

Appendix – ethics documents



University of the
West of England

APPLICATION FOR ETHICAL REVIEW OF RESEARCH INVOLVING HUMAN PARTICIPANTS

This application form should be completed by members of staff and PhD/ Prof Doc students undertaking research which involves human participants. U/G and M level students are required to complete this application form where their project has been referred for review by a supervisor to a Faculty Research Ethics Committee (FREC) in accordance with the policy at <http://www1.uwe.ac.uk/research/researchethics>. For research using human tissue, please see separate policy, procedures and guidance linked from <http://www1.uwe.ac.uk/hls/research/researchethicsandgovernance.aspx>

Please note that the process takes **up to six weeks** from receipt of a valid application. **The research should not commence until written approval has been received from the University Research Ethics Committee (UREC) or Faculty Research Ethics Committee (FREC).** You should bear this in mind when setting a start date for the project.

APPLICANT DETAILS

| | | | |
|---|-----------------------|---------------|------|
| Name of Applicant | Rosalind Reed Hillman | | |
| Faculty | ACE | Department | DCRC |
| Status: Staff/PG Student/ MSc Student/ Undergraduate | PhD student | Email address | |
| Contact postal address | | | |
| Name of co-researchers (where applicable) | | | |

FOR STUDENT APPLICANTS ONLY

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| Name of Supervisor/Director of Studies | Judith Aston / Mandy Rose / Sally Dowling |
| Detail of course/degree for which research is being undertaken | PhD |
| Supervisor's/Director of Studies' email address | Judith.aston@uwe.ac.uk Mandy.rose@uwe.ac.uk Sally.dowling@uwe.ac.uk |
| Supervisor's/Director of Studies' comments | <i>Please note the supervisor must add comments here. Failure to do so will result in the application being returned.</i> |

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| | |
| <p>For student applications, supervisors should ensure that all of the following are satisfied before the study begins:</p> <ul style="list-style-type: none"> • The topic merits further research; • The student has the skills to carry out the research; • The participant information sheet is appropriate; • The procedures for recruitment of research participants and obtained informed consent are appropriate. | |

PROJECT DETAILS

| | | | |
|---|---|------------------------------|-------|
| Project title | How to find a form for a collective account of the sensory experience of early motherhood | | |
| Is this project externally funded? | AHRC funded part of 3D3 consortium. | | |
| If externally funded please give PASS reference | | | |
| Proposed project start date | 10/15 | Anticipated project end date | 10/18 |

DETAILS OF THE PROPOSED WORK

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| <p>1. AIMS, OBJECTIVES OF AND BACKGROUND TO THE RESEARCH</p> |
| <p><i>This should provide the reviewer of the application with sufficient detail to allow them to understand the nature of the project and its rationale, in terms which are clear to a lay reader. Do not assume that the reader knows you or your area of work. You may provide a copy of your research proposal in addition to completing this section.</i></p> |
| <p>BACKGROUND</p> <p>KEY RESEARCH THEMES</p> <p>What is the experience of early motherhood like and what unique stories, insight and understanding can women convey of these experiences through a filmic, cross-platform treatment of this subject?</p> <p>How can I combine and mutually enrich the authorial eye of observational film, with a co-creative ethos in a feminist interactive documentary making?</p> <p>My practice as research PhD aims to create an interactive documentary about motherhood. The project will develop through a series of iterations using sound, photography and film to document women’s experience of this unique life event, transition in identity and experience of the world. A key element of the research is exploring how I can use a co-creation approach, or participatory methods whereby contributors are given more agency and input in the direction, form and content of the research than more conventional methods. Sites of motherhood that will be a</p> |

focus for capturing stories on this theme will be breastfeeding, postnatal wellbeing and mothering in public space. The research will be carried out in Sheffield, South Yorkshire where I am from and where I am going to be living within the next month for the duration of my PhD.

This application is split into two parts: FIRST autoethnography- recordings with friends and family discussing my own experience of becoming a mother; and SECOND: recordings with participants to discuss their, and my experience of motherhood. I will recruit participants both through a range of organisations, and friends / acquaintances of mine who may express and interest in taking part in the research. This ethics form is predominantly concerned with the second stage whereby participants are recruited to discuss their experiences.

AIMS and OBJECTIVES

The overarching aim of the research is to represent and make heard the stories of women becoming and being mothers. The sensory, bodily experience of becoming a mother is underrepresented in visual culture; academia and elsewhere. Telling these stories through the medium of interactive documentary, will also allow experiments and interrogation of this form of storytelling. The intention is to see how suited this medium is in particular to the telling of women's stories, and contributing to the emerging genre of feminist documentary film.

The objective of this first stage of my project is to introduce myself as a researcher and film maker to participants, through recorded conversations about our experiences of motherhood. This will be an experiment in how the use of sound recording works on its own, as well as alongside stills photography, in conveying women's experiences. I will further experiment in post-production (editing) to see what can be made with the recordings and images. This piece of research will allow me to trial how I am going to approach co-creation; participants will be given the chance to feedback on edited recordings.

