



STAGE 1 CONSENT: THE GATEWAY PROJECT AND QUESTIONNAIRE STUDY

GATEWAY

Gateway is a pilot programme which aims to improve the life chances and wellbeing of young adults and reduce reoffending. It is a 16-week conditional caution, which is not a criminal conviction but is recorded by police. Individuals on Gateway are allocated a caseworker, called a navigator, who helps them find support and access services in the community according to their needs. This may relate to:

- Employment and work experience
- Housing
- Financial issues
- Drug and alcohol misuse
- Physical and mental health

Other conditions are completion of two group workshops called LINX, and not to re-offend within the 16-week period. Police may choose to add further conditions such as payment of compensation.

If you fail to complete the conditions of the caution you may be prosecuted for the original offence(s) in the usual way and this may result in a criminal conviction. The court would be informed that you had breached a Gateway caution, which could be taken into account during sentencing.

If you want to take part in Gateway:

The police will check if you are eligible. If you are, a computer will randomly choose whether you get Gateway or the usual police process.

If you receive Gateway:

- You will have first contact with a navigator within the next 3-5 days.
- The navigator will work with you for up to 16 weeks. You must engage with the navigator and any other services as directed, and not re-offend during this period.
- You will complete 2 LINX workshops, which focus on causes and consequences of offending and steps you can take to make positive changes for your future.

If you receive the usual police process:

Your case will be dealt with in the usual way – either a different conditional caution or prosecution through being charged or summonsed to court.

DO YOU WANT TO BE CONSIDERED FOR A GATEWAY CONDITIONAL CAUTION?

If you tick yes, any processing of your personal data for the delivery of the Gateway conditional caution (should you be accepted) will not be reliant on your consent. Your personal data will be processed under the Law Enforcement Purpose (Data Protection Act 2018 S31 schedule 8(2) 'Administration of Justice').

YES Police will check if you are eligible and a computer will randomly allocate you to either receive Gateway or follow the usual process

NO You will follow the usual process and have no involvement in Gateway

Name of Participant (Print name)

Signature of Participant..... Date.....

Name of Police Investigator (Print name) Collar No.....

Signature of Police investigator..... Date.....

QUESTIONNAIRE STUDY

The University of Southampton and the University of York are carrying out a study to see how well Gateway works compared to the usual process. You can take part regardless of whether you get Gateway or not.

If you agree to take part in the Questionnaire Study:

- The Police will pass your contact details to researchers at the two universities.
- You will be contacted by a researcher who will arrange a time to go through the first questionnaire with you over the phone. Questions will be about health and general circumstances, and are multiple choice, with answers to choose from already provided. Questionnaires are due three times – in a month, four months and one year from when you agree to take part.
- Only the researchers directly working on the study will have access to your personal information, which will be held securely in line with the UK General Data Protection Regulation and the Data Protection Act 2018.
- The Police will rely on your consent to process your personal data as part of this study. Should you change your mind you may withdraw your consent (details on how to do so are further below).

DO YOU CONSENT TO TAKE PART IN THE QUESTIONNAIRE STUDY?

YES, I consent to take part in the Questionnaire Study

- I agree to the Police sharing my personal information with the Universities of Southampton and York, such as name, date of birth, gender, ethnicity, address, telephone number, email address, offence committed, charge/summons/caution details, as well as record of past and any future offending for up to 10 years.
- I understand that I will be contacted by researchers, regardless of whether I get Gateway or the usual process.
- I understand that I may withdraw from the study at any time, without my rights being affected. Should I withdraw, the Universities will delete my personal information, and I will not be contacted about the study again. To withdraw from the study, I can contact Hampshire Police on 101 and notify the Gateway Project Team or text the research team on 07880 154996.

NO, I do not consent to take part in the Questionnaire Study

Name of Participant (Print name)

Signature of Participant..... Date.....

Name of Police Investigator (Print name)Collar No.....

Signature of Police Investigator.....Date.....

**PARTICIPANT GIVEN
A COPY OF THIS FORM**

Yes No

**QUESTIONNAIRE STUDY
LEAFLET PROVIDED**

Yes No

FOR OFFICERS AND STAFF – PLEASE SCAN AND SAVE TO RMS

Participant ID allocated:

All information that we hold concerning you as an individual will be held and processed strictly in accordance with the provisions of the Data Protection Act 2018 and UK GDPR. Such data will be used for the purposes of Project Gateway. We will not, without your consent, supply your information to any third party except where (1) such a transfer is a necessary part of the activities that we undertake, or (2) we are required to do so by the operation of the law. As an individual, you have a right under the Data Protection Act 2018 and UK GDPR to obtain information from us, including a description of the data that we hold on you. To find out more about how Hampshire Police uses your personal data and how to exercise your data rights, see our privacy notice at <https://www.hampshire.police.uk/hyg/fpnhc/privacy-notice/> or request a written copy by phoning 01865 542051.

