



Preventing Domestic Violence

## RESEARCHERS' BRIEFING PACK

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# 1. QUALITATIVE RESEARCH DESIGN

Qualitative methodology is sensitive to unique personal experiences, perceptions, beliefs and meanings of individuals and is considered therefore to be the most appropriate approach for exploring the needs of victims and perpetrators of domestic violence. This aspect of the None in Three project is led by Professor Adele Jones, Dr Ena Trotman Jemmott and Dr Hazel Da Breo and carried out by a team of highly skilled Caribbean Researchers (<https://hhs.hud.ac.uk/noneinthree/project.html#Research-Team>).

The research design is a cross-sectional qualitative study - data is collected at one time-point using semi-structured interviews and focus groups with purposively selected participants. Criteria for selection are determined by the research questions we seek to answer and the analytic approach used will be Inductive latent Thematic Analysis.

## *Conceptual Framework*

The conceptual framework underpinning the design is informed by four factors:

1. Extensive expertise of the social, legal, policy and cultural context (the research leaders have researched and published extensively on the topic of gender-based violence in the region and have provided consultancy, training and programme development support to Caribbean governments, international development agencies, professionals and civil society orgs.)
2. Excellent local knowledge – the researchers are nationals of the countries in which the study is conducted and have appropriate linguistic skills; cultural, geographical, political and demographic knowledge and are in touch with contemporary realities and the impact of current social stressors on populations
3. Theories on causation of domestic violence
4. A narrative literature review of issues affecting women in especially vulnerable circumstances, the impact of domestic violence on children and young people and , factors that contribute to abuse behaviours <https://hhs.hud.ac.uk/noneinthree/information.html>

## *Quality*

It is important to ensure that qualitative research is credible and does not stray into the anecdotal. We will therefore adopt the quality framework proposed by De Witt and Ploeg (2006) which calls for 'balanced integration, openness, concreteness, resonance and actualization' (p.224). This will be given effect in several ways:

1. Authentication of claims made through the use of NVivo software
2. Close supervision of the research process
3. Consistent application of the guidance contained in this document to all research activities
4. Ensuring the data generated are dependable and that findings are derived directly and only from the data
5. Differentiation between the voices of the research participant and the researcher
6. Documentation and audit trail of procedures adopted
7. Meticulous data management procedures

## *Sampling*

This research uses convenience, purposive, non-probability sampling techniques in order to identify particular groups of people whose circumstances are relevant to the social phenomenon being studied. This approach is particularly important given the sensitivity of the issue being explored and

the potential to increase risk to participants who are recruited through other means.

The qualitative research for None in Three comprises semi-structured interviews with women and focus groups with men and youth. Interview and Focus Group Guides are included in the Appendix.

### **1.1 Interviews with women**

In addition to face-to-face interviews, women should be offered the option of telephone interview or Skype interview (without video). **IMPORTANT-** If a woman chooses this option, researchers should never leave messages on women's cell phones or initiate email contact unless the woman gives assurance that this is safe for her. These 'innocent' behaviours can be a source of great risk to a woman who is being abused.

The aim is to interview 40 women survivors of domestic violence in each country. These women should be drawn from groups we identify as potentially being in particularly vulnerable circumstances:

- i. Women who are disabled
- ii. Women living with HIV
- iii. Women who are pregnant and have experienced or are at risk of domestic violence
- iv. Women who have been brought into the country to work in the entertainment or sex industry and may not have full legal rights
- v. Women in same sex relationships

#### *Research questions*

The primary research questions are derived from a preliminary literature review which suggest that women from these groups are exposed to specific forms of harm. The following take these into account and inform the prompt questions in the interview guide in the below appendix.

1. How do women (in each particular grouping) define domestic violence?
2. Do the women (in each particular grouping) consider that they are at increased risk of domestic violence because of their condition, if so how and why?
3. What particular factors, unique to their circumstances, produce *additional risks or challenges* for women affected by domestic violence?
4. What are women's views about the reasons for increased risks?
5. What are the effects upon them?
6. What are the effects on their families?
7. Are professionals and agencies working with women who face domestic violence, cognisant of the additional risks and challenges presented by these particular circumstances?
8. What strengths, resilience and strategies do women in these particular circumstances draw on in managing/reducing/preventing or escaping risk of violence?
9. Who helps them?
10. What help do they need?
11. What can escalate and de-escalate domestic violence rates in Barbados/Grenada?

#### *Recruitment*

We should aim to recruit eight women from each group, however this is not crucial and groups may be over/under-represented. Basic demographic data will be obtained from the women but there is no requirement to ensure representativeness for this aspect of the research. Sampling and recruitment is purposive based on the objectives of the research. Access to these women will be primarily through stakeholder agencies, government departments and snowballing. In relation to group iv, access is likely to present significant challenges. Creative methods (e.g. approaching night clubs or advertising should be considered).

*Criteria for inclusion:*

- Is a female aged 16 years or above (this is the legal age of sexual consent and will enable us to capture the experiences of adolescents)
- Self-identifies as a victim or survivor of domestic violence
- Self-identifies with one or more of the groups above
- Has an experience/s of domestic violence that is current, recent (in the last 12 months) or historic (older than 12 months)

## **1.2 Focus groups**

We are aiming to conduct four focus groups with men and youth (aged 16-25 years) in each country as follows:

- i. Group 1 - men who are at least mid-way or have completed the Man to Man Programme (Grenada) or Partners of Peace Programme (Barbados).
- ii. Group 2 – youth (young men 16-25 years) who are known to have perpetrated violence or have been identified as being at risk of violent offending (contacted via the Probation service or juvenile detention facilities)
- iii. Group 3 - men (25 years +) who have been exposed to violence (e.g. in childhood or as victims) but who are not violent themselves
- iv. Group 4 - youth (young men 16-25 years) who have been exposed to violence (e.g. in childhood or as victims) but who are not violent themselves

*Research questions*

The primary research questions the focus groups aim to address are as follows (they also feature in the focus group guide in the appendix):

1. How do men define domestic violence
2. What are their thoughts about its prevalence, causes and effects
3. How has living with domestic violence affected them
4. How has living with domestic violence affected their families
5. What situations/circumstances contribute to men being violent (e.g., social, cultural, economic)
6. What is the impact of these situations on men
7. What strategies do men use to deal with these particular circumstances and pressures
8. What strengths, resilience and other strategies (not mentioned before) do men in these particular circumstances draw on in managing/reducing/preventing or escaping risk of violence
9. What can escalate and de-escalate domestic violence rates in Barbados/Grenada
10. Who helps men?
11. What help do they need?

