**CAFADA ‘mini-podcast project’**

**Information sheet**

We are contacting you because you are someone (or the parent of someone) who has been part of our CAFADA research project, through [insert name of project]. We are now inviting you or your child to take part in our ‘mini-podcast’ (audio recordings) part of the project. There is more information about this below.

**A reminder about the CAFADA project?**

CAFADA is the Children and Families Affected by Domestic Abuse Project. Researchers from five universities across Scotland and England are exploring services for children, young people and parents affected by domestic abuse. The project has been trying to find out how people who work in places like schools, the police, social work, and Women’s Aid help families when there has been domestic abuse. And how we can make really good services available to everyone, no matter where they live.

**What is the CAFADA mini podcast project?**

The mini podcast project is part of how we share what we have learned from the CAFADA project with people who have power to make changes. This means sharing the learning with policy makers, funders and people who run services for women and children (sometimes in research projects this is called *knowledge exchange*).

We think it’s important to involve women and children who have been involved in the research, in this part of the project. We want policy makers, funders and practice leads to hear directly from women and children about their views, as a way to influence them and try to make change happen.

One way we plan to do this is to record a series of short audio (sound) clips or mini-podcasts. These will be professionally produced sound clips that capture women’s and children’s direct perspectives and can be shared (with permission) in a range of ways. This might include sharing these clips in training, events or presentations, or making them available to other researchers and practitioners through our project website.

We would like to invite you (or your child) to take part in one of these recordings. If you take part we would like to record you (or your child) speaking about one or more of the following topics:

* How you were involved in the CAFADA research project (and what it was like)?
* What you think about some of the key messages from the CAFADA research project – if and why you think they might be important for supporting other women and children?
* Why you think it’s important for women and children with experience of domestic abuse to be involved in research, policy or service design?

**What does taking part involve?**

If you or your child choose to take part you will be invited to meet with a researcher or worker from your service to talk more about the project, answer any questions and check that it would be safe and comfortable for you to take part. This is also a chance to reflect on the CAFADA project and decide what you would like to tell other people about.

Once you are sure you feel happy and safe for you or your child to take part, we will arrange a time and place for you to meet with a researchers, your project worker OR the audio producer (your choice!) and take part in a recorded conversation. Recorded conversations can also involve you talking to another woman or child who has been involved in CAFADA – if you would like that. Recorded conversations will normally last around 30 minutes and no more than an hour. They can take place face to face or remotely via TEAMS or Zoom. During the recorded conversation we would talk to you about one or more of the three topics above. **No-one will be asking you to talk about your experiences of domestic abuse in these recordings.**

Once you (or your child’s) recording is complete we securely transfer it to our audio producer [insert name]. She will edit the recordings to make short (5 – 10 min) clips that we help us to share CAFADA project learning.

Before we use or share these clips we will work with you (or your child) to check that you feel comfortable with how they have turned out AND think about the different ways and places we can share them and which you feel safe and happy with.

**It is really important to us that anyone who takes part in this project feels in control of the process and the audio clips which are produced.**

**Nobody can use or share your audio clip without you having listened back to it and signed to say if and how you are happy for it to be used.**

**Are there any risks of taking part?**

We hope that there are minimal risks for anyone considering taking part but we know everyone is different. The main risk is likely to come from identification of your (or your child’s) voice.

For some people this may not pose a risk – for example if their project involvement is widely known about and shared openly.

However, other people may not want to be associated with the issue of domestic abuse or have individuals who know them knowing they have been part of this research project. If this is the case, we can take different steps to ensure that a contribution is anonymised.

This can include giving you (or your child) a chance to use a pseudonym (‘fake name’) and having your (or your child’s) voice changed (‘pitch shifted’) so it is less likely to be recognisable to any listener who knows you (or your child). You can also choose that audio clips are only used in certain situations – such as training or presentations where there is a limited audience.

In some scenarios – where someone does not feel safe for their normal voice to be used but they are keen to be part of the project – we can consider the use of a voice actor to speak your words.

Most importantly we recommend that your decision to take part (or for your child to take part) should involve talking to a worker who knows you to consider any potential risks.

**Do I have to take part?**

No. You do not have to take part, it’s entirely up to you. Your decision won’t affect your relationship with [insert name of project]. If you do decide to take part, you can change your mind and ask for your recording to be withdrawn from the project (up to February 28th 2024) – even if you have signed to say you are happy for it to be used.

**Where will the recordings or mini-podcasts be shared?**

Depending on what people are comfortable with there are a number of different places we can share the recordings. This could include:

* In training for practitioners or policy makers delivered by our research team
* During presentations at conferences or parliamentary events led by the research team
* With domestic abuse services and other professionals to use in their own training
* On the project website for people to download and listen to
* In teaching on courses at Uni’s like social work and policy
* With your permission anonymised written quotes from your recording could also be used in written reports, conference presentations or articles

**You might have other ideas about where and how you would like them to be shared?**

If you have any questions or would like to share an interest in taking part you can speak to your worker [insert name] or get in touch with one of the researchers: Claire Houghton [insert email], Camille Warrington [insert email] or Nadine Fowler [insert email]

You can ask your worker to get in touch with Claire or Camille with any of your questions.

If you would like to complain about this project you can contact [details to be added].