

## Participant Information Sheet – Language Survey

31/10/23

### Linguistic Diversity in Schools

*Challenging language inequalities, bringing linguistic diversity to the forefront in language education practice and policy.*

My name is Dr Sophie Liggins and I am a postdoctoral researcher in the Department of Language and Linguistics at the University of Essex. I would like to invite you to take part in a research study. Before you decide whether or not to take part, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully.

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

The study is about the many languages that we speak in our school community and the different ways in which we use them, including English. The purpose of the study is to gain a deeper insight into the linguistic make up of our community.

The study will take place from November 2023 until March 2024 but your participation in the project would not take any longer than one hour at an agreed point with your school within the project timeline.

#### **Why have I been invited to participate?**

As a secondary school student we would like to invite you to participate in this study alongside hundreds of other students who are also being asked to complete the survey.

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

It is up to you to decide whether or not you wish to take part in this research study. If you do decide to take part you will be asked to provide written consent. You are free to withdraw at any time, without giving a reason. Deciding to withdraw from the project will have no impact on your marks, assessments or future studies.

If you decide to withdraw from the research after you have submitted your consent form but before the agreed date on which you will carry out the survey you can contact me [s.liggins@essex.ac.uk](mailto:s.liggins@essex.ac.uk) and the information on your consent form will be immediately destroyed. However, once you have completed the survey, it will not be possible to remove individual responses as these will be anonymized so it will not be possible to identify your data in order to withdraw your contribution.

#### **What will happen to me if I take part?**

You will complete an online questionnaire about your personal language use and attitudes around language. You will do this either during a session organized by your school or independently at home, depending on how your school organizes the research participation. The questionnaire will not take any longer than one hour and this will be carried out during lesson time.

#### **What are the possible disadvantages and risks of taking part?**

In terms of any disadvantages involved in taking part in the study, the only cost is the time involved, which means that you will miss an hour of lesson time. There are no significant risks of harm, risks to confidentiality or psychological risk.

### **What are the possible benefits of taking part?**

The main benefit of your participation is furthering our understanding of the topic. We cannot guarantee any specific benefits to you personally.

### **What information will be collected?**

The questionnaire will ask for information on your language background, your language abilities, how you use your languages and your attitudes towards your languages. The data will not be identifiable as it will be anonymous. You will only carry out the questionnaire if your parent or guardian has provided consent. This will usually be a consent form, signed by your parent or guardian which will have your name on but your name will not be entered into the questionnaire form.

### **Will my information be kept confidential?**

Confidentiality will be safeguarded within legal limitations during and after the study. Research data will be kept securely at all times, in line with the data management plan: The data will be stored on the University of Essex's file server, which is backed up nightly. Data will be safe from accidental loss and unauthorised access as my data will be stored on SharePoint and data is encrypted at rest. Files will be kept in an Excel spreadsheet and workbooks will be used to differentiate between datasets. Data will be anonymised to ensure that there is no identifiable data. Access to the data will be password-protected to ensure that no one other than the researcher will be allowed access to these files.

Research data will be retained for a period of ten years after the completion of the project although it should be noted that the University's Research Data Management Policy requires that research data are made available for access and re-use where legally, ethically and commercially appropriate, taking note of any relevant safeguards.

Once the project is complete, the anonymous data generated will be compiled into an Open Access resource as an archive. Any identifying information will be removed. The data will be available via a data repository but with controlled access (examples of access controls include registration with the repository, requesting permission from the depositor, and data access committees.)

### **What is the legal basis for using the data and who is the Data Controller?**

Consent is the legal basis for the collection and processing of the data. The GDPR states that consent must be freely-given, specific, informed and unambiguous – given by a statement or a clear affirmative action. This research complies with the GDPR by way of providing a Participant Information Sheet and requiring a consent form. The Data Controller is the University of Essex and the contact is University Information Assurance Manager ([dpo@essex.ac.uk](mailto:dpo@essex.ac.uk)).

### **What should I do if I want to take part?**

Please complete the online (or on paper) consent form by the date agreed by the teacher organizing the survey session in your school.

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

The results of the research will be published as a journal article or report which will be available within the public domain. They will also be used as a conference presentation. Any results will be

anonymised and participants will not be identifiable. A copy of the findings of the study will be made available to each participant at the end of the project via the school in which the data has been collected.

### **Who is funding the research?**

This research is funded by the Economic and Social Research Council.

### **Who has reviewed the study?**

This research has been reviewed and approved for ethical approval by the University of Essex Ethics Committee

Reference number of the approval: **ETH2324-0265**

### **Concerns and Complaints**

If you have any concerns about any aspect of the study or you have a complaint, in the first instance please contact the principal investigator of the project, [Dr Sophie Liggins], using the contact details below. If are still concerned, you think your complaint has not been addressed to your satisfaction or you feel that you cannot approach the principal investigator, please contact the departmental Director of Research in the department responsible for this project, [name and e-mail address]. If you are still not satisfied, please contact the University of Essex Research Integrity Manager, Mantalena Sotiriadou (email: [ms21994@essex.ac.uk](mailto:ms21994@essex.ac.uk)). Please include the ERAMS reference which can be found at the foot of this page.

### **Name of the Researcher/Research Team Members**

Dr Sophie Liggins, Department of Language and Linguistics [s.liggins@essex.ac.uk](mailto:s.liggins@essex.ac.uk).