*Criteria for inclusion:*

- i. Group 1 – comprises men who have participated in a batterers prevention programme (*It is important that participants have reached a point in their programme where they are accepting responsibility for their behaviour rather than blaming women and should therefore be mid-way or have completed the programme*).
- ii. Group 2- comprises young men 16-25 years who have been identified as having involvement or risk of involvement in offences of a violent nature
- iii. Group 3- comprises men 25 years or older who have experienced violence themselves but are against violence in interpersonal relationships.

- iv. Group 4- comprises young men, 16-25 years who have experienced violence themselves but are against violence in interpersonal relationships.

#### *Recruitment*

Groups 1 and 2 should be recruited via relevant organisations. Groups 3 and 4 *should* be reflective of diversity in terms of socio economic status, age, urban/rural habitat, occupation (we will not be seeking representation of sexual orientation in this aspect of the research, given the risks involved in 'outing'). Ways of achieving diversity are by recruiting participants from generic settings such as sports clubs, Churches or social gatherings, community colleges, social media, rather than through employment routes.

#### *Data analysis*

All interviews and focus groups should be digitally recorded and transcribed by the researchers. Digital recordings must be sent to the Project Administrator for secure storage on a shared drive set up for the purpose. This will ensure that data is backed up (for verification and audit purposes). Thematic analysis will be carried out based on a-priori themes and NVivo software analysis in order to identify and report patterns across groups of participants and across both countries. The analysis will follow the general procedures as described by Braun and Clarke (2006) in the adapted table below.

Phase	Description of the Process
Familiarization	Transcribe data, read and re-reading the data, noting down initial ideas
Generate initial codes	Code interesting features of the data in a systematic fashion across the entire data set, collating data relevant to each code
Search for themes	Collate the codes into potential themes, gathering all data relevant to each potential theme
Review themes	Check if the themes work in relation to the coded extracts (level 1) and the entire data set (level 2), generating a thematic 'map' of the analysis
Define and name themes	Conduct ongoing analysis to refine the specifics of each theme, and the overall story the analysis tells, generating clear definitions and names for each theme
Produce the report	A further opportunity for analysis. Select compelling quotations to illustrate findings, relate back to the research questions and literature, produce the report of finding

#### *Data management*

- i. If possible, all interviews and focus group discussions to be digitally recorded.
- ii. If this is not possible, field notes should be taken and written up to allow the aforementioned analysis by the senior researchers.
- iii. Recordings should be transcribed at the soonest opportunity, with a 'master' copy available to draw on if needed.
- iv. Any identifying information should be anonymised
- v. All data should be password protected
- vi. A systematic approach to version control during data analysis and data back-up should be adopted.
- vii. Any hard data obtained should be kept in locked storage
- viii. Hard data sets should be copied and sent to the project administrator by courier

## 2. ETHICAL PRINCIPLES

- 2.1 The conduct of the research will be based on clear ethical standards which will assure confidentiality, privacy, anonymity and informed consent. All research assistants will receive training in the research methodologies to be employed in the project. This training will also address ethical issues and stress the need to maintain strictest respect for confidentiality
- 2.2 Ethical adequacy of the research will also be assured through ensuring that the research outcomes are geared towards policy reform and that the participants are not exposed to detriment or harm
- 2.3 The project will be carried out in accordance with the University's Research Ethics Guidance as outlined in the website extract below:

### **RESEARCH: Honesty and Misconduct**

#### *Introduction*

*...Research misconduct is often easier to recognise than to define but two broad categories can be distinguished. The first involves fabrication or falsification of research results; the second arises where there is plagiarism, misquoting or misappropriation of the work of others. It also includes, for example, the unethical use of material provided in a privileged way for review or assessment.*

*Research misconduct involving plagiarism, piracy or falsifying results is a form of dishonesty which is viewed by the University as a serious offence...*

#### *8.2 Good practice, ethics and plagiarism in research*

##### *(i) Principles of good practice*

*In the conduct of all research, the University expects the following general principles to be understood and observed.*

##### *Honesty*

*At the heart of all research, regardless of discipline, is the need for researchers to be honest in respect of their own actions in research and in their responses to the actions of others. This applies to the whole range of work, including experimental design, generating and analysing data, publishing results and acknowledging the direct and indirect contributions of colleagues, collaborators and others. All researchers must refrain from plagiarism, piracy or the fabrication of results. In the case of employees, committing any of these actions is regarded as a serious disciplinary offence.*

##### *Openness*

*While recognising the need for researchers to protect intellectual property rights (ipr), confidentiality agreements etc, the University expects researchers to be as open as possible in discussing their work with others and with the public. Once results have been published and where appropriate, the University expects researchers to make available relevant data and materials to others, on request.*

##### *Guidance from professional bodies*

*Where available, the University expects researchers to observe the standards of good practice set out in guidelines published by relevant societies and professional bodies.*

##### *(ii) Leadership and co-operation in research groups*

*The University is committed to ensure that a climate is created which allows research to be conducted in accordance with good practice. Within a research group, responsibility lies with the*

*group leader who should create a research environment of mutual co-operation. They must also ensure that appropriate direction of research and supervision of researchers are provided.*

*(iii) A critical approach to research results*

*Researchers should always be prepared to question the outcome of their research. While acknowledging the pressures - of time and resources - under which researchers often have to work, the University expects research results to be checked before being made public.*

*(iv) Documenting results and storing primary data*

*Throughout their work, the University requires researchers to keep clear and accurate records of the procedures followed and of the results obtained, including interim results. This is necessary not only as a means of demonstrating proper research practice but also in case questions are subsequently asked about either the conduct of the research or the results obtained. For similar reasons, data generated in the course of research must be kept securely in paper or electronic form, as appropriate. The University expects data to be securely held for a period of five years after the completion of a research project.*

