# Participant information sheet

# COVID-19: the short-term and long-term impact on student officers

**Thank you for your interest in this study. The information below should answer any questions you have regarding the research, but please feel free to ask us if you need more information on any aspect of the study.**

## The aims of the study

The COVID-19 pandemic has had an unprecedented impact on all our working lives. However, joining the police service and undertaking the initial training required to be a police officer during the pandemic is likely to create additional challenges for student officers; particularly given the considerable changes many forces have had to make to be able to continue recruiting and training new police officers.

PFEW is looking to understand the experiences of student officers who have joined the police service, and/or have been completing their initial training, during COVID-19 pandemic. This information will help PFEW to make sure that student officers are treated consistently and fairly, regardless of when they joined the police or which police force they serve in. This information will also allow PFEW to lobby the College of Policing, the National Police Chiefs’ Council and individual forces to ensure that the necessary steps are put in place to prevent the COVID-19 pandemic having a longer-term impact on student officers’ careers within the police service.

## What the study involves

The study consists of a digitally recorded interview, either via MS Teams or by telephone, depending on your preference. During the interview you will be asked a number of questions, about your experiences of working and training during the COVID-19 pandemic. This includes questions about your training and assessments, the work you have been doing during the pandemic, the support you have received and, if you joined the police during the pandemic, your experiences of the recruitment process. There are no ‘right’ or ‘wrong’ answers to any of these questions; we just want to understand more about your experiences.

We expect the interview to last no longer than an hour, however the length of the interview will depend on the answers you provide.

At the end of the interview, we will ask you if you would be willing for us to retain your contact details on file, to be able to schedule follow-up interviews or informal follow-up conversations further on in your training. It is completely your decision whether you allow us to retain your contact details, and your participation in the initial interview places you under no obligation to engage in any further follow-up interviews or conversations.

## What data we will store and how we will share the data

We will store two different types of data. Firstly, we will store the information you give us within your telephone interview. Initially this information will be stored as a digital recording using a digital voice recorder or on MS Teams. The digital recording will subsequently be transcribed, and the recording will be deleted after transcription. Only the research project team will have access to the digital recording of the interview.

All information that you provide will be confidential. Transcripts will be anonymised by using pseudonyms, and any potential identifying information (e.g. force, line manager, tutor etc.) will be redacted. If you wish to receive a copy of the transcript of your interview, please contact the lead researcher using the contact details below. Only you and the research project team (all of whom are members of the PFEW’s Research and Policy Support department) will be permitted to see the transcript of your interview.

The information you provide in the interview may be used by PFEW to write reports, other publications (e.g. academic papers) or press releases. Any reports, other publications or press releases resulting from the study will only report aggregate findings or anonymous quotes, and no individuals will be identifiable under any circumstances.

Secondly, if you consent for us to retain your contact details, we will also store your name and contact details (email address and telephone number), to be able to schedule follow-up interviews or conversations. Your contact details will only be used for the express purpose of contacting you with regards to your participation in this project. At no point will your contact details be shared with anyone outside of the research project team.

## How we will store your data and for how long

Electronic copies of the transcripts will be password protected and stored securely on PFEW’s servers, and access will be restricted to designated members of the PFEW’s Research and Policy Support department. PFEW is the designated data controller and data processor for this study and no-one outside of the PFEW’s Research and Policy Support department will have access to interview transcripts. Transcripts will be retained for a period of five years, after which time the data will be deleted securely. Aggregate data may be retained and reported after the retention period has elapse.

Should you choose to allow us to retain your contact details, these contact details will be password protected and stored separately from the information you provide during the interview. We will retain your contact details for the duration of the project, scheduled for 2023 at the latest, however you can withdraw your consent before this point and your contact details will be deleted immediately (see below).

## Your right to withdraw consent and how you are able to do this

We collect and process the information you provide within this interview only with your explicit consent, this is PFEW’s legal basis for processing these data. You can decline to answer any questions that you do not want to discuss, and you have the right to withdraw at any time before or during the interview. After the interview you may withdraw your data up until the analysis phase of the study, two weeks after your interview. After this point the data from the study will be anonymous and cannot be attributed to you as an individual to enable withdrawal.

You can request that your contact details are deleted at any point before, during or after the interview has taken place. PFEW will not contact you again in relation to this project after you request that your contact details are deleted. However, the information you provided during the interview may still be included within the research project if, as stated above, the data has already been anonymised and cannot be attributed to you to enable withdrawal.

## The regulations that govern the storage and collection of your data

As an individual you have legal rights concerning how the personal information you provide is processed. From the 25th May 2018 your rights are protected under the EU’s General Data Protection Regulations. PFEW will process the personal information you provide in accordance with these regulations. You have a right to lodge a complaint with the Information Commissioner’s Office if you have concerns about how PFEW is processing your personal information.

## Lead researcher contact details

If you have any questions or want to request to withdraw from the study, please contact the lead researcher, Dr Fran Boag-Munroe, on 01372 352103 or email fran.boag-munroe@polfed.org.

## Consent

Please tick both of the boxes below and provide your signature to confirm you consent to participate in this study.

If you are completing the form electronically and are unable to provide a signature, please tick the boxes and return this form by email to fran.boag-munroe@polfed.org, confirming your consent in the body of the email.

[ ] I have read the information above and consent to participate in this study

[ ]  I consent to the information I provide in this study being used and processed by the PFEW in the manner set out above.

Name: ………………………………………………………………. Signature: …………………………………………………………….

Date: …………………………………………………………………