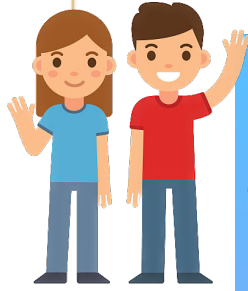




Would you like to help us with our research



Hi there Grade 4,

We are looking for volunteers to help because we want to know what children in your class at school think about

[PROJECT NAME / TOPIC]

If you want to help us, your teacher will give you a survey during class time, [or show you the website] The questions will take about 30 minutes. You can have a rest in the middle if that is too long!

When we do research, we try to ask lots of people questions. So for our project, we thought we should invite (n) children to fill in our survey.

That way we can get a good idea about all the different thoughts and ideas about our project topic.

It's not like a test. There are no right or wrong answers.

For example we will ask you to tell us what you think about ...

Volunteering for research can be fun and interesting, but it's always your choice. You don't have to do the survey if you don't want to. If you don't want to do the survey, tell us, your parent/caregivers or teacher. No one will ever be upset with you if you say no. You can also decide to skip any of the questions if they are too hard.

We also don't need you to put your name on the survey. Instead, there will be a special number on your survey which is like a secret code that researchers use. It helps us to find a person's answer sheet without a name later on. This is in case you want to remove it, which is ok! If you want to remove your survey, tell your parent/caregivers or teacher and we will match it to your special code and throw it away. We are the only people who will see your answers. In other words, your name and your answers are kept 'confidential'.

Our names are :

30 Minutes during class



Voluntary activity



Not a test





Safety and Privacy



Mental Health Support



Questions



However, keeping answers confidential is only protected as far as the law allows. This sound complicated, but it just means that the law makes it sometimes more important to protect your safety than confidentiality. This means that the only time we might need to tell someone else what you write in the survey is if we are worried about you.

There are also laws about privacy in Australia. One of the laws says that if we ask for your name and other questions about you, we have to tell to tell you what we will do with your answers. That means telling you how we use this information in our project. We are going to use everyone’s answers to write a long essay. The essay is for the government because they have asked us for advice. We also need to tell you that we will store your survey at our university on the computer. You or your caregivers are allowed to check the information we keep about you and ask us to fix it if it is wrong. Your caregiver can read The ANU Privacy Policy at this link

https://policies.anu.edu.au/ppl/document/ANUP_010007

If you want to talk to someone at Kids Helpline you can call them on 188 55 1800.

You can also go to their website to chat online.

<https://kidshelpline.com.au/kids/issues>

If you have any questions, please raise your hand and one of us can help you.

If you think of a question later, you can write it here and ask us by contacting (ph.) or send an email to

_____?

How long will it take to complete the survey?

- a) 5 minutes
- b) 30 minutes

General understanding of task commitment



When do you do the survey?

- a) At home after dinner
- b) During class time
- c) At lunchtime

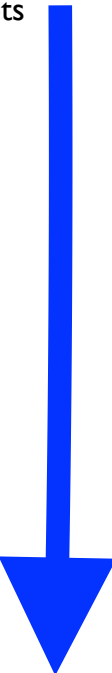
Will your name be on the survey?

- a) Yes
- b) No

Confidentiality concepts

Why is there a special number on your survey?

- a) To make the survey more fun
- b) To help researchers find your answer sheet if you want us to throw it away



Who will see your answers to the survey?

- a) Everyone
- b) Only you
- c) The Researchers

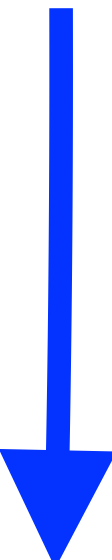
What does "confidentiality will be protected as far as allowed by law" mean?

- a) Your answers will always be secret
- b) Your answers will be shared with others
- c) Your answers will only be shared if someone is worried about you

What does voluntary mean?

- a) Doing something because I want to do it.
- b) Doing something because I have to do it.

Understanding that the task is voluntary



Is helping with research a voluntary activity?

- a) Yes
- b) No

Can you skip any of the questions if they are too hard?

- a) Yes
- b) No

If you don't want to do the survey, who can you tell?

- a) No one
- b) Your parent/caregivers or teacher
- c) Your friends

General understanding of task

What is the reason for the survey?

- a) To test your knowledge about a topic
- b) To get your thoughts and feelings about a topic



What will happen to the survey answers?

- a) They will be saved on the computer and used to write a long essay
- b) They will be thrown away
- c) They will be used to test a new medicine



[Child-friendly Name of Project]

Information Sheet Grade 4-5



Hi there,
Would you like to help us with our research project?

Our Names are:

[insert research team names]

We are inviting you to participate in our research project.

Participating in research means helping someone learn something new by answering questions, doing an activity, or trying something out.

We need your help because we want to know what children in your class at school think about [.....]

How long does it take?

If you want to help us, the questionnaire will take [x] minutes and your teacher will give you the worksheet (or show you how to log into the website) during class time.



Are there right and wrong answers?

Our questionnaire is not a test because there are no right or wrong answers. The researcher just wants to know your honest opinion or thoughts about [.....] For example, we'll ask you [insert example Q] and you can tick the box or write /type your answer in the space. Questionnaires are used to find out what people honestly think or feel about different things.

When we do research, we try to ask enough people so that we can get a good idea about all the different opinions.

So for our project we are asking [n] children in total to fill in the questionnaire. All your answers together will hopefully help us work out what other children might think about the topic.

Participating in research is always 'voluntary'.

