



Pilot Questionnaire: Parent/guardian's Information Sheet

Pilot Questionnaire: Learning about children's views on cyberbullying

Who are we?

My name is **Becky Mulhall**, I am a researcher at University College London (UCL) and **Dr. Jennifer Wills** is the principal researcher. We are from University College London (UCL) and we would like to invite your child to take part in our pilot research study about cyberbullying (bullying that happens online). We would like to understand what children in Years 5 and 6 think about cyberbullying and how parents can support them with this. If you have any questions please use the emails above.

Why are we researching cyberbullying?

Some children have seen cyberbullying and we want to understand what types of cyberbullying are a very serious problem for children. We want to understand how children define cyberbullying and how parents/guardians can help children with cyberbullying. A pilot research study is when you practice the research study to improve it, by asking what people think of the study.

Why your child?

We want to talk to as many children as we can, so we can learn from children. It's okay if your child doesn't talk to friends online. Your child is in Year 5 and your school has agreed to take part.

Does your child have to take part?

No! It's your choice if your child takes part. If your child takes part, you can stop and don't need to say why. If you don't want your child to take part then your child will complete some school work in another classroom. If your child does not want to take part then can complete an online safety questionnaire, this is a learning exercise and their answers will not be recorded. If your child has experienced bullying before, please talk to your child and see if they would be happy to participate.

What will my child do if they take part?

First, on a school computer, they will answer questions about cyberbullying problems and we want your child to think about how big the problem is. Your child will see stick figures of cyberbullying scenarios with questions. Second, your child will answer questions on how parents can support them online. If your child does not want to take part they will complete an online safety questionnaire, this data will not be saved. At the end of the questionnaires, children will watch child friendly videos on cyberbullying and how to be safe online.

How long will this take?

It will take about 30 – 45 minutes and another 15 minutes to talk about what you thought about the research.

What else happens?

A few months after, your child might be selected to take part in an interview on what they think cyberbullying is and how you would like to be supported by their parents/guardians. This will only happen if your child agrees to be interviewed. Only 3 children will be chosen for the interview. This will last 30 minutes.

Will my child be recorded?

Only interviews will be audio recorded with your permission. The recording will be written on Microsoft Word. All information will be stored securely on an encrypted password protected file on a UCL hard drive. Audio recordings will be deleted 6 weeks after the interview. The recording will only be shared with Becky Mulhall and Jen Wills.



What are the possible difficulties of taking part?

Your child's routine will be changed for the questionnaire. Children who take part in an interview will miss 30 minutes of their lesson. We will ask the teachers for the best time for this to happen.

The questionnaire and interview **will not** ask your child about their experience of cyberbullying but these questions may make them feel uncomfortable or upset. If any child is upset from taking part, they will take a break and can stop if they want. The child can withdraw at any time. At the end of the research, children will be asked how they feel and participate in fun activities. If a child becomes upset/distressed the class teacher will talk to the child. If there are concerns about bullying, then parents will be informed and the school anti-bullying policy will be followed.

What are the possible benefits of taking part?

We hope your child finds it helpful to learn about cyberbullying and how to keep safe online. Their answers inform a doctoral thesis which will help research understand what children think of cyberbullying and we can give parents guidance.

Has the University College London ethics committee approved this research study?

Ethics is about being fair, truthful, non-harmful, and showing respect, which a study needs. An ethics committee has decided that this study is ethically carried out.

What if I am unhappy about something that happens as part of the evaluation?

If you are unhappy about any aspect of the research study, please email Becky Mulhall. You may contact Dr Jennifer Wills (j.wills@ucl.ac.uk) if you have a more significant complaint or feel that your concern has not been heard. If you still believe that your complaint has not been handled to your satisfaction, then you can contact the Chair of the UCL Research Ethics Committee – ethics@ucl.ac.uk

Will any information gathered about my child be kept confidential?

Your child's answers will not be stored against their name. No one will know who has taken part except your child's school and the research team. If your child is worried about what they have said, please talk to their teacher or parent. Your child's school will provide ethnicity levels at a whole school level. Ethnicity is a special category of data and is legally processed for 'research purposes'. All of the information collected from your child will be kept strictly confidential (and securely) by the research team. When data is anonymised, the data may be securely shared with UCL departmental statisticians. All of the consent forms will be scanned and stored safely on an UCL OneDrive for 10 years and will be securely deleted in July 2033. Data will be stored in a secure, password encrypted UCL hard drive until this point.

For the cyberbullying questionnaire, you can withdraw your child's data up to 3 weeks after the child took part in the research. After this, their data will be anonymised by giving them a random ID number and there will be no personal identifiable information with their data, such as their name. For the interview, your child's data will be pseudonymised, that is, given a different name that does not identify them, and you will have the opportunity to withdraw or amend their personal data within 6 weeks of the data being collected.

What are the limits to confidentiality?

Confidentiality will be respected unless there are significant and legitimate reasons for this to be breached. For example, the researcher hears or sees anything where there is a concern that someone might be in danger of harm. The schools designated Safeguarding Lead will be informed.



Privacy notice:

What information will we collect?

Your **name**, your child's **name**, their **age**, and **gender**. UCL will look after you and your child's information and they are the '**controller**' of the information.

Who will see your data?

We sometimes call the information we collect '**data**' and we follow the rules of **Data Protection Law**.

We will keep the **information** about you and your child's data **safe, protected and locked**.

Only Becky, Jennifer and UCL researchers will see this **data**.

At the end of the research, we will share our research results with you. We will **take out** your **name** and **personal details** from your data. No one outside of UCL's research team will know who you are from the data.

What will happen when we finish this study?

We will give you a **summary of the results** and share this with the school, the children and parents. No one will know that your child was one of the people who took part in our research project or what your child said.

The project data will be **stored safely** for future research and your child's name will be removed from the data.

We will **not transfer any information** that identifies you to other countries.

A summary of everyone's data will be shared at presentations, publications, academic journals and in reports, which can be read by anyone on the internet. These summaries will not give any clues about your child or what they said. The researcher will only claim that schools in a London Local Authority took part.

What is the legal reason for this research?

We can only use your child's data if we have a legal reason. For this study the research is done because it's **interesting** and **important to the general public**. The law allows universities to do this sort of research. The proper name for it is a 'task in the public interest'.

This 'local' privacy notice sets out the information that applies to this particular study. Further information on how UCL uses participant information can be found in our 'general' privacy notice: <https://www.ucl.ac.uk/legal-services/privacy/ucl-general-research-participant-privacy-notice>

If you have any questions about this Privacy Notice or want a say in how information about you is being used or want to complain, then contact our Data Protection Officer using the details set out below:

Data Protection & Freedom of Information Officer: Alexandra Potts

data-protection@ucl.ac.uk.

You can contact us by telephoning +44 (0)20 7679 2000 or by writing to: University College London, Gower Street, London WC1E 6BT

If you are happy to participate, please now read and complete the signed consent form. We will ask for a copy and will also ensure you have a copy to keep. Thank you for reading this information sheet and for considering taking part in this research study.