**CAFADA ‘Mini-podcast’ guided safety planning checklist**

**Conversation guide to support informed decision making about participation in the CAFADA mini-podcast project (to be led by project worker with potential participant they would be supporting)**

**Key things to consider – background for professional**

Before anyone agrees to be recorded for the CAFADA mini-podcast project, we want to make sure they’ve had a chance to think carefully about the pros and cons of taking part. We hope that taking part will be a positive experience for everyone who takes part and that any risks of involvement will be small and unlikely to occur. However, we know that everyone is different and that the risks will be different for different individuals.

We’ve included some discussion questions below to support a discussion between you and a potential participant about their involvement – and to help them make an informed decision that takes into account any safety or wellbeing impacts of participation.

**Key things to consider – background for potential participant**

* We recommend that everyone who takes part uses a pseudonym (fake name) and has their voice slightly ‘pitch shifted’ so it sounds different to their normal voice – but still sounds natural.
* We recommend this because we know that the topic of domestic abuse can be sensitive and some participants may not want others to know they have been impacted by the issue.
* By changing voices and using a fake name we can decrease the chance that individual participants can be identified by listeners. We recommend this because it will minimise any risks associated with identification.

**However, it’s important that we inform all participants that, even when a recording of their voice is changed, someone could change it back to try and identify who was speaking. Although we think it is unlikely that someone would choose to do this – it could happen. We recommend you need to think about the following questions before choosing to take part.**

**Questions to consider**

1. What do you hope to get out of your involvement in the project and does this tie into the aims and approach of the project?
2. Is there anyone who you do not want to know about your involvement in domestic abuse services or research?
3. Is there anyone close to you (e.g., your children, your parents, or your siblings) who would not want people to know about your involvement in domestic abuse services or research?
4. Is there anyone who might act differently towards you, or those close to you, if they knew about your involvement in domestic abuse services or research?
5. Is there anyone who might harm you (physically, emotionally or otherwise), or those close to you, if they knew about your involvement in domestic abuse services or research?
6. What might be the impact of other people knowing about your involvement in domestic abuse services or research?
   1. Think about both now and in the future.
   2. Think about lots of different groups of people in your life: e.g., friends, family, neighbours, community members, people you work with, people you study with.
7. Are there particular bits of information about your involvement in domestic abuse services or research that are important for you not to share in a public podcast?
8. If you take part, can you identify someone to be with you when you listen back to an initial draft of your edited recording and help you decide if you are happy for it to be shared?

**If the decision is to participate**

1. **Consider when it would be convenient for the recorded conversation to take place (what day and what time?)** ensuring that a project worker (or other supporter) can also be available at this time for debriefing. Note that recording will take up to an hour but it’s good to leave 90 minutes to make sure there’s plenty time before and after.
2. **Consider who you would like to be in conversation with or be asked questions by within the options below:**
   1. Your project worker
   2. Another potential participant (someone who also accesses the project and wants to be part of the podcast project)
   3. A member of the research team who you know
   4. The audio producer
   5. Someone else – to be discussed and agreed with the research team
   6. I don’t mind
3. **Consider where you would like the recorded conversation to take place within the options below:** 
   1. **At your project space** (face to face with research team member or audio producer)
   2. **At your project space** (but online through TEAMS with research team member or audio producer)
   3. **At another venue with a private room** (face to face with research team member or audio producer)
   4. **At home or a current living space (in a private space)** online through TEAMS with research team member or audio producer
   5. **I don’t mind**
4. **Consider which of the three topics you would be happy to be asked about and if there is anything specific you’d particularly like to talk about:**
5. What taking part in the research was like
6. What you (and other children, young people and women) value about the domestic abuse service you’ve been part of
7. Why it’s important for children, young people and women to be involved in the research.