*(v) Publishing results*

*It is expected that research results are published in an appropriate form, usually papers in refereed journals. This has long been widely accepted as the best system for research results to be reviewed - through the refereeing process - and made available to the community for verification or replication... The University expects anyone listed as an author on a paper to accept personal responsibility for ensuring that they are familiar with the contents of the paper and that they can identify their contributions to it. The practice of honorary authorship is unacceptable.*

*(vi) Acknowledging the role of collaborators and other participants*

*In all aspects of research, the contributions of formal collaborators and all others who directly assist or indirectly support the research must be properly acknowledged. This applies to any circumstances in which statements about the research are made, including provision of information about the nature and process of the research and in publishing the outcome. Failure to acknowledge the contribution of others is regarded as unprofessional conduct. Conversely, collaborators and other contributors carry their share of the responsibility for the research and its outcome.*

2.4 The proposal will be subject to approval by the Institution's Ethics Committee. Specific ethical guidelines to be applied will be as follows:

- i. The aims and objectives of the research will be clearly explained to all participants and stakeholders
- ii. All interview respondents will remain anonymous – actual names and other means of individual identification will not be used and each person will be allocated an ID number
- iii. Focus group participants will be advised of the need to protect confidentiality and that individual experiences of abuse should not be disclosed within the group setting
- iv. Focus group participants wishing to share personal experiences about abuse will be given the opportunity to do so in private and referred for counselling/other support as appropriate
- v. Data will be kept confidential in a secured and locked location. Each Research Assistant will be asked to sign an undertaking to this effect and that when field work is complete the data sets will be transferred to the operational office for the project where they will be kept in a locked cabinet.
- vi. The data will only be seen by members of the research team
- vii. The project will not provide financial inducements to participants although travel costs and any other expenses incurred by participants will be met
- viii. Due to the sensitive subject of the research, and the possibility that during interviews, topics may be brought up that cause psychological distress or trauma (child abuse or domestic violence), National Response Teams will be identified comprising statutory specialists (social

- workers, police, therapists other government personnel) and trusted organizations (shelters, homes, health clinics, NGO's, appropriate support groups, women's empowerment organizations, etc) and individual specialists (social workers, counsellors, government staff etc.). These teams will be briefed about the research and will be asked to provide support/interventions for research participants who have experienced abuse or are at risk
- ix. Where focus groups are held with young people in institutions, participants will be asked to self-select for inclusion in the study based on a briefing from the researchers. Where appropriate the consent of parents/ guardians will also be sought. In addition to the general consent form, participants will be asked to confirm that no coercion or inducements were involved in their decision to participate
  - x. Informed Consent - all participants in the project (e.g., interviewees, survey informants, practitioners, agency representatives) will be asked to sign a consent form and will be informed:
    - Of the nature of the research (goals and objectives, etc.)
    - Of the research methodology to be used
    - Of any risks or benefits
    - Of their right not to participate, not to answer any questions, and/or to terminate participation at any time without prejudice
    - Of their right to anonymity and confidentiality
    - That in the interests of safeguarding children, any information revealed in the course of the project that indicates risk of abuse will be passed to the relevant authorities in line with country safeguarding protocols

### **3. INFORMED CONSENT**

The project will allow for any of the following methods of obtaining informed consent:

- 3.1 Informed consent form: an informed consent form will be provided for use by the researchers. This will detail the principles outlined above and require the participants' signature.
- 3.2 In instances in which written communication is not appropriate (for example with people with visual impairments or with people with literacy challenges) researchers will read the information contained in the consent form and ask the participant to sign.
- 3.3 Participants who do not wish to sign can have their consent recorded by the researcher

### **4. ETHICS AND CHILDREN'S RIGHTS**

- 4.1 Owing to the sensitive nature of the study and the potential for actual cases of sexual abuse to be disclosed, commitment to confidentiality must be balanced by the primary need to safeguard participants' welfare first and foremost. Additionally, professional judgement and discretion must be exercised in consideration of their welfare needs, beyond the implementation of the study.
- 4.2 These issues will be addressed in the training for Research Assistants
- 4.3 Guidelines regarding confidentiality, information sharing and duty of care to participants will be made available to all members of the research team.
- 4.4 The project will *not* involve interviews with children and young people under the age of 16 years however it is possible that in the course of the study, information regarding children at risk of abuse will be revealed. Furthermore, it is likely that some young people may wish to discuss experiences of past abuse. It is therefore important to identify the ways in which the project will seek to safeguard children, to uphold children's rights and to support young people through any traumatic disclosures.
- 4.5 Safeguarding Children and Young People - At all times the safeguarding of the well-being of children will be paramount. Given the context of research confidentiality which requires that names of individuals are not obtained, individual follow-up will require the consent of the person concerned. Participants with knowledge about children at risk will be empowered and supported in disclosing

the information to professionals within the National Response Teams who have statutory child protection responsibility.

- 4.6 Where appropriate, young people participating in the project will be advised to share information with relevant authorities and helping agencies, in the interest of their own safety.
- 4.7 Information about how to access the help of the National Response Teams will be provided to all participants
- 4.8 The researchers will ensure that young people are not harmed through participation in the research by providing a safe research environment for focus groups, through training for researchers on how to respond appropriately to distress and disclosures of trauma and abuse and by organising de-briefing sessions.
- 4.9 Youth-appropriate information will be produced detailing the aims of the research, how long the focus group sessions or completion of survey questionnaire will take, where they will take place and contact details for the research team. This information sheet will also include a statement explaining participant’s rights as follows - We respect your rights:
- To take time to decide whether to help us
  - To refuse to take part
  - To refuse to answer questions
  - To withdraw from this project at any time
  - We will keep notes and tapes from the groups in a safe lockable place
  - When we talk about the research or write reports, we will change people’s names so that they remain anonymous.
- 4.10 The reporting of any allegations regarding actual sexual abuse shall be in accordance with the child protection policy and legislative framework of the specific country in which the research is taking place and will be assessed not only in terms of the immediate support needs for the survivor but also, the perpetrator’s potential risk to others.
- 4.11 Concerns in respect of potential or identified risk to children will be passed to the respective country child protection agencies who will determine what action should be taken.

