

## Parent invitation letter and opt-out consent form



### **A multi-centre individual-randomised controlled trial of screening and brief alcohol intervention to prevent risky drinking in young people aged 14-15 in a high school setting (SIPS JR-HIGH)**

Dear Parent/Caregiver,

I am writing to you about a research study that is being carried out by Teesside University in collaboration with Newcastle University, Kings College London, University of Kent, Liverpool John Moores University, North Tyneside Council and your child's school. The study is investigating whether young people would benefit from receiving advice during school time about their drinking behaviour. The researchers are trying to find out whether this advice may help with reducing the harm caused by alcohol to young people.

During this study all pupils in Year 10 will be asked to complete a written survey and may be invited to take part in a subsequent advice session, during school time, about alcohol. The survey will explore alcohol use, general attitudes towards health, as well as smoking and sexual health. Those young people who take part in the advice session will also be contacted again 12-months later to complete the survey once more. They may also be invited to take part in an interview to discuss what they thought about being involved in the study. You may also be contacted at the same time to participate in an interview about this study from a parent's perspective. During the study, all data will be retained for follow-up.

Please find enclosed a copy of the Research Information Leaflet which provides further details about the study, as well as contact details for the research team if you would like further information or ask any questions about what is involved. Please read this carefully and take time to consider if you would like your child to take part in the study. You may like to discuss taking part with family or friends before you make up your mind.

If you would like your child to take part in the study then you do not need to take any action. The research team will be working with the school to arrange a time for the research to be carried out.

Only return the attached 'opt-out' slip in the stamped addressed envelope provided within two weeks of the date of this letter if you **do not wish** your child to take part. Please note your child will only be opted out of the study if **BOTH** the box is ticked and you sign the form. If you do this, neither you, nor your child will be contacted about this study again.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'DnBirch', written in a cursive style.

**Professor Dorothy Newbury-Birch**

**Chief Investigator**

## **PARENT OPT-OUT FORM**

*To be completed by a parent or guardian who **DOES NOT AGREE** to their child taking part in the SIPS JR-HIGH Young People and Alcohol study at their child's school.*

I confirm that I have read and understood the Research Information Leaflet dated ☐ 17.08.2015 (version 2.0) for the above study and have had the opportunity to ask questions and I **DO NOT** wish my child to take part in the above study.

Please note your child will only be opted out of the study if **BOTH** the box is ticked and you have completed the details below and signed the form. Please use BLOCK CAPITALS

Your  
name.....  
.....

Child's full  
name.....  
.....

Child's  
school.....  
.....

Signature of parent/guardian.....

Date.....

## 1 Parent information sheet

### *Who is funding and organising the study?*

The study is funded by the National Institute for Health Research (NIHR) Public Health Research and sponsored by Newcastle University.

### *What happens to the results of the study?*

We are happy to send you a summary of the research at the end of the project if you are interested. If you would like to receive this please email us using the details below. The study will be printed in academic journals and presented at conferences. No one will be identified in any of the information written about the study.

### *Will the research help me?*

We cannot promise that this study will help you or your child directly. However, the study may give you and them the chance to talk openly about alcohol. The information that you give will be used to help understand the decisions parents and other young people make in the future.

### *For further information and advice about your drinking...*

Talk to Frank - [www.talktofrank.com](http://www.talktofrank.com)

Speak to Drinkline: 0300 123 1110

For local support, contact:

NECA - North East Council on Addictions

0191 386 6555 [www.neca.co.uk](http://www.neca.co.uk)

### Thank You...

for taking the time to read this leaflet. Please email us if you have any questions or concerns about the project. Please keep this leaflet for future reference.



#### Project Staff

Dr Emma Giles, Project Manager, Teesside University,  
01642 384916, [e.giles@tees.ac.uk](mailto:e.giles@tees.ac.uk)

Professor Dorothy Newbury-Birch, Chief Investigator,  
Teesside University, 01642 384635, [d.newbury-birch@tees.ac.uk](mailto:d.newbury-birch@tees.ac.uk)

Dr Grant McGeechan  
Research Co-ordinator  
[g.mcgeechan@tees.ac.uk](mailto:g.mcgeechan@tees.ac.uk)  
01642 342996





## Control (healthy lifestyle) leaflet



## Information sheets

### ***What is this study about?***

You are being invited to take part in an interview about the SIPS JR-HIGH research study.

This leaflet is for you to keep. Please read it carefully and take time to decide if you want to take part or not.

Talk to other people about the study if you want to. Please ask us if there is anything that you don't understand or that you would like more information on.

### ***What will happen next?***

Your child recently took part in the SIPS JR-HIGH research study.

This study investigated whether young people would benefit from receiving advice during school time about their drinking behaviour.

Taking part will involve one informal interview with a researcher from Teesside University. There are no right or wrong answers.

Interviews will last for approximately one hour and take place at a time and location that is convenient and comfortable for you.

The interview will be tape recorded so that the researcher can have a record of what was said.