PARTICIPANT INFORMATION SHEET QUESTIONNAIRE STUDY

What is the study about?

In this study we ask questions about people's circumstances, health and use of alcohol and drugs. The study will compare the answers given by the young people who go through the usual process of the court or conditional caution to the answers given by the people who go through the Gateway programme, which is a specific type of conditional caution.

The purpose of this study is to find out how well Gateway works. We would like to find out if people's health and use of alcohol and/or drugs change as a result of the Gateway programme, compared to the usual process.

The University of Southampton Ethics Committee has approved this study. Research teams from the Universities of Southampton and York are working together to gather new and existing information about Gateway and look at the results.

Why am I invited to take part?

We are inviting adults like you, aged 18-24 years, who accept responsibility for an offence where there is enough evidence to make a court summons or a different conditional caution likely. Taking part in the study is voluntary.

What will happen to me if I take part?

You will talk with a researcher three times over the following year – at one month, four months and one year. We will ask you to confirm your personal details such as your name, date of birth, address, telephone number and email address. We will then ask a series of questions about your physical and mental health, your wellbeing, and any alcohol and drug use. We ask that you give honest answers to these questions. The answers will not be shared with anyone outside of the research teams, and all information you give will be used in the strictest confidence. We expect each phone call to take 30-40 minutes, at a time convenient for you.

We will also ask your consent for Hampshire Police to share information from your records with the researchers. This will include any previous offences and any future offences for up to 10 years. This information will also be used in confidence and not shared outside the research team. If you decide to withdraw from the study at any time, we will not access this information after you withdraw. If you commit another offence during the study period or do not comply with the conditional caution or Gateway, you can still remain in the study and take part in interviews.

Are there any benefits in taking part?

We would like to find out if Gateway helps young adults who face a court appearance or a different conditional caution. The main benefit will be in helping us to understand more about the Gateway programme. To thank you for your time the University of Southampton will give you £30 in shopping vouchers after the first interview, and £40 and £50 in vouchers after the second and third interviews respectively.

Are there any risks involved?

It is possible that some participants may find it upsetting to talk about their circumstances and issues.

Will my participation be confidential?

Yes, information collected for this study is kept confidential. We will not share your information outside of the research team. However, by law we have to break this confidence if you provide extra information, as specified below:

- When information given by you concerns the abuse, harm or neglect of a child or a vulnerable adult, or leads to a suspicion that such individual is being abused, harmed or neglected
- If by keeping confidentiality you or another person is likely to suffer serious harm or injury
- Any relevant information according to the Prevention of Terrorism Act (1990)
- If you disclose information relating to an offence either committed or planned
- If you provide any information that relates to illegal or inappropriate activity

The information we collect will be kept secure at the Universities of Southampton and York. Only the researchers will have access. We will keep information that can identify you, such as your name, date of birth and address, separately. We will give your study record a unique number, which will replace any identifiable information. Only the researchers will be able to match the information to a specific person. All data will be securely held for at least ten years, according to University policy. This study is compliant with the General Data Protection Regulation (GDPR).

With your consent, the University of Southampton will securely store your name, date of birth and contact details in order to be able get in touch with you about the research study and arrange interviews at one month, four months and one year. Your contact details will not be used for any other purposes and your information will not be shared with anyone else. The police will pass details of past offences and any future offences to the Universities of Southampton and York, where they will be securely stored along with the information collected from you. Both the Universities of Southampton and York will oversee the quality of the study.

The University of Southampton will securely store your personal contact details for up to 10 years after the study has finished. This is so that you could be contacted to ask for your permission to access your health records as a follow-up part of research. This will only take place if you agree and after we have obtained National Research Ethics Service (NRES) approval for doing so.

Who is funding this research?

This study is being funded by the National Institute for Health Research Public Health Research Programme (project number 16/122/20).

Who is carrying out this research?

The University of Southampton is the sponsor for this study, based in the United Kingdom, and will act as the data controller. Researchers at the Universities of Southampton and York will be processing information from you and your police records if you agree to take part in the study. This means that we are responsible for looking after your information and using it properly.

