Plan Overview

A Data Management Plan created using DMPonline

Title: Incorporating Forum Theatre Compassionate Training in Educational Settings to Support Adolescent Bereavement

Creator: Alex Cahill

Principal Investigator: Alex Cahill

Contributor: Olivia Templeton

Affiliation: University of Plymouth

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Project abstract:

This research project’s **aim is to design, implement, pilot, and evaluate a method for compassionate training to equip young adults with tools to create a supportive peer culture for bereaved peers in an educational environment**. The focus of this impact project is to offer accessible compassionate training through the medium of forum theatre.

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Incorporating Forum Theatre Compassionate Training in Educational Settings to Support Adolescent Bereavement

Data Collection

What data will you collect or create?

Collected data will include type of environment, age, gender, socio-economic background, and personal experience with bereavement. All data collected will be anonymized. This project will follow an ethical protocol in the collection of data, and data management will be compliant with GDPR.

We anticipate collecting data through surveys, interviews, and focus groups that offers insight into the support culture concerning young person bereavement.

Methods of data collection will include:

- Pre- and post-workshop surveys (created by A. Cahill) - paper worksheets
- Follow up written interviews (created by A. Cahill and O. Templeton (RA)) - will be sent to schools to distribute amongst teachers and participating students; schools will then collect, remove sensitive information, and send to the research team
- Focus groups - will be offered as an alternative to written interviews and will be held at the school with a DBS checked member of staff and teacher in attendance

We will be saving the data to the University's secure OneDrive which will allow sharing and long-term access to the data, as necessary. This will allow a large volume of data to be stored, if necessary.

Data will be entered into an Excel spreadsheet and will be anonymised when uploaded to the OneDrive. This will further reduce risk or identification as handwritten surveys and interviews will be typed into Excel and the original destroyed. Excel spreadsheets is the preferred format of the research assistant.

St Luke's Hospice has already gathered a significant amount of data from schools regarding bereavement policies, number of bereaved students, and student and teacher interest in the topic. This existing data will be reused and included in this project. (Type: anonymous surveys; coverage of approximately 40 schools in the catchment area (Kingsbridge to East Cornwall).

How will the data be collected or created?

The methodology employed will be phenomenological action research with a particular focus on transforming culture. Using this methodological approach allows the researcher to involve key stakeholders in a particular community to act as co-creators and co-investigators. Our methods include: focus groups, interviews, surveys to understand the school culture surrounding bereavement, and forum theatre workshops.

The inclusion of university students (current and graduated) within the development, implementation and research of the project will be based on Fielding’s student participation within his patterns of partnership (2011). An email will be sent out to interested university students and graduates of Theatre and Performance inviting them to a meeting to discuss the intentions of Compassion Arts Theatre Troupe. They will have the option of continuing with the project or withdrawing once they have this information. They will then be trained by St Luke's Hospice as Compassionate Friends and by Alex Cahill (PI) in forum theatre. The university students will then generate the scripts for the school workshops and will perform these scripts in secondary schools. Their participation data in the project will be collected through surveys and interviews (objective 3).

The secondary school students taking part will have the option of opting out and their information will be anonymised. We will be gathering information on the efficacy of forum theatre for learning about bereavement and survey the students pre and post session to understand the change in their comfortability with the topic. We will also be sending out a follow up written interview 4-6 months after the training to better understand the retention rate of those secondary students who participated and the efficacy of forum theatre (objectives 1, 2, and 3).

Lastly, we will survey the teachers to better understand the current school culture surrounding bereavement. We will ask the teachers to share information surrounding current numbers in the school of bereaved students, and what policies are in place to support these students. We will then follow up with a written interview 4-6 months later to evaluate what changes have been put in place since the training and the efficacy of the training. All information will be anonymised so schools/students will not be able to be identified.

As this project is done in partnership with St Luke's Hospice, some of the information will be collected and evaluated by St Luke's Hospice Community Engagement team and will be shared with the PI for this project. Any information St Luke's gathers will be anonymised before being shared with the PI. The research gathered from these methods will be presented at a conference and published in a discipline-specific journal (objective 4).

Data collection will include standardised data capture and data entry validation. Quality assurance will be achieved through sample testing the interview and survey questions as well as the forum theatre workshop, receiving feedback, altering the questions and workshop structure, and sampling again. As this is a trial project, feedback will feed in at every stage to inform the next phase.

Documentation and Metadata

What documentation and metadata will accompany the data?

Data will be captured through voice (interviews and focus groups) and written reflection (surveys/questionnaires/written interviews). The information will then be anonymised and put into an Excel spreadsheet and saved in a secure online platform for future reference.

As noted above, data will be entered into an Excel spreadsheet and will be anonymised when uploaded to the OneDrive. This will further reduce risk or identification as handwritten surveys and interviews will be typed into Excel and the original destroyed.

Where metadata standards are required in the research, the research team will implement the Data Documentation Initiative (DDI) Codebook, which is the simpler version of a widely used, international standard for describing data from the social, behavioral, and economic sciences. This is due to the fact that the DDI Codebook is intended for documenting simple survey data for exchange or archiving.

Names of schools will be removed and descriptors (as can be found in the ethics form of each school S1-S6) will be used instead. Further information that will be included will be the names who created and contributed to the data (University of Plymouth researchers and St Luke's Hospice Community Engagement team); the title of the project; the date of creation; and the conditions to which it can be accessed (this will be strictly limited to future contributors to the project).

Ethics and Legal Compliance

How will you manage any ethical issues?