The aim of this stage in the research is rapport building, and establishing an interaction with participants that has a collaborative ethos. In this stage of the research co-creation will also be an experiment working out how co-creation might work best through the following:

SOUND:

- Allowing participants to take the lead in the direction of topics discussed
- Suggesting that participants 'interview' me through conversations we have
- Asking participants for their ideas about ways of documenting this subject matter
- Playing participants back the recordings
- Sending participants a 'draft' or 'rough cut' of the edit of the recording for their feedback by email
- Inviting participants to make their own recordings using their phones

PHOTOGRAPHY and FILM

- Observational film and photography / portraiture of participants- in my experience for my own practice this process is inherently participatory. Participants suggest things for the artist / researcher to capture and demonstrate their ease / or not in what you are capturing. This is a nuanced process which involves trust and respect between participant and researcher.
- Invitation to experiment with taking their own photographs and films on their phones or using any camera they might have

If this experiment in practice feels like it is producing work that is of interest and value; is answering my research questions; or could fit into the final interactive documentary, the conversations and recordings will be made into short films, sound pieces / and/ or podcasts to be used both on their own and as part of the final mixed media piece of practice.

2. RESEARCH METHODOLOGY TO BE USED

You should explain how you plan to undertake your research. A copy of the interview schedule/ questionnaire/observation schedule/focus group topic guide should be attached where applicable.

STAGE ONE:

In documenting my own experience the methodology is autoethnography:

“Autoethnography is an approach to research and writing that seeks to describe and systematically analyze personal experience in order to understand cultural experience... A researcher uses tenets of autobiography and ethnography to do and write autoethnography. Thus, as a method, autoethnography is both process and product.” (Adams et al. 2011)

Through an exploration of my own experience of motherhood I will create a piece of work that I am able to show participants. This will involve audio recordings of conversations between myself and family and friends about my own experience of becoming a mother. This will be an experimental piece allowing me to get confident with equipment and experience the feeling of talking about this subject matter- so that I am able to work empathetically with participants. It will also give me chance to creatively explore ways of editing the audio, and also work with some archive and new photographs that are mainly self portraits.

STAGE TWO:

I approach mothers to ask them to participate in the research, and record conversations between them and myself about our experiences of becoming mothers. Recordings will take place in participant's homes; in public places (e.g. a park) or my studio.

The methodology is grounded in ethnographic film and interactive documentary practice, including the use of co-creation, or participatory research methods. I will give participants choices about where and how images and recordings are made- would they prefer somewhere quiet at home, or for us to do a walking recording as we take their children to the park? Would they prefer a portrait which they set up in a place or room of their

choosing, or are they happy for me to take more observational images of them in their homes / out with their children? The stories that participants share will also have an influence on how and where they are recorded. Responding to these individual stories is how I will approach the ethos and practicalities of co-creation: as these emerge, I will work with the participant discussing how to record their experience, and involving them in the creation of their own images or recordings to be collated with mine.

My approach to the research practice will use ethnographic and observational film and photography, and very open-ended 'interview' or discussions that are participant led and unstructured. The contact with each participant will be its own ethnography or case study, to be linked together through interactive documentary in later stages of my research practice.

The sound recordings and images will be made into podcasts or an audio documentary with accompanying photographs, and short films. Participants will be consulted in the editing of these audio pieces and images- an email will be sent to participants with an edited version of the recorded conversation, and a choice of photographs for them to feed back on. This work will then form part of the interactive documentary when the online platform is built at a later stage in my PhD (year 3).

NB: For the written submission for the PhD I will also be writing up my findings and contextualising and reflecting on the research practice submission.

3. SELECTION OF PARTICIPANTS

You must indicate if any of the participants in your sample group are in the categories listed. Research involving adult participants who might not have the capacity to consent or who fall under the Mental Capacity Act must be reviewed either by an NHS Research Ethics Committee or the [National Social Care Research Ethics Committee](#).

If your proposed research involves contact with children or vulnerable adults, or others of the specified categories below, you may need to hold a valid DBS check. Evidence of a DBS check should take the form of an email from the relevant counter signatory confirming the researcher has a valid DBS check for working with children and/or vulnerable adults. It is the responsibility of the applicant to provide this confirmation.

Members of staff requiring DBS checks should contact Human Resources hr@uwe.ac.uk. DBS checks for students are usually organised through the student's faculty, but students in faculties without a DBS counter signatory should contact Leigh Taylor (Leigh.Taylor@uwe.ac.uk).

I am in the process of applying for a DBS check for the second stage of this ethics submission, involving recruited participants- i.e. not my own family and friends.

Will the participants be from any of the following groups? ('x' as appropriate)

- X Children under 18*
- Adults who are unable to consent for themselves
- Adults who are unconscious, very severely ill or have a terminal illness
- Adults in emergency situations
- Adults with mental illness (particularly if detained under Mental Health Legislation)
- Prisoners
- X Young Offenders
- Healthy Volunteers (where procedures may be adverse or invasive)

- Those who could be considered to have a particularly dependent relationship with the investigator, e.g. those in care homes, medical students
- X Other vulnerable groups
- None of the above

** If you are researching with children please provide details of completed relevant safeguarding training.*

If any of the above applies, please justify their inclusion in this research.

CHILDREN:

In working with mothers as a research group children will inevitably be present at some or all stages of my contact with research participants, and/or in their inclusion in filming, photography or sound recording relating to the research. Inclusion of children will be on a case-by-case basis- I will take the lead from the participant (mother of the child) as to whether she consents and wishes her child/ren to be included. Their inclusion will be of a contextual nature- for example they may be heard in the background of recordings, or they may be included in photographs if the image warrants this. My intension is not to document children specifically but not to exclude them either, especially if a participant wishes them to be documented as part of a capturing of them as mothers.