After the interview, the tape will be listened to, typed up, and anything that could identify you will be deleted.

It is possible that the comments you make during the interview will be used directly in the study.

**It will not be possible for anyone to identify you in any of these comments.**

### ***Who will have access to my information?***

All information collected about you during this research will be kept confidential.

The only people who will be able to look at it will be the research team at the University.

Data created from this study will be held in a locked filing cabinet for five years after the trial, after which the paper copies of the data will be destroyed.

Electronic data will be stored on password protected computers for ten years according to the rules of the Data Protection Act.

After 10 years, the electronic data will be destroyed securely.

All data collected will be anonymised and kept confidential. Researchers work to the same rules of confidentiality as doctors and nurses.

Confidentiality can only be broken, without your consent, in very exceptional circumstances.

**Usually this is if the researcher sees or is told something which raises serious concern for your own, or someone else's personal safety or your child's.**

### ***Do I have to take part?***

It is up to you to decide.

We will describe the study, go through this information sheet with you and answer your questions.

If you decide to take part in the study, you will be asked to sign a consent form.

**You are free to change your mind about participating. If you decide not to take part in the study, you can withdraw your data up to two weeks after the interview.**

### ***Could I be at risk by taking part?***

We are confident that you will not experience any harm as a result of taking part in this research study.

However, if it is proven that you are harmed during the research, and this is because of the researcher's lack of care, you may have grounds for legal action against Newcastle University.

You may have to pay your own legal costs.



**Who is funding and organising the study?**

The study is funded by the National Institute for Health Research (NIHR) Public Health Research and sponsored by Newcastle University.

**What happens to the results of the study?**

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**Will the research help me?**

We cannot promise that this study will help you directly. However, the study may give you the chance to talk openly about alcohol interventions in schools. The information that you give will be used to help understand whether young people would benefit from receiving advice during school time about their drinking behaviour.

**For further information and advice about your drinking...**

<STICKER TO BE ADDED FOR EACH SITE>

**Thank You...**

for taking the time to read this leaflet. Please email us if you have any questions or concerns about the project. Please keep this leaflet for future reference.

**Project Staff**

Dr Emma L Giles, Project Manager, Teesside University, 01642 384916, e.giles@tees.ac.uk

Professor Dorothy Newbury-Birch, Chief Investigator, Teesside University, 01642 384635, d.newbury-birch@tees.ac.uk

Dr Grant McGeechan, Qualitative Researcher, Teesside University, 01642 342996, g.mcgeechan@tees.ac.uk

<INSERT CO-ORDINATOR NAME>



## Research Information Leaflet: Parent Interviews



### ***What is this study about?***

You are being invited to take part in an interview about the SIPS JR-HIGH research study.

This leaflet is for you to keep. Please read it carefully and take time to decide if you want to take part or not.

Talk to other people about the study if you want to. Please ask us if there is anything that you don't understand or that you would like more information on.

### ***What will happen next?***

You recently took part in the SIPS JR-HIGH research study.

This study investigated whether young people would benefit from receiving advice during school time about their drinking behaviour.

Taking part will involve one informal interview with a researcher from Teesside University. There are no right or wrong answers.

Interviews will last for approximately one hour and take place at a time and location that is convenient and comfortable for you.

The interview will be tape recorded so that the researcher can have a record of what was said.

After the interview, the tape will be listened to, typed up, and anything that could identify you will be deleted.

It is possible that the comments you make during the interview will be used directly in the study.

**It will not be possible for anyone to identify you in any of these comments.**

### ***Who will have access to my information?***

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All data collected will be anonymised and kept confidential. Researchers work to the same rules of confidentiality as doctors and nurses.

Confidentiality can only be broken, without your consent, in very exceptional circumstances.

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If you decide to take part in the study, you will be asked to sign a consent form.

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### ***Could I be at risk by taking part?***

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**Will the research help me?**

We cannot promise that this study will help you directly. However, the study may give you the chance to talk openly about alcohol. The information that you give will be used to help understand whether young people would benefit from receiving advice during school time about their drinking behaviour.

**For further information and advice about your drinking...**

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<INSERT CO-ORDINATOR NAME>



## Research Information Leaflet: Young People Interviews

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This leaflet is for you to keep. Please read it carefully and take time to decide if you want to take part or not.

Talk to other people about the study if you want to. Please ask us if there is anything that you don't understand or that you would like more information on.

***What will happen next?***

You recently assisted in the delivery of the SIPS JR-HIGH research study.

This study investigated whether young people would benefit from receiving advice during school time about their drinking behaviour.

Taking part will involve one informal interview with a researcher from Teesside University. There are no right or wrong answers.

Interviews will last for approximately one hour and take place at a time and location that is convenient and comfortable for you.

The interview will be tape recorded so that the researcher can have a record of what was said.

After the interview, the tape will be listened to, typed up, and anything that could identify you will be deleted.

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**Research  
Information  
Leaflet: Teacher/  
Learning Mentor  
Interviews**