## 5. RISK ANALYSIS AND MANAGEMENT PLAN

<b>Brief description of activity:</b> research field work – interviews, community survey and focus groups				
<b>Location:</b> Barbados, Grenada, <b>Assessment by:</b> Adele Jones, Ena Trotman Jemmott, Hazel Da Breo <b>Assessment date:</b> March 2016 <b>People at risk:</b> Research Assistants				
Hazards identified	Risks to health and safety	Measures to manage the risk effectively	Action	
			Who	When
Travel and working in remote areas	Isolation	Must carry authorisation, ID and cell phone at all times	RA	During fieldwork
	Fear		RA	Ongoing monitoring and vigilance required
	Increased possibility of personal harm or injury	Within-country travel must be with regard to personal safety. Only the following forms of transport permitted: own transport, friends, relatives,		
	Increased risk of theft of personal goods	authorised car rental	RA	

		<p>companies or authorised taxi's</p> <p>Must notify the PI they are reporting to of their whereabouts at all times during fieldwork</p> <p>Must only go to locations pre-agreed with PI and to agencies where authorisation has been obtained</p> <p>Must be mindful of and take responsibility for assessing risk for personal safety within any given situation. I.e. if allocated an area considered unsafe, alternatives must be secured</p> <p>Must conduct interviews, survey and focus groups in daylight hours</p> <p>Must not carry valuables during fieldwork</p> <p>PI to follow up all stages of fieldwork through daily email/phone contact</p>	<p>RA PI</p> <p>RA</p> <p>RA</p> <p>RA</p> <p>PI</p>	
Invitations into people's homes	Reduces opportunity for staying safe, may present unknown risks or compromise RA	Must not enter private homes	RA	
Female RAs working with young men	Increased risk of sexist, or abusive or inappropriate behaviour	<p>Guidance and training to be provided</p> <p>Focus group, interviews and surveys must be held in appropriate (public) settings</p> <p>Where there are any obvious signs of alcohol or drug use among</p>	<p>PI</p> <p>RA</p> <p>RA</p>	

			<p>participants, then the research process should be ended immediately</p> <p>Abusive language or behaviour must lead to the immediate termination of research process</p>	RA	
Participants request ongoing contact	Inappropriate crossing of professional boundaries		Should not divulge personal contact details	RA	
Researching sensitive topics	Distress or disclosure of abuse from participants		<p>Training</p> <p>Establishment of National Response Teams</p> <p>Should not engage in counselling or giving advice but must refer to the National Response Teams (NRTs)</p> <p>If the RA is distressed in carrying out the study they should debrief with the PI at the soonest opportunity, make use of peer support and may also access counselling through the NRTs</p>	<p>PI</p> <p>PI</p> <p>RA</p> <p>RA PI</p>	
Over exposure to computer work (data entry & analysis, lit searches)	Eye strain, neck/headache Wrist strain		Repeated breaks – self monitoring	RA	
<p><b>Risk Assessment review to be carried out by Adele Jones, Ena Trotman Jemmott and Hazel Da Breo before the commencement of the fieldwork</b></p>					

## 6. GENERAL GUIDANCE FOR CONDUCTING INTERVIEWS AND FOCUS GROUPS

This section gives general guidance on how to conduct interviews and focus groups.

### Selecting participants

*Approach potential participants* in any appropriate manner (e.g. in person, by telephone or email, fliers, posters). Briefly describe the research, including aims, expected outcomes and research methods (interview, focus group). Ask if they are interested and have any questions. Give them an Information Sheet and provide researcher contact details.

*Hard-to-access individuals*, or those consulted because of particular experiences may have to be contacted through others, such as managers of agencies. In such cases, explain the research to the 'gatekeepers', to reassure them and so they know who you are trying to access and why.

Focus groups should comprise between four- 10 people.

*Who selects?* Participants should be self-referring although agencies may also refer. Selection should aim to ensure diversity (e.g. socio economic status, education, employment status, age, urban-rural) and participants must meet the minimum criteria.

*External ethical approval.* Some organisations may have formal ethical approval procedures for you to follow. In such cases check how long these procedures take and build in time to follow them. Ensure that you get written confirmation of approval once it is given.

### **Preparation**

*Check practical arrangements* with participants one or more weeks before interviews or focus groups take place. These arrangements should include dates, times and locations of interviews. They should also identify any particular participant needs (including mobility, dietary and audio-visual needs) and how these can be catered for.

*Provide more detailed information* about the interview to participants, including the aim of the research, the role they can play and assurances about confidentiality and how to withdraw. Give them an opportunity to ask questions.

*Easily accessible locations and times* where participants feel at ease can help the discussion. If necessary, discuss with participants where would be appropriate for them.

*Appropriate locations.* Consultation locations should be quiet and private, and should be visited by researchers before the consultation. Check what facilities it has (such as flipchart and pens, enough tables and chairs cups for drinks, tea or coffee-making facilities and whether there are nearby toilets). Any recording equipment should be tested to ensure there is no background noise that will interfere with transcribing. Consider whether the participants will feel at ease in the proposed location – places they already know may be better, or alternatively they may prefer a neutral space.

*Food?* Food can help people relax, which is important in focus groups where participants don't know each other. It is also important to provide food, drinks and breaks in extended interviews or those that take place during mealtimes. In both cases, ensure that food is appropriate for participants and that there is sufficient cutlery and crockery available.

## **The interview**

*Arrive early*, to prepare the space and to be there to greet participants when they arrive.

*Bring:* Consent forms

Information sheets

Flipchart and pens (if using)

Notebook for researchers

Recorders (audio or video), with a spare if possible

Spare batteries (if using recording equipment)

Blank tapes or memory cards (if using recording equipment)

Details of support groups and helplines

Water or water jugs

Water glasses/cups

Food, plates and cutlery (if providing food)

Tea, coffee, milk, sugar and cups (if providing hot drinks)

*Arrange the interview space* and any waiting area. Have a chair for each person, laid out in a circle or round a table, so that everyone can see everyone else. Water should be easily available before and during the consultation, particularly to stop people's throats going dry. Toilets should be easily accessible. Food or other drinks (if provided) should be available before or after the interview, to avoid it distracting participants or muffling their voices.

