

Participant Information Sheet

Exploring Food Practices in Sheffield

Research Team:

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We'd like to invite you to take part in our research study. Before you decide, it is important that you understand why the research is being done and what it would involve for you. Please take time to read this information, and discuss it with others if you wish. If there is anything that is not clear, or if you would like more information, please ask us.

What is the purpose of the study?

This study is looking to capture the demographics and general behaviour measures of families within Sheffield.

Why have you asked me to take part?

You have been given this participant information sheet to read because you have a child who attended the Complications of Excess Weight (CEW) clinic in Sheffield, or you have indicated that you live in Sheffield and would like to participate in this work.

Do I have to take part?

Participation is entirely voluntary, and it is up to you to decide if you want to take part. This information sheet will describe what the study involves and is your copy to keep for reference. You are free to withdraw at any point and without giving a reason. Withdrawal

will not affect any clinical care, nor your future participation in research studies. If you decide to take part, you will be asked to read and sign a consent form. By providing consent to take part in this study, you are telling us that you:

- ✓ Understand the information you have read in this document.
- ✓ Agree to take part in the research study as outlined below.
- ✓ Agree to the use of your personal information as described.

If this is not the case, please discuss your participation with us before signing the consent form.

What will I be required to do if I decide to take part?

You will be asked to complete an online or paper-based questionnaire which will ask a series of questions about you, your child/children, your household and food practices. The questionnaire will take around 10 to 15 minutes to complete. If you are completing a paper-based questionnaire, we may ask you to return this to us via pre-paid postage.

Are there any possible risks or disadvantages in taking part?

There are no known disadvantages and risks in this research, and this has no impact on your current or future participation in additional studies. However, part of this research process assesses health and weight – if you are worried about your eating pattern or if you feel that some questions or aspects of the study triggered distress, we recommend that you seek your GP's advice, or see the self-help resources at the end of this information sheet.

What are the possible benefits of taking part?

The purpose of this work is to inform CEW clinical practice, so the clinicians can better support those who attend and use the service. While there are unlikely to be immediate or direct impact for you on completion of the study, your participation in the study will help inform our recommendations.

Will my taking part in this study be kept confidential?

Yes. All information will be kept strictly confidential and anonymous.

Information will be recorded onto specially designed data collection forms and a study computer database. In these databases you will be identified by a number-based code as an identifier rather than your name. It will not be possible for anyone to be able to identify you from the computer database as all the data will be coded. Your information will only be used for the purposes outlined in this participant information sheet unless you consent otherwise. Only the study team will be able to link you to the data in the study database. Any information that could identify you personally will be stored by the research team in a locked cabinet within a locked office at the Sheffield Business School (Sheffield Hallam University) or in a secure password-protected file on university-managed computers. This data will be under the custody of the named project leads. As a research participant you

will have the right to check the accuracy of data held about you and correct any errors. All data will be stored securely by the research team for up to 10 years after the study has been completed.

If you join the study, some parts of the information collected for the study may be looked at by representatives of regulatory authorities and by authorised people from the Hospital Trust or other NHS bodies to check that the study is being carried out correctly. All will have a duty of confidentiality to you as a research participant and nothing that could reveal your identity will be disclosed outside the research team. We will ask you to consent to allow these people access to the information collected about you. All people looking at your records and the procedures for handling, processing, storage and destruction of your data are compliant with the General Data Protection Regulations (GDPR) 2018. In line with our institutional policy, all data will be made available through the Sheffield Hallam University Research Data Archive (SHURDA).

What will happen to my data?

Sheffield Hallam University will control all data. This work is funded by Sheffield Children's Hospital Charity.

In this research study we (Sheffield Hallam University) will use information from you. We will only use information that we need for the research study. We will let very few people know your name or contact details, and only if they really need it for this study. Everyone involved in this study will keep your data safe and secure. We will also follow all privacy rules. At the end of the study we will save some of the data in case we need to check it and for future research. We will make sure no-one can work out who you are from the reports we write.

When can I discuss my participation?

The details of the study will be explained to you by a member of the research team before you decide whether you want to take part. You can ask any questions about the study at any point before agreeing to take part or during the study. You will also receive a full debrief about the study once you have finished. If you have any questions, or would like to discuss your participation, please contact the project leads:

- Jordan Beaumont: j.beaumont@shu.ac.uk
- Jo Pearce: jo.pearce@shu.ac.uk

What if something goes wrong?