Any images taken of children will be as part of the context of the themes of the research, exploring the everyday lives of mothers. Inclusion of children will be at the wishes of mothers, and their full consent will be sought both before images are captured and in the selection and editing of images to be used for inclusion in the final research project. It will be made clear that in the use of photography, images cannot be anonymised so their children will be identifiable. Participants will be told that images may be used online as well as in print and this will be fully stated in the consent form.

Recordings that include discussions of specific children, or that involve negative or emotionally sensitive disclosures will need to be treated especially thoughtfully, in terms of the possibility of children accessing these at a later date and the impact this may have on them. Editing of recordings will take these issues into account when deciding what to include for a public audience. This will be discussed with participants after the recordings and in the editing process.

VULNERABLE GROUPS

The research is concerned with exploring the experience of early motherhood, which by its very nature can be a challenging and often vulnerable time for women. The welfare of women taking part is of central concern to the research. I wish to include a range of experiences of mothers in the research, particularly from groups whose experience is less documented, which by nature includes more vulnerable groups / socially excluded groups. See below re approach and consideration of the issues around this.

4. PLEASE EXPLAIN HOW YOU WILL DETERMINE YOUR SAMPLE SIZE/RECRUITMENT STRATEGY, AND IDENTIFY, APPROACH AND RECRUIT YOUR PARTICIPANTS. PLEASE EXPLAIN ARRANGEMENTS MADE FOR PARTICIPANTS WHO MAY NOT ADEQUATELY UNDERSTAND VERBAL EXPLANATIONS OR WRITTEN INFORMATION IN ENGLISH

In this section, you should explain the rationale for your sample size and describe how you will identify and approach potential participants and recruit them to your study.

Recruitment of participants will be, for stage one my own close friends and family. And for stage two on an informal basis through existing social networks, and snowballing through contacts made at mother and baby groups.

In addition I will also be approaching appropriate voluntary sector groups such as La Leche League (international breast feeding support charity) of whom I am an active member; Postnatal depression support groups (e.g. Sheffield Light); ethnic minority women's groups (e.g Somali Women's Association and Welfare Group Sheffield); and projects supporting young mothers (e.g YASY MAMS project, Sheffield).

Initially I will make contact with an organisation introducing myself, my background and a brief outline of what my research is about, the participants I am hoping to reach and what participation would involve. If the organisation thinks they are willing to support the research and have clients who may be interested in taking part I will suggest that I come in to meet them to discuss this further. I will leave information for project workers to give to their clients and discuss with them. I will be clear with the organisation that given the nature of the research topic, it may be best for them to approach or recommend potential participants who are in a position to look back on any struggles they may have had from a place of now having recovered, or now being in a more positive place in their life; or who have already accessed considerable support for any specific difficulties they have encountered.

I intend to share my own piece of autoethnographic practice- an audio / visual piece about my experience of early motherhood with participants (where appropriate) to give them a better idea of what it is I am hoping to create; an insight into my creative approach and style, and disclosure of my own struggles. I hope this will allow participants a better insight into what it is they are being asked to consider being part of, to feed into them giving informed consent.

Participant information will be translated into the appropriate language- e.g. Somalian- for those potential participants that cannot read English. Participation in the research will be in English, and given there is no budget for an interpreter, participants will have to speak English unless the organisation is willing to offer an interpreter and the participant is happy with this.

Safeguarding good practice will be adhered to in reporting and voicing concerns around any safeguarding disclosures. This will be reported to UWE safeguarding officer and in the case of young people, their key worker / social worker / responsible adult will also be informed.

5. WHAT ARE YOUR ARRANGEMENTS FOR OBTAINING INFORMED CONSENT WHETHER WRITTEN, VERBAL OR OTHER? (WHERE APPLICABLE, COPIES OF PARTICIPANT INFORMATION SHEETS AND CONSENT FORMS SHOULD BE PROVIDED)

Informed consent is an ethical requirement of most research. Applicants should demonstrate that they are conversant with and have given due consideration to the need for informed consent and that any consent forms prepared for the study ensure that potential research participants are given sufficient information about a study, in a format they understand, to enable them to exercise their right to make an informed decision whether or not to participate in a research study.

You should describe how you will obtain informed consent from the participants and, where this is written consent, include copies of participant information sheets and consent forms. Where other forms of consent are obtained (eg verbal, recorded) you should explain the

processes you intend to use. If you do not intend to seek consent or are using covert methods, you need to explain and justify your approach. Please consider carefully whether or not you need to seek consent for archiving or re-use of data.

Participants will be given an information sheet for them to consider whether they wish to take part. This will outline the reasons for doing the research; approaches and practices being taken and background information on the researcher. I will also discuss verbally what I intend to do to make sure the potential participant fully understands. I will emphasise that they do not have to take part, and if they do decide they wish to, they can change their minds before the research begins without giving a reason.

I will approach the organisation or the individual again after one week to ask if they have anyone wishing to take part. If they have decided to take part then I will arrange a date for participants to meet me and they will be asked to sign a consent form. Where participants cannot read, the form will be read out for them and verbal consent recorded digitally.

Participants who are under the influence of drugs or alcohol or going through a period of crisis will be deemed unable to give informed consent. Participants need to be over the age of 16 to take part in the study.

6. WHAT ARRANGEMENTS ARE IN PLACE FOR PARTICIPANTS TO WITHDRAW FROM THE STUDY?

Consent must be freely given with sufficient detail to indicate what participating in the study will involve and how they may withdraw. There should be no penalty for withdrawing and the participant is not required to provide any reason.