If you withdraw from the study, we will only keep the information about you that we have already obtained. We need to do this in order for the research to be reliable and accurate.

Where can I get more information?

If you have any questions about the study, feel free to call our research team on 07880 154996.

What happens if I change my mind?

You have the right to withdraw at any point without your rights being affected. We will use the information we have collected up to that point, but we will not ask you for any more information. Should you wish to withdraw from the study, please let one of the researchers know when they contact you by phone or by contacting them on 07880 154996.

What will happen to the results of the research?

The study results will help us understand if the Gateway programme works well as an alternative to the standard court route. These results will be published in reports and publications that add to the evidence base. We will not identify any individual in any reports or publications.

What happens if something goes wrong in the study?

If you would like to raise any concerns or complaints about the study, you can discuss this with one of the researchers. You can contact them on 07880 154996.

If you are still not happy, you can contact the Research Integrity and Governance Manager. They are based at the University of Southampton, but are independent of this study (023 8059 5058, rgoinfo@soton.ac.uk).

Data Protection Privacy Notice

The University of Southampton conducts research to the highest standards of research integrity. As a publicly-funded organisation, the University has to ensure that it is in the public interest when we use personally-identifiable information about people who have agreed to take part in research. This means that when you agree to take part in a research study, we will use information about you in the ways needed, and for the purposes specified, to conduct and complete the research project. Under data protection law, 'personal data' means any information that relates to and is capable of identifying a living individual. The University's data protection policy governing the use of personal data by the University can be found on its website (<https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page>).

This Participant Information Sheet tells you what data will be collected for this project and whether this includes any personal data. Please ask the research team if you have any questions or are unclear what data is being collected about you.

Our privacy notice for research participants provides more information on how the University of Southampton collects and uses your personal data when you take part in one of our research projects and can be found at <http://www.southampton.ac.uk/assets/sharepoint/intranet/Is/Public/Research%20and%20Integrity%20Privacy%20Notice/Privacy%20Notice%20for%20Research%20Participants.pdf>

Any personal data we collect in this study will be used only for the purposes of carrying out our research and will be handled according to the University's policies in line with data protection law. If any personal data is used from which you can be identified directly, it will not be disclosed to anyone else without your consent unless the University of Southampton is required by law to disclose it.

Data protection law requires us to have a valid legal reason ('lawful basis') to process and use your personal data. The lawful basis for processing personal information in this research study is for the performance of a task carried out in the public interest. Personal data collected for research will not be used for any other purpose.

For the purposes of data protection law, the University of Southampton is the 'Data Controller' for this study, which means that we are responsible for looking after your information and using it properly. The University of Southampton will keep identifiable information about you for 10 years after the study has finished after which time any link between you and your information will be removed.

Thank you for reading this information and considering taking part in this study



QUESTIONNAIRE STUDY CONSENT FORM Participant ID number: _ _ _ _ _

Thank you for reading the study information sheet. If you would like to take part, please listen to each statement and tell the researcher if you agree to it.

Participant's
 initials

1. I have read and understood the information sheet dated 6th August 2020, version 3.6.	
2. I have had an opportunity to consider the information and ask questions, and these have been answered adequately.	
3. I understand that my participation is voluntary and I may withdraw at any time for any reason without my rights being affected.	
4. I agree to provide the researchers with my personal information (name/date of birth/ address/telephone number/email address) for the purposes outlined. I understand that my personal information will be held securely in line with the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018 for research purposes and will not be shared with any other parties outside of the University study.	
5. I understand that my mobile phone number will be used by the researchers to call me and send texts to arrange interviews.	
6. I agree to participate in the study interviews and understand that my responses will be entered into a database, but person-identifying information will be stored separately and securely, and never published. Only the study researchers will see my responses.	
7. I agree to the research team from the Universities of Southampton and York accessing my police records as part of the study. This information will be held securely in line with GDPR and DPA 2018.	
8. I understand that researchers may access information held about me on the National Police Computer (NPC) system both now and for a follow-up period of up to ten years, unless I withdraw from the study.	
9. I agree to the research team holding my personal details for up to 10 years after the study has finished, so they can contact me about access to my health records for the next stage of the research. <i>(N.B. This item is optional)</i>	
10. I agree to the researcher completing this consent form on my behalf.	
11. I agree to take part in the research study.	

Name of Participant

Name of Researcher

Date