*Check any recording equipment* (audio or visual), including how background noise is affecting it on the day.

*Welcome all participants* (and anyone accompanying them) warmly and try to make them feel relaxed.

*Explain housekeeping arrangements*, such as where the toilets are, and answer any questions people they have.

*Introductions.* Researchers should introduce themselves and their roles in the project, then ask participants to introduce themselves (if a focus group) - by pseudonym if they wish

*Researchers explain purpose* of the None in Three project, including the focus on resilience and strengths of persons affected by domestic violence.

*Give out information sheet*

*Explain participants' rights* in relation to the interview, notably that they do not have to take part in the research, that they can refuse to answer any questions if they wish, that they can decide to withdraw from the research if they wish and that none of the above decisions would have any negative consequences.

*Provide time for questions.*

*Give consent forms* to participants to sign.

*Using recording equipment-* Check it can pick up everyone's voice well enough for transcription. Ask everyone to speak briefly ("hello, my name is..." is enough) and then play back the recording. This is particularly important in a focus group where there are many voices coming from different directions. Ask participants to turn off mobile phones.

*Taking notes-* Ensure there is sufficient space for writing and explain that will be taking notes during the focus group. If conducting an interview – notes should be taken immediately afterwards.

*Explain role of researcher*, which is to ask questions and listen to participant's answers. As researcher, you may try to clarify or reflect on what is said, or ask follow-up questions not on the original interview schedule, to develop the discussion or ensure you understand the point the participant was making.

*Begin with easy questions* that participants are happy answering, moving onto more detailed or difficult issues later.

*How to ask questions.* Active efforts must be made to minimize any possible distress caused by the research. Domestic violence is a sensitive and stigmatized issue, and women are often blamed for the violence they

experience. All questions about violence and its consequences should be asked in a supportive and non-judgemental manner. In addition, care needs to be taken to ensure that the language of the questionnaire cannot be interpreted as being judgemental, blaming or stigmatizing

*Explain ground rules for focus groups, which should include:*

- *Respect*, particularly being polite, not talking over another person and giving everyone a chance to participate;
- *Confidentiality* (not repeating content of the meeting to anyone else);
- *Anonymity* (not giving examples in ways that reveal personal or confidential information to other group members)

*Explain role of researcher*, which is to ask questions but not participate in the discussion. However, researchers may try to clarify or reflect on what people have said to develop the discussion or ensure they understand the point the participant was making. The researcher will also intervene if the discussion is being dominated by some participants or to move the discussion on.

*Interactive sessions.* Some participants answer better when being more interactive. One way of doing this is to ask people to write down or draw answers to questions on Post-it notes, with one response on each (they can use as many notes as they like). All the Post-it notes are then placed on a chart, with identical/similar answers from different people placed together. This can be useful for stimulating discussion about lots of issues covered by one question and for seeing which issues are important for many people. It can also allow quieter focus group participants to participate equally with those who dominate conversations. However, this format can take up lots of time and result in long discussions, so researchers may need to halt discussions to enable other questions to be asked.

## **Endings**

*Finish on time.* Some participants will have other commitments and you may only have the venue for a fixed period of time.

*Provide expenses*, if applicable. Make sure you get originals or copies of any receipts/tickets people are claiming. If paying in cash, note down how much is being given out.

*Provide support information* (National Response Team information) for participants who may want it. This information, which could include telephone helpline numbers or details of organisations, should be easily accessible somewhere that people can take it without having to ask.

*Provide researcher contact information* in case participants want to clarify anything later or are uneasy about what they said in the consultation.

*Wait behind* in case any participants want to discuss anything with you in private. Do not look as if you want to leave or begin packing up until the participants have all left.

*Label recording tapes*, if used.

## **7. UNIVERSITY ETHICS APPROVAL**

Ethical approval will be obtained from the School of Human and Health Sciences Research Ethics Panel before commencement of the research.

## **8. GOVERNMENT/AGENCY APPROVALS**

In addition to approval from the University of Huddersfield, School of Human and Health Sciences Ethics Panel, *written* permissions must be obtained from all relevant government departments and agencies in the research countries, where such permissions are appropriate.

## **9. APPENDIX:**

- i. Information for Women
- ii. Interview Guide for Women
- iii. Information for Men/Youth

- iv. Focus Group Guide for Men/Youth
- v. Ranking Exercise (for male focus groups)
- vi. Consent Form
- vii. National Response Team Information
- viii. Research Check List



# NONE in 3

Preventing Domestic Violence

## **INFORMATION SHEET FOR WOMEN**

We would like to invite you to take part in a research study on the needs of women who are affected by domestic violence and who are in particularly vulnerable circumstances. It is important that you understand why the research is being carried out and how you will be involved should you agree to take part.

### **What is the purpose of the study?**

Although there is research on domestic violence, we do not know much about the dual challenges facing women experiencing domestic violence and who *are also* living in especially vulnerable circumstances. We want to improve services and access to justice for *all* women and this research will be used to train professionals and agencies to be able to respond more effectively to the needs of women.

### **Where is the research taking place?**

The research is taking place in Barbados and Grenada although we hope its findings will be valuable for women across the Caribbean.

### **Who is conducting the research?**

The research is part of the None in Three project, being implemented by the University of Huddersfield in the UK and the Sweet Water Foundation (in Grenada) ([www.noneinthree.org](http://www.noneinthree.org)). The person responsible for the research in Barbados is Dr Ena Trotman Jemmott (a local Psychologist) and in Grenada it is Dr Hazel Da Breo (a local Psychotherapist). Both Dr Trotman Jemmott and Dr Da Breo are specialists in preventing gender-based violence and have lots of research experience. It is likely that they will have other local experts working with them. The details of the full research team are at the end of this sheet.

### **Why have I been asked to take part?**

You have been invited to take part in the study because you may be in a position to offer an insight into the challenges of women who face domestic violence. We are inviting survivors of domestic violence from several groups to take part: women with disabilities; women living with HIV; women who are pregnant; women brought into the country for the entertainment and/or other industry and who may not have full legal rights; women in same

sex relationships. These circumstances may or may not apply to you, but if you are in agreement, we would still like to talk to you.