Please note: allowing participants to withdraw at any time could prejudice your ability to complete your research. It may be appropriate to set a fixed final withdrawal date.

The information form will state a deadline for withdrawing from the research and will emphasise that until this point participants can withdraw at any time without having to give a reason, or feeling obliged to continue to give consent or take part. Giving a deadline with withdrawing means that I will still be able to complete my research. I will take any requests to withdraw very seriously and try to accommodate participants wishes, even if this deadline has passed.

7. IF THE RESEARCH GENERATES PERSONAL DATA, PLEASE DESCRIBE THE ARRANGEMENTS FOR MAINTAINING ANONYMITY AND CONFIDENTIALITY (OR THE REASONS FOR NOT DOING SO)

You should explain what measures you plan to take to ensure that the information provided by research participants is anonymised / pseudonymised (where appropriate) and how it will be kept confidential. In the event that the data are not to be anonymised / pseudonymised, please provide a justification.

Personal data is defined as 'personal information about a living person which is being, or which will be processed as part of a relevant filing system. This personal information includes for example, opinions, photographs and voice recordings' (UWE Data Protection Act 1998, Guidance for Employees).

This research has visual and other media research methods at its heart so confidentiality and anonymity are not part of the research design. Participants voices and images of them will be used in the research. It will be made clear to participants that their contribution will not be confidential, although for sound recording participants can choose not to put their real name to this, and photos and film footage will only use a first name. If there are safety issues for a participant in terms of them being identified (for example in cases of domestic abuse) then the participant will not be able to take part, or they could take part through a non-

named / pseudonym audio recording that is carefully edited not to compromise the participants safety.

The use of audio/visual methods is at the heart of the research project; using documentary storytelling to find a more accessible, relatable and in depth understanding of the experience of early motherhood. The research is concerned with the sensory, so using sound and image is an important part of capturing this. I will work with participants to document their experience respectfully and sensitively, sending recordings and images back to them as I go for them to approve and edit, via email or in person if online accessibility is an issue.

The identity (address / location / full name / age) of participants beyond their first names will be kept strictly confidential, and they will be given the opportunity to use a pseudonym if they prefer.

All participants will have the option just to be included in the voice / audio recording and not the photography if they prefer.

The agency and autonomy of participants is of central importance in terms of how their stories are told and what is discussed. There will be no pressure to disclose or explore subjects / issues that they do not wish to and if areas are discussed in a recording that they later decide they do not wish me to use I will not use it- as long as they inform me before the appointed date. The use of co-creation enables dialogue in the editing process about which content is used and how it is emphasised through music etc. In addition co-creation allows the possibility for participants to record certain subjects themselves for contribution to the work, that they may not feel they want to share in a discussion.

The written part of my research will contain references to my practice research and participants names will be anonymised in this.

8. PLEASE DESCRIBE HOW YOU WILL STORE DATA COLLECTED IN THE COURSE OF YOUR RESEARCH AND MAINTAIN DATA SECURITY AND PROTECTION.

Describe how you will store the data, who will have access to it, and what happens to it at the end of the project, including any arrangements for long-term storage of data and potential re-use. If your research is externally funded, the research sponsors may have specific requirements for retention of records. You should consult the terms and conditions of grant awards for details.

Data such as recordings, photographs and moving image recording will be kept in a fire retardant locked drawer in the Digital Cultures Research Centre offices. Emails, personal information and other correspondence will be protected by passwords, where these are held electronically. Data recorded in the field will be saved to password protected drives and kept in secure temporary storage before delivery by hand to DCRC offices.

It may be appropriate for the research data to be offered to a data archive for re-use. If this is the case, it is important that consent for this is included in the participant consent form.

UWE IT Services provides data protection and encryption facilities - see

http://www.uwe.ac.uk/its-staff/corporate/ourpolicies/intranet/encryption_facilities_provided_by_uwe_itservices.shtml

9. WHAT RISKS (EG PHYSICAL, PSYCHOLOGICAL, SOCIAL, LEGAL OR ECONOMIC), IF ANY, DO THE PARTICIPANTS FACE IN TAKING PART IN THIS RESEARCH AND HOW WILL YOU ADDRESS THESE RISKS?

Describe ethical issues related to the physical, psychological and emotional wellbeing of the participants, and what you will do to protect their wellbeing. If you do not envisage there being any risks to the participants, please make it clear that you have considered the possibility and justify your approach.

- Emotional- Discussion of the issues and experiences of being a mother may raise an emotional response in participants. Training that I have as a support worker will enable me to respond appropriately should any issues arise in the process of gathering the research. I have gathered the details of support services and information pertinent to my participant group and will include these on the participant information form. The research will be undertaken with the upmost sensitivity and participants will not be pushed into discussing or disclosing anything they do not feel comfortable with. The direction and topic of discussions will be open-ended and led by participants purposefully to avoid the feeling that it is an interview. Similarly, filming and photography will be observational and non-directive, taking the lead from participants. Participants will be involved in the editing process and be given the option to remove comments or disclosures from the edited audio works. I will check with participants that they are happy to continue if a particular discussion has seemed difficult. If at any point the participant becomes upset or emotional, I will suggest we finish the recording. If a participants asks to stop at any point I will do so immediately.
- Involving potentially vulnerable people in the research: I have undertaken professional boundaries training and vulnerable adult protection training as part of previous professional roles. I have experience of one to one support for people with a range of complex issues including people in crisis. On selecting participants I will be aware of any signals that the respondent is not in place where it would be appropriate for them to take part. For example those with substance misuse issues who are not engaged with a relevant support organisation; where there are child protection concerns and a social worker is not working with the family; where the participant has a diagnosed mental health problem and is not working with appropriate organisations. I.e. If a participant has a presenting issue that they are struggling with this would not preclude them from involvement but they would need to have support in place prior to taking part. I have worked with clients with a range of complex needs and experiences including people with substance misuse issues; mental health diagnoses; survivors of sexual violence and domestic abuse, and particularly young care and custody leavers. Consequently I am aware of the need for particular sensitivity, compassion and empathy when talking with participants with specific challenges in their lives. I am aware of the specific organisations available to people needing support in Sheffield as I have been involved in partnership working with them in the past. I have a lot of experience in signposting people to organisations and encouraging/empowering them to engage with support. In including young people and/or young offenders in the research I will work alongside their key workers / support organisation to ensure their participation is appropriate and safe. Safeguarding good practice will be adhered to in terms of any disclosures or concerns raised.