Risks will be mitigated with the following conditions: a) representative from St Luke’s Hospice will be available throughout events; b) trained Compassionate Champions will be present throughout all school sessions; c) no person will be alone with a young person unless they have a DBS check completed; d) the research team have expertise in sensitive research with young people and elderly; e) guardians will be asked for approval and; f) participants have the right to withdraw.

Our methods for the process of anonymisation will include:

- redacting individuals’ names from documents;
- blurring video footage or photos to disguise faces;
- changing the details in a report (precise place names, precise dates etc.)

Participant Information Sheets and consent forms will be given to all hopeful-participants and must be signed by the participant (and if under 18 years old, their parent or guardian) and returned to the school prior to the workshop. Some of the schools have their own ethical protocol and therefore, will send their own consent forms home to parents/guardians in addition to the consent forms created by the University of Plymouth researcher. Parents/guardians and participants will be given the opportunity for informed consent.

The data will be collected and stored via the University's secure OneDrive.This storing system allows us to share the data and access it long-term. However, it will only ever be shared with those directly linked to the project, including future collaborators (once vetted). Due to OneDrive and SharePoint being the University's database, it is a secure long-term storage solution for this information.

How will you manage copyright and Intellectual Property Rights (IPR) issues?

No copyright or IPR issues have been identified. However, some of the material has been created in collaboration with St Luke's Hospice Community Engagement Team. A clear itemised list of the content created by each party will be drawn up and secured in OneDrive.

For information gathered and curated by St Luke's Hospice, this will be stored separately in their own secure OneDrive and will only be shared with the researcher when necessary.

As the project develops, the PI and St Luke's Hospice will outline IPR of the existing data and content to better set out the licensing and ownership of the project.

Storage and Backup

How will the data be stored and backed up during the research?

Data will be backed up via the University's OneDrive account. Using OneDrive will provide sufficient storage. Raw data will initially be stored on a hard drive in addition to the OneDrive account for a period of 6 months or publication of the first initial dataset (whichever is later). Once publication of the original dataset is achieved, the hard drive back up will be deleted and the stored data

on OneDrive will act as the backup for future iterations of the project.
Backup will be automatic via the University's IT Services for OneDrive.
No personal information will be stored in either OneDrive or the initial hard drive back up.

How will you manage access and security?

Sensitive information (participants' names and school names) will be removed when entered into the Excel spreadsheet. Only those persons who directly work on the research will have access to the OneDrive file.
As noted above, the data will be collected and stored via the University's secure OneDrive.This storing system allows us to share the data and access it long-term. However, it will only ever be shared with those directly linked to the project, including future collaborators (once vetted). Due to OneDrive and SharePoint being the University's database, it is a secure long-term storage solution for this information.
Original data, once uploaded to OneDrive, will only ever be shared with the permission to view (not edit or comment). This further ensures the security of the original data uploaded.

Selection and Preservation

Which data are of long-term value and should be retained, shared, and/or preserved?

The data is of long-term value as we are interested in the initial efficacy as well as long term retention of the content and method of learning (forum theatre).
The foreseeable research uses for the data could be local statistics around childhood bereavement, compassion policies in school (policy changes), forum theatre uptake in the area to address issues around bereavement and los.
The data will be retained and preserved for 3 years, initially, with the possibility to extend based on a new ethics approval during that time. The longterm storage will be held in the University's OneDrive.
No data containing names or identifiable information will be retained and original surveys/written interviews will be destroyed after the data is entered into the spreadsheet so as to further protect the participant.

What is the long-term preservation plan for the dataset?

We will use the University OneDrive account. St Luke's will also use their own IT account for safeguarding long-term preservation.
As mentioned above, raw data will initially be stored on a hard drive in addition to the OneDrive account for a period of 6 months or publication of the first initial dataset (whichever is later). Once publication of the original dataset is achieved, the hard drive back up will be deleted and the stored data on OneDrive will act as the backup for future iterations of the project.

Data Sharing

How will you share the data?

Collated data will be published in a discipline-specific journal. The raw data will not be made available outside the research team unless for charitable/census purposes that may be required by the Council or local authority. In such a case, the data will be combed for any lingering sensitive information before being shared with the appropriate authority.
Should such a case arise, appropriate acknowledgment must be given to the research team and certain conditions met. These conditions could include: necessary use of the data, purpose of use, long term plan for the data, storage of the data, sharing source for the data.

Are any restrictions on data sharing required?

As noted above, there may be long-term restrictions in regards to IPR; however, the plan above should hopefully reduce these restrictions.
As the project moves forward, a data sharing agreement will be discussed with St Luke's Hospice and may be drawn up if one or both parties require such an agreement.

Responsibilities and Resources

Who will be responsible for data management?

The PI (Alex Cahill) will be responsible for the data management. PI is responsible for implementing the DMP and ensuring it is reviewed and revised as appropriate.

Where it is necessary that St Luke's undertake responsibility, this will fall on the Community Engagement team lead.

The research assistant will be responsible for contacting schools and sending/receiving the datasets (surveys, written interviews). Research assistant will also be responsible for compiling the raw data into an excel spreadsheet and uploading that spreadsheet to a secure folder on OneDrive.

Alex Cahill will be responsible for metadata production (if necessary), storage and backup, data archiving and data sharing.

Data quality will be co-produced between Alex Cahill, St Luke's Hospice community engagement team, and the participating schools (via the trained teachers).

What resources will you require to deliver your plan?

No additional resources required.