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

No, it is up to you to decide whether or not to join the study and there will be no adverse consequences if you decide not to participate

### **What is required of me if I do take part?**

If you agree, we will ask you to choose a false name – this is to protect your confidentiality and this is the only name that will appear on our records. We will not ask you for any other contact details, although you may contact us at any time. We would then ask you to read and sign the consent form (using your ‘new’ name). We would then carry out an interview of between 45-90 minutes. The interview will be done in a place of your choosing which is safe and which offers privacy. We would like your consent to audio record the interview, this would only be used by the research team and means we can capture everything that is important. Once we have written up the interview, the recording will be destroyed. We will make sure that transcripts have identifiable information removed and are carefully stored in a locked storage cupboard or on encrypted computers. Audio recordings will also be stored securely using a password.

### **What are the possible advantages and disadvantages to taking part?**

We hope that your participation may help to improve support and services in the future for women experiencing domestic violence. On a personal level, you may find it beneficial to be able to talk about your experiences but if you feel upset, the interview will be paused and you can take a break or you can withdraw from the study. If you think that participating in the study will put you or anyone you know at risk of harm, we would support you in seeking help and protection.

### **Will my taking part in this study be kept confidential?**

Yes, all information gathered in this study will be kept confidential unless there is a possibility of harm occurring to yourself or others. If you reveal any information that suggests someone is at significant risk of harm, we will ask your permission to inform the appropriate authorities. Everyone in the study will be given contact details of counsellors – it is your choice whether to seek help. Your identity and confidentiality will be protected at all times. We may use quotations from your interview in publications but these will not be traceable back to you.

### **What will happen to the results of the research study?**

A preliminary report of the research findings should be available within six months of completing the study. The report will be placed on the project website and if you wish you will be able to download this. We will use the research findings to design and deliver training to organisations, we will produce policy and practice guidance and we will write publications and present the findings at conferences. In this way we will be able to share your views with as many people as possible.

### **What if there is a problem?**

If you have a concern about any aspect of this research, you should ask to speak to the researcher or Project Lead for your country. If the matter concerns them or if you so wish, you can contact the Project Director. All contact details are listed at the end.

### What do I do next?

If you would like to take part in the study please contact Dr Ena Trotman Jemmott (if you are in Barbados) or Dr Hazel Da Breo (if you are in Grenada). Their details are listed below.

### Further Questions?

If you are interested in taking part but have further questions please contact one of the research team.

### None in Three Project Contact Details

**Project Director:** Professor Adele Jones  
[a.d.jones@hud.ac.uk](mailto:a.d.jones@hud.ac.uk)  
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**Research Lead for Barbados:** Dr Ena Trotman Jemmott  
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011 44 (0)208 306 1915  
(1) 246 624 3623

**Research Lead for Grenada:** Dr Hazel Da Breo  
[HDaBreo@hud.ac.uk](mailto:HDaBreo@hud.ac.uk)  
Insert tel number  
Insert details of local researchers

Website: <http://www.noneinthree.org/>



Preventing Domestic Violence

## **INTERVIEW GUIDE FOR WOMEN**

These questions are a general guideline for the interview.

### *Introduction*

The researcher should establish rapport, explain the purpose of the study, and explain what will happen with the information. During this time, assurances of confidentiality and anonymity should be given. The participant is given the information sheet and is given the opportunity to ask questions and raise any concerns before consent is obtained. Ask the participant to choose a false name – this is how she should be referred to throughout the interview. Inform the participant of the likely duration of the interview, and ask if there is any objection to recording the interview.

### *Demographic information*

Please tell me something about yourself:

1. Your age
2. Whether you are employed and if so, what work you do
3. Marital status
4. Whether you are currently in a long term, short term or other type of relationship
5. Whether you have children and if so their ages and gender
6. How you would describe your economic circumstances (I consider myself to be financially well off; I earn enough to meet the needs of my family; I struggle to get by; I would say my economic circumstances are above/below or just average)
7. How would you describe your housing and other social needs situation?

### *Domestic violence*

Please tell me about your experiences of domestic violence (prompt questions: what type of abuse did you experience; when did you recognise it was abuse; how long did the abuse go on for; who was it that abused you; were there times when things improved, or got worse – what do you think the reasons were; how has it affected your physical/mental well-being ; how has it affected your feelings about yourself; how has it

affected your family; has it affected your ability to provide for the family, go to work or otherwise function normally, if so how; how has it affected your relationships with others; has religion or any other guiding principles helped you? )

#### *Additional vulnerabilities*

In what ways did living with HIV (or “having a disability”; or “being pregnant”; or “being in a same sex relationship” or “being in the country without legal papers”) affect:

1. Your experiences of domestic violence and the risks you faced
2. Your ability to cope with domestic violence (explore strengths, resilience and strategies as well as challenges)
3. Your ability to leave the situation
4. Decisions you made about whether to seek help and where to go

#### *Disclosure and help-seeking*

1. Have you ever discussed your problems with others and how did they respond?
2. Was there more that you would have liked them to do - what sort of things would have helped?
3. What kinds of help were most useful to you?
4. How might services be more responsive to the needs of women in similar situations?
5. Looking back at your situation, what advice would you give another woman who has just started to have these sorts of problems?

#### *Ending*

The researcher should turn off the recorder and spend the final few minutes of the interview checking whether the participant would like to say anything off record, how she is feeling, whether she would like support in accessing any help. Remind her that she will be able to read the report on the project website. Give the participant the National Response Team information and thank her. Settle any travel expenses.



Preventing Domestic Violence

## **INFORMATION SHEET FOR MEN AND YOUTH**

We would like to invite you to take part in a research study to increase our understanding of domestic violence. It is important that you understand why the research is being carried out and how you will be involved should you agree to take part.

### **What is the purpose of the study?**

There is a lot of research on domestic violence yet we do not know much about the experiences or perspectives of men and youth in the Caribbean and Barbados / Grenada in particular. Although women are more likely to be victims than men, we know that men are affected by domestic violence too, either because they have been a victim or, because they have harmed someone. We also recognise that many men, even if they have grown up witnessing violence are not violent at all. We believe that only by talking with men can we gain their perspectives on the causes of violence, the kinds of strategies men use to prevent violence and what forms of action they think are needed to reduce domestic violence in our societies. We will use this information to provide training for professionals and agencies and to promote better services for victims and perpetrators.