- Economic- where possible recordings will take place in the participant's home to avoid transport costs. Participants will be given photographic prints where these are taken.
- Social- I am an educated, white, middle class woman. Some participants may inherently feel a power imbalance in my position as researcher and theirs as participant. This may make them feel uncomfortable and/ or reinforce societal dynamics of privilege. The research design has been created with this in mind; by asking participants to engage me in discussion / interview me about my own experience of becoming a mother, and allowing them to ask me questions I hope these factors will be in some way mitigated. The use of visual and audio research methods is also intended to make the research more accessible, engaging and relevant to participants, so that they can respond to and have agency over the research as a living thing, as opposed to just a paper report.

10. ARE THERE ANY POTENTIAL RISKS TO RESEARCHERS AND ANY OTHER PEOPLE IMPACTED BY THIS STUDY AS A CONSEQUENCE OF UNDERTAKING THIS RESEARCH THAT ARE GREATER THAN THOSE ENCOUNTERED IN NORMAL DAY TO DAY LIFE?

Describe any health and safety issues including risks and dangers for both the participants and yourself (if appropriate) and what you will do about them. This might include, for instance, arrangements to ensure that a supervisor or co-researcher has details of your whereabouts and a means of contacting you when you conduct interviews away from your base; or ensuring that a 'chaperone' is available if necessary for one-to-one interviews. Please check to confirm you have carried out a risk assessment for your research

- Lone working: I will inform my partner when and where I am planning on going including the full property address and arrange a time to call him on leaving the address. He will be instructed to contact the police if I do not respond to three calls from him at the agreed time. I will also be informing my supervisors each time I go out on a research visit.
- I have training in managing violence and aggression and experience lone working with people with diverse and complex backgrounds.
- Where possible I will conduct recordings out of the home in a neutral location and only visit a participants home when I know more about them
- I will trust my instincts on arriving at an address and leave immediately if I feel uncomfortable
- I will take guidance and request risk assessments on clients I make contact with through third party organisations.
- I will make an initial visit to a participants home to introduce myself with the participants key worker if they have one, before I return to do recordings alone
- I will request that participants shut away dogs on my arrival

11. HOW WILL THE RESULTS OF THE RESEARCH BE REPORTED AND DISSEMINATED?

Please indicate in which forms and formats the results of the research will be communicated.

(Select all that apply)

- X Peer reviewed journal
- X Conference presentation
- Internal report

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|---|
| <input checked="" type="checkbox"/> X Dissertation/Thesis <input checked="" type="checkbox"/> X Other publication <input type="checkbox"/> Written feedback to research participants <input checked="" type="checkbox"/> X Presentation to participants or relevant community groups <input checked="" type="checkbox"/> X Digital Media <input type="checkbox"/> Other (Please specify below) |
| 12. WILL YOUR RESEARCH BE TAKING PLACE OVERSEAS? |
| <i>If you intend to undertake research overseas, please provide details of additional issues which this may raise, and describe how you will address these. Eg language, culture, legal framework, insurance, data protection, political climate, health and safety. Please also clarify whether or not ethics approval will be sought locally in another country.</i> |
| NO |
| 13. ARE THERE ANY OTHER ETHICAL ISSUES THAT HAVE NOT BEEN ADDRESSED WHICH YOU WOULD WISH TO BRING TO THE ATTENTION OF THE FACULTY AND/OR UNIVERSITY RESEARCH ETHICS COMMITTEE? |
| <i>This gives the researcher the opportunity to raise any other ethical issues considered in planning the research or which the researcher feels need raising with the Committee.</i> |
| None |

CHECKLIST

Please complete before submitting the form

| | Yes/No |
|--|--------|
| Is a copy of the research proposal attached? | X |
| Have you explained how you will select the participants? | X |
| Is a participant information sheet attached? | X |
| Is a participant consent form attached? | X |
| Is a copy of your questionnaire/topic guide attached? | n/a |
| Have you described the ethical issues related to the well-being of participants? | X |
| Have you described fully how you will maintain confidentiality? | X |

| | |
|--|-------------------|
| Have you included details of data protection including data storage? | X |
| Where applicable, is evidence of a current DBS (formerly CRB) check attached? | Being applied for |
| Is a Risk Assessment form attached? (HAS only) | X |
| Have you considered health and safety issues for the participants and researchers? | X |

DECLARATION

The information contained in this application, including any accompanying information, is to the best of my knowledge, complete and correct. I have attempted to identify all risks related to the research that may arise in conducting this research and acknowledge my obligations and the right of the participants.

| | |
|--|--|
| Principal Investigator name | |
| Signature | |
| Date | |
| Supervisor or module leader name (where appropriate) | <i>Dr. Judith Aston, Director of Studies</i> |
| Signature | <i>Judith Aston</i> |
| Date | <i>9.6.16</i> |

The signed form should be submitted electronically to Committee Services: researchethics@uwe.ac.uk and email copied to the Supervisor/Director of Studies where applicable together with all supporting documentation (research proposal, participant information sheet, consent form etc).