If you have a concern about any aspect of this study, you should ask to speak to the researchers who will do their best to answer your questions [please contact Jordan Beaumont (j.beaumont@shu.ac.uk) or Lucie Nield (l.nield@shu.ac.uk)]. If you remain unhappy and wish to complain formally, you can do this by contacting the Data Protection Officer and/or Head of Research Ethics at Sheffield Hallam University. Details are included at the end of this information sheet.

This study is covered by the Sheffield Hallam University indemnity insurance policy.

What will happen if I don't want to carry on with the study?

You have the right to withdraw from the study at any point and you do not need to provide a reason. Your decision to withdraw will not affect the standard of any future care that you may require, nor will it affect your participation in any future research studies. If you would like to withdraw, please contact Jordan Beaumont (j.beaumont@shu.ac.uk) or Lucie Nield (l.nield@shu.ac.uk). If you withdraw from the study, unless you state otherwise, any data collected while you have been in the study will be used for research as detailed in this information sheet.

How have patients and the public been involved in the study?

In designing this study we have taken into account patient opinions on the research method (e.g., frequency of participant visits, tests that will be carried out). Service users helped develop the research tools and potential participants were involved in reviewing this information sheet.

What will happen to the results of this study?

Results will be analysed, and anonymous data will be published in academic journals. We will also present the findings at conferences. The data may also be retained for any future research that has been approved by a research ethics committee. We will also use this data to inform practice at the CEW clinic; data will be presented back to the clinicians at the end of the study. You will not be identifiable from any report or publication placed in the public domain, nor as part of any presentation.

What will happen if something unexpected is found?

As we are only collecting general demographic and household data, we do anticipate any unexpected or adverse findings.

How can I find out about the results of the study?

If you wish to find out about the study, you may contact the lead researchers (contact information below) who will be able to provide a summary when the study is complete.

Contact for further information and complaints

For general information, if you would like any further details about this study, would like to ask us any questions, or would like to express your interest in taking part then please contact the project leads via email:

- Jordan Beaumont: j.beaumont@shu.ac.uk
- Jo Pearce: jo.pearce@shu.ac.uk

Alternatively, you can contact the principal investigators via email:

- Jordan Beaumont: j.beaumont@shu.ac.uk
- Lucie Nield: l.nield@shu.ac.uk

The legal basis for research for studies at Sheffield Hallam University

The University undertakes research as part of its function for the community under its legal status. Data protection allows us to use personal data for research with appropriate safeguards in place under the legal basis of public tasks that are in the public interest. A full statement of your rights can be found at: www.shu.ac.uk/about-this-website/privacy-policy/privacy-notices/privacy-notice-for-research. However, all University research is reviewed to ensure that participants are treated appropriately, and their rights respected. This study was approved by an institutional ethics committee (ethics ID: ER55165765). This work has also been ethically reviewed by the NHS research ethics committee (ethics ID: IRAS 326245). Further information at: www.shu.ac.uk/research/excellence/ethics-and-integrity.

You should contact the Data Protection Officer if:

- You have a query about how your data is used by the University.
- You would like to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately).
- You would like to complain about how the University has used your personal data.

Email: DPO@shu.ac.uk

You should contact the Head of Research Ethics (Dr Mayur Ranchordas) if you have concerns with how the research was undertaken or how you were treated

Email: ethicssupport@shu.ac.uk

Sheffield Hallam University, Howard Street, Sheffield S1 1WB
Telephone: 0114 225 5555

Thank you for reading this information sheet and considering participating in our study. If you are interested in participating, please complete the attached consent form.

Support and Advice

Part of our procedures assess your mood, eating behaviours and general health. If you are worried about suffering from low mood, or if you feel like you have issues with your diet, we recommend that you seek your GP's advice or talk to the CEW clinicians. Alternatively, you can access the following resources:



NHS Mental Health and Wellbeing

Free mental health advice and support

<https://www.nhs.uk/conditions/stress-anxiety-depression>



Mind

Free mental health advice and support

<https://www.mind.org.uk>



YoungMinds

Free mental health advice and support for children, young people and parents.

<https://www.youngminds.org.uk/>



Samaritans

Free confidential listening and support service

<https://www.samaritans.org>

Phone: 116 123 (free 24 hour helpline)

Email: jo@samaritans.org



NHS Live Well

Free advice, tips and tools to help make the best choices about your health and wellbeing

<https://www.nhs.uk/live-well/>



BEAT

National eating disorder charity

www.beateatingdisorders.org.uk

Phone: 0808 801 0677

Email: help@beateatingdisorder.org.uk



Sheffield Children's Hospital Resources

<https://www.sheffieldchildrens.nhs.uk/services/camhs/useful-links/>