (until July 2024) without having to give a reason and any data collected will not be part of the evaluation.

How will my child's data and privacy be handled within this project?

All data collected will be anonymised and kept confidential. Children will complete questionnaires online using software called Qualtrics, which is encrypted and secure. When completing questionnaires, children will be asked to include their first name only, first letter of their surname and class. As soon as we receive your child's data, we will remove their name and class and instead allocate them a unique identifying number which will allow us to collate each child's data without being able to identify individual pupils. No data will be stored with any names. All data will be stored in an electronic format and stored on a password-protected, encrypted University account. Any personal data will be handled in accordance with the General Data Protection Regulation (GDPR) and it will be securely retained for a maximum of 10 years. For further information, please also read the full privacy statement attached to this information letter.

The data collected for this project will be used to inform teaching practice within the collaborative and for research purposes only. Some of the data collected will be shared with researchers from the University of Durham who are evaluating the wider national project. However, these data will be completely anonymised before sharing and will not contain any information that might identify your child. If the data are published or otherwise communicated as part of the process of sharing the outcomes of this project, they will be entirely anonymous and will not be identifiable as your child's.

Who has reviewed the project research and evaluation?

This project research and evaluation has been reviewed and approved by the Faculty of Humanities and Social Sciences ethics committee at the University of Winchester. If you have any further questions or concerns about this research, please speak to the Principal Investigator at the University of Winchester, Prof. Paul Sowden, paul.sowden@winchester.ac.uk or the Collaborative Lead for schools participating in the Creativity Collaborative, Jo Cottrell, j.cottrell@uwinat.co.uk. If you have any complaints about the way in which the study has been conducted, you can contact the Chair of University Ethics, Dr Samantha Scallan, ethics@winchester.ac.uk.

Thank you for taking the time to read this information sheet.

Yours faithfully,

Paul Sowden



OPT OUT SLIP

Creative Collaboratives Programme: Evaluation

I **DO NOT** give consent for my child to take part in the Creativity Collaborative project evaluation.

Child's Name and class: _____

Signed Parent/Guardian: _____ Date: _____

Parent's name (please print): _____

Please return the signed opt-out slip to your child's or children's class teacher(s) by Monday 6th February.

General Data Protection Regulation (GDPR) for Psychology Research Participants

The University of Winchester treats very seriously both the personal data and the sensitive personal data it processes on behalf of primarily its students and staff members, and also a wide range of other people who it works with and has contact with, including alumni.

The University has been and is continuing to work hard to comply fully with the new General Data Protection Regulation (GDPR) which is enforceable from 25 May 2018. The GDPR makes a number of key changes to data protection law in the United Kingdom and within the European Union (EU) and potentially beyond the EU. More information on these changes, which include strengthening of some individual rights and some new individual rights can be found on The Information Commissioners' Office (ICO) website at: <https://ico.org.uk/>

Psychology research at the University of Winchester also conforms to GDPR. The University processes both personal data and sensitive personal data under a range of different 'lawful bases' depending on the nature of the respective 'processing purposes'. For the 'personal data' of Psychology Research Participants, the 'lawful basis' here is 'Consent'.

In addition, for psychological research, before we collect your personal data, we will always:-

- i) provide you with information about the study in advance
- ii) tell you how and why we will use your data
- iii) tell you who will have access to your data
- iv) tell you how long your data will be stored for
- v) give you the opportunity to consent to or opt out from participation in our research

We will only ask for personal data which is necessary for our stated research purposes and we will never sell your personal data to any 3rd party.

The 'purposes of the processing' for research include:

- Retaining any records of consent to or opting out from participation in our research.
- To manage your participation within the study; including arranging, cancelling or re-arranging times to participate.
- For the purposes of testing research predictions (Hypotheses) in order to answer the research question(s) as described on the study Information sheet

Linked to its above mentioned 'processing purposes', the University processes a specific amount of participants' personal data, which includes, for example: A participants name; student number, email address; demographic information; visual and/or audio data; questionnaire responses. Personal data will be kept for no longer than necessary, and these decisions will be made in line with legal requirements, the relevant University policies and in light of relevant best practices.

There are a number of individual rights available, and more information on these can be found at <https://ico.org.uk/>. In particular, as 'consent' is being used here as the lawful basis for the particular 'processing purpose' for Psychology Research Participants, there is a right to withdraw consent (if applicable). If you wish to withdraw your consent for the processing of your personal data for Psychology Research Participants, you should in the first instance, contact the researcher(s) named on the Participant information sheet. However, if required, you can also contact the psychology departmental ethics officer: Dr Gary Lancaster: psychologyethics@winchester.ac.uk

Even after signing a consent form, you still have the right to withdraw your consent, at any time during your research participation and for a specified period of time after participating in a study. The time period for withdrawing varies between studies, but will always be stated on the information sheet and/or the consent form.

All research projects at the University of Winchester are reviewed and approved by either a Departmental Research Ethics committee or the University Research Ethics committee. All psychological studies at the University of Winchester are conducted according to the code of practice set out by the British Psychological Society (BPS). (See www.bps.org.uk)

There is a right to lodge a complaint with a supervisory authority. This is the ICO, who can be contacted in various ways as listed at: <https://ico.org.uk/global/contact-us/>

We review and update (where necessary) this policy statement in line with current guidance and developments.

The data protection officer for the University is:

Stephen Dowell, Data Protection Officer,
The University of Winchester, Sparkford Road
Winchester, Hampshire.
SO22 4NR.
United Kingdom.

Tel: +44 (0) 1962 841515, Ext. 7306.

Email: stephen.dowell@winchester.ac.uk

The name and contact details of our organisation are:

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Sparkford Road
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