For student applications where an electronic signature is not available from the Supervisor we will require an email from the Supervisor confirming support.

Please provide all the information requested and justify where appropriate.

For further guidance, please see <http://www1.uwe.ac.uk/research/researchethics> (applicants' information)



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THE BEARING PROJECT – CONVERSATIONS ABOUT MOTHERHOOD

Following our previous discussions, you are being invited to participate in a research project concerning the different experiences of women in early motherhood. BEARING (working title) is a research PhD project by film-maker and photographer Rosie Reed Hillman. This part of the project aims to facilitate and record conversations about participants' experience of becoming a mother for the first time. As this is research leading to published work, and includes visual and audio research methods it is important that you understand what you are being asked to engage in. Please read the following information and take time to decide whether or not you wish to take part. Thank you for reading this.

The Bearing Project

The Bearing Project is a multi-media Interactive Documentary about early motherhood based in the Digital Cultures Research Centre at the University of the West of England, Bristol (UWE). Creating the documentary is part of academic research using different media practices to reveal issues women encounter in early motherhood. This is the first stage of the project. The recordings will be turned into podcasts and in time be hosted on an interactive website for the project. Filming and / or photography will also be used in conjunction with the audio recordings. You will be given the option whether to take part in the recordings, film and photography, or just the recordings.

Rosie Reed Hillman

I am an award winning documentary film-maker taking an observational approach to my work, meaning I take the lead from participants and won't direct you too much in what to do. I approach filming as a collaboration between participants and myself. I have experience working with people from many backgrounds in previous roles working in social care for organisations such as Shelter and Women's Aid. I have training in child and vulnerable adult protection and have a full disclosure and barring check (police check). I am a mother to a two-year old daughter.

Why have you been invited to participate in this research?

The Bearing Project is trying to create a different way of documenting the experiences of motherhood. This is the first part of the project and having these conversations will be an opportunity for me to get your feedback on how the format of 'conversations' works for women participating. I am interested to hear any other ideas you have about how to record mothers' experiences. Your experiences and opinions about motherhood are at the centre of the project. You are free to withdraw at any time up to (give a date 1 month after the recording) and without giving a reason. If you decide to withdraw, any recordings from your participation will be deleted and will not be used as part of the research.

What will happen?

The recording will take place at your home, or a location convenient to you. Once all the equipment is set up I will begin recording. I will start by asking some simple questions to get the conversation started and then the idea is for a mutual exchange, like a conversation, rather than an interview. The topic is the experience of becoming a mother and early motherhood; you are free to talk about anything you wish. I will also be sharing my experiences of motherhood as part of the discussion and you are free to ask me any questions as part of the recording. If you agree to take part in filming / photography I will work with you to record some of the day-to-day events of being a mother. The recording should take no more than an hour.

Why would you want to take part?

You may find the conversations about motherhood interesting and an opportunity to talk about an experience you haven't been asked about before. This work could raise awareness about the experiences women have in early motherhood and could create a sense of community or activism around the issues raised. Using film, photography and sound will enable you to look back on your conversations and contributions.

What might be the downside to taking part?

Some participants' time is limited and committing to taking part may take 45 minutes to one hour. Talking about your experiences might be troubling or upsetting. However, if you do feel that talking about these experiences is having a negative affect on you please let me know and we can terminate the recordings. If you want me to I can help you to access appropriate support.

How will your contribution be used?

Your contribution to the project will be recorded and edited together as part of my wider research, which will take several forms - a podcast, a film and photographs. You will be asked if you wish to take part in just an audio recording or if you are happy to be included in filming and photography. The editing process will be discussed with you and you will be given the opportunity to feedback on this and contribute to how the final piece is presented. Only your first name will be used in audio recordings, film and photographs. It is possible to use a pseudonym if you prefer.

If your child/ren are present during the recordings their voices or images may be recorded as part of my conversations with you, although your children are not the focus of the research. You can decide whether any recordings of them are used in the research. I will ask for your consent in writing if you decide you are happy for their 'background' appearances to be included.

I aim to adhere to the highest standards of research integrity and ethics and the project will only commence after Research Ethics Approval from University of the West of England (UWE). You are free to withdraw from the project up to (specific date 6 weeks after a recording is made) if you wish without giving a reason. If you request to withdraw within this time frame your contribution will not be used in the research or film project and will be erased from data storage, unless the recording also contains a contribution from another participant. In this case the file will be kept securely and your contribution will be edited out of any material used.

Your contribution will be part of an interactive documentary which will be held online. The interactive documentary will tell stories about motherhood using different media- photography, audio and film. This documentary will also be presented as part of a multi-media installation which intends to create a

space for mothers to view the creative outputs from this project in a place outside of the cinema, or the internet.

The work may be shown at film festivals; exhibitions; conferences and other academic or film industry events. Photography may appear as part of a published book.

