Data collection and participant support checklist

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| When | Considerations | Completed |
| Before the participant completes the form | Familiarise yourself with the questions. Put yourself in the shoes of a participant: are there any questions that could prove difficult and/or potentially triggering? If so, plan what support you can put in place and have contact numbers for any support you can offer readily available when you speak to participants, such as your nearest [local Mind](https://www.mind.org.uk/information-support/local-minds/) or the [Samaritans](https://www.samaritans.org/how-we-can-help/contact-samaritan/).  You may want to run through the questions with a volunteer or member of staff to plan for any questions that participants might ask. |  |
| Time how long the questions will take to complete so participants are clear on the time the process will take when they agree to participate. |  |
| Ensure you have plenty of time to complete the questions with the participant. Allow more time than it takes to run through the questions so you aren’t rushing, have time to answer any questions and clarify anything that is unclear. |  |
| While the participant is completing the form | Clearly explain the key aims of the evaluation. Use plain English, avoid acronyms and jargon. |  |
| Briefly explain how you will use the information you collect from the evaluation. |  |
| Emphasise that it is up to the individual whether they want to take part in this research. All answers should be treated in confidence and not affect any care or support they may be receiving. If they change their mind about participating, they can stop at any time. |  |
| Reassure the participant that there is no obligation to answer any questions that make them feel uncomfortable. |  |
| Reassure participants that there are no right or wrong answers. Be clear that it is important for them to be as honest and open as possible. |  |
| Offer breaks if there are a large number of questions to answer. |  |
| When | Considerations | Completed |
| After the participant has finished answering the questions | Ask if the participant has any questions. If you are not able to answer them yourself then who else can you ask? |  |
| Check in with the participant to find out how they are feeling. Is there anything they want to discuss? Do they need any support after answering the questions and, if so, who among your organisation and partners is best placed to provide that support? |  |

