******Information Letter**

**Teenager**

Dear Student

My name is [name] and I am from Murdoch University. I would like to invite you to take part in a research project that I am doing with [e.g. school / organisation] The project is about finding ways to help young peoplelearn skills to [insert relevant details e.g to communicate well, to manage strong emotions etc.].

**What would I be asked to do?**

If you agree to take part, you will be asked to [e.g attend number of sessions with other students in your year, be interviewed, complete a survey], over the course of [time period]. These sessions will be run by [ e.g. myself, or someone from the NNN Service, and a teacher from your school will be present]. In these sessions you will learn lots of different helpful skills through participating in fun activities and discussions. If you do not wish to participate in some of the activities or talk about stuff that is personal to you that is ok. You will not have to say or do anything you do not feel comfortable with.

You will also be asked to complete a questionnaire on two occasions, once before the first group session, and once following the completion of the sessions. The questionnaires ask questions about [e.g how you have been feeling, the ways in which you cope with stress, what you think your strengths and difficulties are].

**Do I have to take part?**

No. You are completely free to say yes or no. The research team will respect your decision whichever choice you make, and will not question it.

Participating in this research will not affect your grades, your relationship with your teacher(s), or your school.

**What if I wanted to change my mind?**

If you say yes, but then want to stop participating, that’s OK. Just let your teacher know and you can stop at any time.

**What will happen to the information I give - is it private and confidential?**

Your answers on the questionnaire will remain strictly confidential and will be seen only by the researchers. You won’t have to put your name on the questionnaire, so we can’t identify your answers. Your teachers will not see any of your answers.

After I have collected what each student has given to the project and analysed all of it, I intend to write about what I found in a thesis, which is like a big assignment that will be marked for my University degree. When I do this, I won’t write or tell anyone your name, or the names of any other students or your school.

A summary of the project will be made available to your school when it is completed. You can also ask your teacher [specify mechanism, NB in some instances feedback will be sent to students and / or parents] for a copy.

**Will you tell anyone what I say while I am contributing to the project?**

In almost all cases no. If you tell me or whoever is running your group, something that later we need to tell someone else because the law requires us to do so, then we will have to. We may also have to reveal something you say, if we think that you might be being mistreated by someone or if you are hurting yourself. If this happens we will discuss this with you first before telling anyone else and make sure you know exactly who we are going to tell and what we will say.

In all other situations, we will treat what you tell us as being private and confidential. Just the same way you will be asked to treat what other students say in the group as private and confidential and not tell anyone else. What is said in the group stays in the group!

**Is this research approved?**

The research has been approved by Murdoch University Human Research Ethics Committee, [other body if relevant] and has met the policy requirements of the Department of Education and Training [or other department / organisation as required]

**Who do I contact if I wish to talk about the project further?**

Please talk about the project with your parents or teacher first. Then, if you would like to talk with me more or ask some questions, please ask your teacher for my contact details.

**OK – so how do I become involved?**

If you **do** want to be a part of the project, the please read the next page and write your name in the space provided.

This letter is for you to keep.

This study has been approved by the Murdoch University Human Research Ethics Committee (Approval xxxx/xxx). If you have any reservation or complaint about the ethical conduct of this research, and wish to talk with an independent person, you may contact Murdoch University’s Research Ethics & Integrity on Tel. 08 9360 6677 (+61 8 9360 6677 for overseas studies) or e-mail [ethics@murdoch.edu.au](mailto:ethics@murdoch.edu.au). Any issues you raise will be treated in confidence and investigated fully, and you will be informed of the outcome.

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