In addition to these formats your contribution will also be part of a written thesis that discusses the visual and creative elements outlined above. This written work may also be published in academic journals or other publications. I will do my best to keep you informed whenever the work is being publically shown. I will usually keep in contact with you by email, or by text message if you prefer.

Data such as recordings, photographs and moving image recording will be kept in a fire retardant locked drawer in the Digital Cultures Research Centre offices at UWE Bristol. Emails, personal information and other correspondence will be protected by passwords, where these are held electronically. Data recorded in the field will be saved to password protected drives and kept in secure temporary storage before delivery by hand to DCRC offices.

Safeguarding- As a university researcher I am obliged to adhere to the university's safeguarding policies. Safeguarding refers to preventing harm/abuse or intended harm/abuse being done to a child or vulnerable adult. If a safeguarding related issue is raised by participants during the research, or I witness any incident that causes concern it must be reported to the university safeguarding officer, and social care if the matter is seen to be urgent or serious. Anonymity does not apply in the case of safeguarding and I will be obliged to disclose full names and details of concerns to the relevant people. If you would like to see a full copy of the university safeguarding policy one can be provided to you.

Contact for further information?

Feel free to contact PhD researcher Rosie Reed Hillman- rosie.reedhillman@gmail.com or Senior Lecturer in Film and Creative Media Dr Judith Aston- judith.aston@uwe.ac.uk for any further details about the project or if you have any questions or concerns.

GENERAL RISK ASSESSMENT FORM

Was

| | | |
|---|---|-------------------------------------|
| Describe the activity being assessed: PhD research- recording conversations with mothers about the experience of motherhood | Assessed by: Rosie Reed Hillman | Endorsed by: Judith Aston |
| Who might be harmed: participants / researcher | Date of Assessment: 27/5/16 | Review date: |
| How many exposed to risk: up to 10 <input type="text"/> | | |

| Hazards Identified (state the potential harm) | Existing Control Measures | S | L | Risk Level | Additional Controls |
|---|--|--------|--------|------------|--|
| When recording while walking- traffic is a hazard | Pedestrian crossings are available | 3 | 1 | 3 | Stop recording when crossing roads. Give extra attention to traffic when walking alongside roads. Use pedestrian crossings where available |
| Children are present during the recordings | <ul style="list-style-type: none"> DBS check on myself (researcher) I have undertaken child protection training and have experience working with clients whose children are subject to child protection orders; clients whose children are considered 'children in need' and making child protection referrals. The research design factors in the interruptible nature of children being present- participants are leading the pace of the recordings so that they can attend to children when needed. Children's needs come first at all times. | 1 1 | 1 1 | 1 1 | <p>Be aware of the presence of children when they are in sight and supervise them. Do not let the research into the hands of children in care.</p> <p>Plan the research session for a short time and suggest to participants to have toys / activity on hand to occupy children. Schedule the research to fit in with the of children's day- ie avoiding school a time most convenient to participants.</p> <p>Report any safe guarding concerns to the University safeguarding officer and work with my supervisory team.</p> |
| Confusion of boundaries and support- mothers may want to access support from me for any issues arising from discussions. // Involving participants with presenting issues in the research | <ul style="list-style-type: none"> Participants are provided with the details of appropriate support organisations at the beginning of the research process as part of participant information. Participants accessed through a third party organisation- e.g. Shelter- I would work closely with them in approaching the participant and introducing my research. I will be guided by them in terms of which participants are the most suitable to take part. I have undertaken professional boundaries training and vulnerable adult protection training as part of previous professional roles. I have experience of one to one support for people in crisis. On selecting participants I will be aware of any signals that the respondent is not | 1 | 3 | 3 | <ul style="list-style-type: none"> If participants present with issues that they need support for, refer them to appropriate support services. Clearly state the boundaries of the research relationship- that the research is not appropriate for mental health issues. Refer back to the appropriate supporting organisation for follow up support without breaking confidentiality- the disclosures made in recordings unless necessary for vulnerable adult protection. Terminate the recording if participants say it is too difficult. Dialogue with appropriate support organisations for working with participants. |

| | | | | | |
|---|--|----------------------|----------|----------|---|
| | <p>in place where it would be appropriate for them to take part. For example those with substance misuse issues who are not engaged with a relevant support organisation; where there are child protection concerns and a social worker is not working with the family; where the participant has a diagnosed mental health problem and is not working with appropriate organisations. I.e. If a participant has a presenting issue that they are struggling with this would not preclude them from involvement but they would need to have support in place prior to taking part.</p> <ul style="list-style-type: none"> • I have worked with clients with a range of complex needs and experiences including people with substance misuse issues; mental health diagnoses; survivors of sexual violence and domestic abuse, and young care and custody leavers. Consequently I am aware of the need for particular sensitivity, compassion and empathy when talking with participants with specific challenges in their lives. • I am aware of the specific organisations available to people needing support in Sheffield as I have been involved in partnership working with them in the past. I have a lot of experience in signposting people to organisations and encouraging/empowering them to engage with support. | | | | <p>specific issues, as that support moth Make the organis giving out their de support if require</p> |
| <p>Lone working- visiting participants in their homes</p> | <ul style="list-style-type: none"> • I will inform my partner when and where I am planning on going including the full property address and arrange a time to call him on leaving the address. He will be instructed to contact the police if I do not respond to three calls from him at the agreed time. • I will inform my supervisors prior to each research visit • I have training in managing violence and aggression and experience lone working with people with diverse and complex backgrounds. | <p>1 - 5</p> | <p>1</p> | <p>4</p> | <ul style="list-style-type: none"> • Where possible I v recordings out of neutral location a participants home about them • I will trust my inst an address and le feel uncomfortabl • I will take guidanc assessments on cl with through thiro • I will make an init myself with the pa worker if they hav return to do recor • I will request that away dogs on my |
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|--|--|--|--|--|--|