### **Where is the research taking place?**

The research is taking place in Barbados and Grenada although we hope its findings will be valuable across the Caribbean.

### **Who is conducting the research?**

The research is part of the None in Three project, being implemented by the University of Huddersfield in the UK and the Sweet Water Foundation (in Grenada)

([www.noneinthree.org](http://www.noneinthree.org)).

The person responsible for the research in Barbados is Dr Ena Trotman Jemmott (a local Psychologist) and in Grenada it is Dr Hazel Da Breo (a local Psychotherapist). Both Dr Trotman Jemmott and Dr Da Breo are specialists in preventing gender-based violence and have lots of research experience. It is likely that they will have other local experts working with them. The details of the full research team are at the end of this sheet.

### **Why have I been asked to take part?**

You have been invited to take part in the study because we believe you may be in a position to offer an insight into how men view domestic violence, its causes and effects, the specific

strengths and challenges they face in preventing domestic violence and ideas about what can be done. These circumstances may or may not apply to you, but if you are in agreement, we would still like to talk to you.

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

No, it is up to you to decide whether or not to join the study and there will be no adverse consequences if you decide not to participate

### **What is required of me if I do take part?**

If you agree, we will ask you to choose a false name – this is to protect your confidentiality and this is the only name that will appear on our records. We will not ask you for any other contact details, although you may contact us at any time. We would then ask you to read and sign the consent form (using your ‘new’ name). We would invite you to take part in a focus group discussion which will last approximately 45-90 minutes. We will be audio recording the discussion (unless you object), this would only be used by the research team and means we can capture everything that is important. Once we have written up the discussion, the recording will be destroyed. We will make sure that transcripts have identifiable information removed and are carefully stored in a locked storage cupboard or on encrypted computers. Audio recordings will also be stored securely using a password.

### **What are the possible advantages and disadvantages to taking part?**

We hope that your participation may help to improve support and services in the future in the prevention of domestic violence. On a personal level, you may find it beneficial to be able to talk about your experiences but if you feel upset, you can take a break or withdraw from the group.

### **Will my taking part in this study be kept confidential?**

Yes, all information gathered in this study will be kept confidential unless there is a possibility of harm occurring to yourself or others. In the possibility of harm, we will ask your permission to inform the appropriate authorities. Everyone in the study will be given contact details of counsellors – it is your choice whether to seek help. Your identity and confidentiality will be protected at all times. All the members of the group will be asked to respect each other’s confidentiality, but we would make you aware that we cannot control what others say outside of the group. We may use quotations from the discussion in publications but these will not be traceable back to any individual.

### **What will happen to the results of the research study?**

A preliminary report of the research findings should be available within six months of completing the study. The report will be placed on the project website and if you wish you will be able to download this. We will use the research findings to design and deliver training to organisations, we will produce policy and practice guidance and we will write publications and present the findings at conferences. In this way we will be able to share your views with as many people as possible.

### **What if there is a problem?**

If you have a concern about any aspect of this research, you should ask to speak to the researcher or Project Lead for your country. If the matter concerns them or if you so wish, you can contact the Project Director. All contact details are listed at the end.

### What do I do next?

If you would like to take part in the study please contact Dr Ena Trotman Jemmott (if you are in Barbados) or Dr Hazel Da Breo (if you are in Grenada). Their details are listed below.

### Further Questions?

If you are interested in taking part but have further questions please contact one of the research team.

### None in Three Project Contact Details

**Project Director:** Professor Adele Jones  
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1 (246) 624 3623  
011 44 208 306 1915  
Insert details of local researchers

**Research Lead for Grenada:** Dr Hazel Da Breo  
[HDaBreo@hud.ac.uk](mailto:HDaBreo@hud.ac.uk)  
Insert tel number  
Insert details of local researchers

Website: <http://www.noneinthree.org/>



**Preventing Domestic Violence**

## **FOCUS GROUPS WITH MEN AND YOUTH**

### *Introduction*

Introduce facilitator and explain purpose of focus group: "This group is part of the None in Three Project on preventing domestic violence and our hope is that it will help us to better understand the needs and views of men and youth who have lived with violence. Your responses will be very useful to us as we complete this project, and we are grateful to you for participating. Each of you has important information to share, we encourage everyone to participate, and to allow others time to talk".

Provide everyone with an information sheet and provide the opportunity for questions. Ask participants to choose a fake name, write it down in order to always use this in the discussion. Ask participants to sign the consent form. Go over the rules about confidentiality and respect. Double check permission to audiotape.

### *Beginning*

Ask participants to introduce themselves. You may wish to include an 'ice-breaker' exercise to get the discussion started – using the ranking exercise (see next sheet) would be an appropriate exercise to facilitate discussion. Consider getting each man (but no compulsion) to complete this to help get things going.

### *Discussion*

1. Defining domestic violence – ranking exercise
2. How common would you say domestic violence is in the communities that you have grown up in?
3. Can you give some examples of domestic violence that you know about?
4. In what specific ways are boys and men affected by growing up with domestic violence?
5. In what ways do you think that men are encouraged to behave in violent ways?

6. How do men avoid becoming violent, what strategies do they use to prevent violence to others if they are aware of it?
7. If a man or youth was concerned about his own violent tendencies and wanted help, what kind of response and services would make a difference?
8. If a man or youth was a victim of domestic violence, what kind of help would make a difference and where would he get this?
9. How has growing up with violence affected your life, if this is your experience?
10. How has it affected your family?
11. Was there anything that could have been done to help you escape or change the violence you were exposed to?
12. Looking back at your situation, what advice would you give to other young men who seem to have a tendency towards violence?
13. Our societies are said to be getting more violent, do you think this is the case and if so, a) what do you think the reasons are; b) what aspects of the problem urgently need tackling (you can refer to the ranking exercise); what should be done?

#### *Ending*

It would be good to end with a positive closing exercise. For example:

- *'If you could do one thing to reduce domestic violence, what would it be', or,*
- *'Thinking about someone you know who is a victim of domestic violence, what message would you like to pass on to him/her' or,*
- *'In one sentence, why is a future free of domestic violence important to you'?*

Thank everyone for their participation and make sure each person is given a National Response Team information sheet. Settle travelling expenses.

## RANKING EXERCISE

Ranking is a useful technique to help participants prioritize problems and solutions. The researcher gives participants a series of categories and asks them to rank them in order of priority, urgency, or severity. This is then used as the basis of discussion for action needed. In the adaptation below, we have also included the possibility of men as victims.

	Type of Abuse	Insert V					Most likely victim Male or Female (M or F)	Most likely perpetrator Male or Female (M or F)
		not violence	minor violence	moderate violence	serious violence	very serious violence		
1.	Yelling at or humiliating in public							
2.	Throwing things							
3.	Demanding sex from your partner when s/he doesn't want it							
4.	Threatening to hit							
5.	Threatening to withdraw financial support							
6.	Destroying objects that belong to the partner							
7.	Not paying for household expenses							
8.	Denying visits to and, or from own children							
9.	Pushing or shoving							
10.	Slapping							
11.	Blows with the fist, on any part of the body except the head, that don't leave a scar							
12.	Beating up with bruises or swelling							
13.	Saying constantly that your partner is stupid or worthless							
14.	Controlling your partner's activities (work, visits, friends, cell calls)							
15.	Blows with a fist to the head							
16.	Blows during pregnancy							
17.	Beating up with wounds or fractures							
18.	Threats with a gun or knife							
19.	Other – please specify							

20.								
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Adapted from 'A Practical Guide for Researchers and Activists' (p138,  
[https://www.path.org/publications/files/GBV\\_rvaw\\_ch9.pdf](https://www.path.org/publications/files/GBV_rvaw_ch9.pdf) )



# NONE in 3

Preventing Domestic Violence

## RESEARCH CONSENT FORM

1. I confirm that I have been given the information sheet for the None in Three research. I understand the purpose and nature of the study, have had the opportunity to ask questions and have had these answered to my satisfaction.
2. I agree to take part in the study. I know that my participation is voluntary and that I have the right to withdraw at any time without giving any reason and without facing any adverse consequences.
3. I understand that the study is confidential and my real name **will not** be used at any stage.
4. I understand that I can refuse to answer any questions.
5. I give permission for interviews/focus group discussions to be audio-recorded and transcribed
6. If I am uncomfortable with the session being recorded, I can ask for the recording to be stopped at any time.
7. If I am distressed as a result of taking part in the study, I will be given help to access counselling or support from an appropriate agency.
8. I agree to inform the researcher if I am unsafe because of my participation in the research.
9. I give permission for anonymised quotes to be used in any publications.

10. I understand that all information gathered in this study will be kept confidential unless there is a possibility of harm occurring to a child or other vulnerable person. In the event of the possibility of harm, I give permission for appropriate authorities to be informed.

_____	_____	_____
Name of participant	Date	Signature
_____	_____	_____
Name of researcher	Date	Signature

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[a.d.jones@hud.ac.uk](mailto:a.d.jones@hud.ac.uk)  
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**Research Lead for Grenada:** Dr Hazel Da Breo  
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Insert tel number

Website: <http://www.noneinthree.org/>



**NONE**  
**in**  
**3**  
Preventing Domestic Violence

**NATIONAL RESPONSE TEAM**

**Are you having difficulty dealing with the issues raised by this study?**

We believe that you, like us are committed to ending domestic violence and to ensuring the safety of those who are vulnerable or at risk of being harmed – in fact, this is probably the reason that you agreed to take part in this study. However answering our questions may have raised fears for vulnerable people that you know (such as children) or else reminded you of distressing personal experiences.

If your concern is for children who may be at risk of violence or have been abused **you can do something now!**

If you need help to work through your own feelings about domestic violence **you can do something now!**

Men often find it especially difficult to talk about domestic violence – if you are a man and want support to handle how this study has affected you, **you can do something now!**

A Response Team has been established in your country. These are trained counsellors who have volunteered their services to support this project. They have agreed that they can be contacted in case you wish to report your concerns or if you need to help yourself.

Names	Professional role	Tel #	Email address

In case of need, please call any member from the above list. If the matter concerns an urgent threat of violence, you must call your local police station. You can also access help by going onto the None in Three website [www.noneinthree.org](http://www.noneinthree.org).

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Insert tel number

Website: <http://www.noneinthree.org/>



# NONE in 3

Preventing Domestic Violence

## RESEARCH CHECK LIST

Item	Requirement	√
<b>Qualifications &amp; experience</b>	Researchers have appropriate qualifications and experienced of researching sensitive issues	
<b>Methods</b>	Researchers understand the methods to be used and are fully acquainted with the interview/focus group guides. They have adequate numbers of guides and ranking exercise sheets	
<b>Ethics</b>	Researchers understand their responsibility to ensure proper ethical procedures and to minimise any risks to themselves	
<b>Equipment</b>	Researchers are familiar with using the digital recorder. The recorder is in good working order and additional batteries have been provided	
<b>Field notes</b>	In the event that recording is not possible, researchers know how to take field notes and have a note book for the purpose	
<b>Information sheets</b>	Researchers have adequate supplies of information sheets	
<b>Consent forms</b>	Researchers have adequate supplies of consent forms	
<b>NRT</b>	Researchers have adequate supplies of National Response Team information sheets	
<b>Venues</b>	Appropriate venues for interviews/focus groups have been arranged	
<b>Petty cash</b>	Researchers have adequate petty cash to cover refreshments, participant travel expenses and miscellaneous items	
<b>Receipting</b>	Researchers are aware of need to receipt all expenses and have a receipt book for the purpose	
<b>Data management</b>	Researchers are aware of the need to back up digital recordings and transcriptions. Confirmation is given that laptops used for the project are password protected and field notes will be kept in locked storage	
<b>Debriefing</b>	Arrangements are in place to avoid secondary traumatisation (e.g. self-care discussions have taken place, de-briefing sessions planned, counselling services made available)	