RISK MATRIX: (To generate the risk level).

| | | | | | |
|-------------------------------------|--|--|---|-------------------|---------------|
| Very likely 5 | 5 | 10 | 15 | 20 | 25 |
| Likely 4 | 4 | 8 | 12 | 16 | 20 |
| Possible 3 | 3 | 6 | 9 | 12 | 15 |
| Unlikely 2 | 2 | 4 | 6 | 8 | 10 |
| Extremely unlikely 1 | 1 | 2 | 3 | 4 | 5 |
| Likelihood (L) ↑ Severity (S) | Minor injury – No first aid treatment required 1 | Minor injury – Requires First Aid Treatment 2 | Injury - requires GP treatment or Hospital attendance 3 | Major Injury 4 | Fatality 5 |

ACTION LEVEL: (To identify what action needs to be taken).

| POINTS: | RISK LEVEL: | ACTION: |
|---------|-------------|--|
| 1 – 2 | NEGLIGIBLE | No further action is necessary. |
| 3 – 5 | TOLERABLE | Where possible, reduce the risk further |
| 6 - 12 | MODERATE | Additional control measures are required |
| 15 – 16 | HIGH | Immediate action is necessary |
| 20 - 25 | INTOLERABLE | Stop the activity/ do not start the activity |



University of the West of England



CONSENT FOR THE USE OF FILM, AUDIO RECORDINGS AND PHOTOGRAPHS

Thank you for agreeing to participate in the University of the West of England, Bristol research project described below. Please complete the following form to confirm your consent to participate.

Title of research: The maternal flaneuse: using sensory visual autoethnography to document the experiences of early motherhood in place

Date: _____

Please circle your answer for the following questions:

I am happy to take part in this/these interview/s and I am aware of the nature of the discussion: Yes | No

I consent to be recorded in the following media:

Film | Photographs | Audio | Note-taking

I give consent for film, photographs and audio recordings of my child (if applicable) to be included in the research:

Name of child: _____

I consent for my child to be recorded using the following media:

Film | Photographs | Audio | Note-taking

I would like my identity to be concealed in any subsequent writings: Yes | No

Requested pseudonym (optional): _____

Please sign to confirm the consent you have granted above.

- You have the right to withdraw your participation in the research.

Name: _____ Date: _____

Signature: _____

Ethics Update November 2018

PROJECT TITLE:

The maternal flaneuse: an exploration of how sensory visual autoethnography can document the experiences of early motherhood in place

Rosie Reed Hillman
Digital Cultures Research Centre

Information regarding inclusion of my daughter in creative practice work generated as part of my PhD

This is to notify the ethics committee that I have included my own child (currently aged 5) in film and photography taken by me for the practice element of the research. The PhD research method is centred on autoethnography using observational photography and film of me and my child. I will exhibit and screen the photography and film in the public domain. The focus of the research practice was originally on research participant's experiences with some additional auto-ethnography, but this has subsequently changed and my focus is now on my own experience of motherhood. This experience has been documented through both home video and photography over the course of my daughter's life as well as film and photography recorded specifically for the purpose of documenting my experience of motherhood.

1) What is your plan for future use of the project outputs so that continued consent is assured e.g. will your daughter still be willing to provide her consent once she's a teenager? Do you have a plan for the duration of the consent?

Consent will be ongoing and fluid with reference to my daughter's wishes as she grows older. If the film continues to be shown as she grows older I will show this to her, when age appropriate and explain the context in which it was made and where it was screened originally. If she withdraws consent at any time I will respect her opinion on the use, screening and exhibit of the film and photography. Photography will not be sold or duplicated and it is unlikely this will appear online anywhere. The film will only be screened at film festivals if it is successful enough to appear there, and not on TV.

2) How will you monitor your daughter's comfort and ease to participate in the moment? It's one thing for you, her mother, to consent on her behalf, but what will your plan be for acting on her potential unwillingness to participate at any particular moment?

This is a dynamic process where I have had to take the lead from my daughter in terms of her comfort and mood in being observed, and me being preoccupied with the camera. Drawing on my own instincts as a parent, the cues to look out for that she is not at ease with being filmed or photographed have changed as my baby / child has grown older. Grizzling and crying to ask for attention, cuddles, feeding, changing, toileting as a baby. As she has acquired language my daughter has actively stated when she does not want to be photographed or filmed. I have continued to be aware of other non-verbal signs such as changes in behaviour, boredom, clinginess. My approach to filmmaking is observational and ethnographic so most of the time the camera is left rolling with minimal interruption in activity or reference to the camera. As a baby my daughter was therefore unaware of the camera's presence and as a toddler and young child where she has cognition to understand what the camera is and I have explained what I am doing, her activity has been uninterrupted with the focus on continuing and documenting life as normal. When the filming is more active, hand held and closer to my daughter's body I have initiated discussion about the camera and involved my daughter in the activity. Wherever filming or photographing has taken time out from activity with my daughter I have kept this to a minimum and in very short bursts. My child's needs will always be met first as well as her safety and comfort before any wish to film or photograph. My daughter's father has given consent for her inclusion in the work.