Participating in research can be fun and interesting. You might enjoy [insert benefit for children if any]



But it's important to remember that participating in research is always your choice. No one will be upset if you say 'no thank you', or you just choose to leave a question blank.

[Word the following carefully and consider the consent model you are using; Even if the parent has already opted in, this section should permit the child to opt out if they have the capacity to decide on their own]

If you want to do the questionnaire, [provide opt-in guidance]

If you don't want to do the questionnaire, [provide opt-out guidance]

What if I say yes, then change my mind?

When you fill in the survey, you'll notice that you don't write your name. But you can still ask us to remove your answers after you've handed them in.



How does that work?

Instead, we replace your name with a special number which works like a code. This code helps us to find a person's answer sheet without a name later on. This is in case you want to remove it, which is ok! If you want to remove your survey, tell your parent/caregivers or teacher and we will use the code to find it and throw it away.

Only the researchers have the codes so we can match your answers to you if we need to. The researchers are also the only people who will see the 'personal' information you provide. After we collect your answers, they are saved on our University computers behind our passwords. In other words, your name and any opinions that you give us in the questionnaire is kept 'confidential'.

Confidentiality is protected only as far as the law allows.

What does that mean?

This means that the only time we might need to tell someone else what you have said in the survey is if we are worried about you. This is the law in Australia and it's there to protect your wellbeing.

Privacy Laws



There are also laws about privacy. Privacy laws are rules that protect people's personal information and keep it safe.

Privacy laws make sure that other people can't see your personal information, like your name, address, or phone number, without asking you first. These laws help keep our personal details from being used in ways we don't want.

For example, if you're playing a game on the internet and someone asks you for your personal information, privacy laws make it illegal for them to share or use it without your permission. If someone ever asks you for your personal information and it doesn't feel right, always talk to a trusted adult like your parent, caregiver or teacher.

Privacy Policy

We want to make sure we don't break any privacy rules. One of the rules say that researchers like us tell the people who fill in our surveys how our University handles your private information. That's why we have a "Privacy Policy" on our website. Here it is.

The ANU Privacy Policy is available at https://policies.anu.edu.au/ppl/document/ANUP_010007

If you want to check what information we have about you, (and if it's correct!), your parents or caregivers can ask us for more details. We will also fix the information if it is wrong.

Questions

If you have any questions, please raise your hand and one of us can help you. Or you can write your question here and show your teacher or parents.

My Question is



Kids Helpline is there for you.

If you want to talk to someone at Kids Helpline you can call, send an email or start a WebChat with them 24 hours /day.

Here is their number and website address.

1800 55 1800 (24 Hours)

<https://kidshelpline.com.au/kids/issues>

Ethics Office Contact:

Ethics Manager, The ANU Human Research Ethics Committee, The Australian National University

Telephone: +61 2 6125 3427 Email:

Human.Ethics.Officer@anu.edu.au



Research Project name

Children year level 6-7



Volunteers needed

We are inviting you to participate in our research project.

Participating in research can mean helping researchers investigate something by answering questions, doing an activity, or testing something to see if its effective.

For our project we are inviting you and [n] other year 6/7 children to fill in the questionnaire because we want to know what school students in your year level at school think about [.....]. This number of answer sheets will give us a good idea about all the different opinions.

How long does it take?

If you want to help us, the 'questionnaire' will take you about 30 minutes to fill in. Your teacher will give you the worksheet (or show you how to log into the website) during class time.

Are there right and wrong answers?

It's not a test so there are no right or wrong answers. The researcher just wants to know your honest opinion or thoughts about the topic.

Participating in research is always 'voluntary'.

Participating in research can be interesting, and you might [indicate benefit children if any]. However, it's always your choice whether you decide to participate or not .

[Opt in step (preferable)] If you want to do the questionnaire, *[insert instructions to opt in]* and put your name and today's date on the 'Consent form'.

[Opt out step (if parents have already consented)], If you don't want to do the questionnaire *[insert communication instructions for child to opt out]*

Our names are:

List research team

List research team

List research team

List research team

Questions about:

30 Minutes during class



No right or wrong answers

Voluntary Activity



Ethics office Contact

Ethics Manager
The ANU Human Research Ethics Committee
The Australian National University
Telephone:
+61 2 6125 3427
Email:
Human.Ethics.Officer@anu.edu.au

1

EXAMPLE QUESTION

Do you prefer apples or oranges?

2

EXAMPLE QUESTION

What is your favourite food?

3

EXAMPLE QUESTION

On a scale of 1-5, how much do you enjoy playing sport?

Deciding to Withdraw

We also don't need you to put your name on the survey. That's right! But usually you put your name on your work right?

When we do research, we often replace a person's name with a unique number. This works like a code to help us to find a person's answer sheet without a name later on. This provides a way for you to easily withdraw your responses, which is ok! If you want to remove your survey, [insert withdrawal instructions and time frame]. We then match the code to your response and throw it away, so it won't be included in the research.

Confidentiality

Only the researchers will have access to the 'personal' information you provide. In other words, your name, any contact details and the opinions you give us are all kept confidential. In fact 'personal information' is anything *about* you that might make it easy for someone to guess your identity without having your name.

Confidentiality is protected only as far as the law allows.

What does this mean?

This means that the only time we might need to tell someone else what you have said in the survey is if we are worried about you. This is the law in Australia and it's there to protect your wellbeing.

Privacy Laws

There are also laws about privacy. Generally, privacy laws are rules that protect everyone's personal information from being seen or used without our permission, and in ways we don't want.

Privacy Policy

As researchers, we have to ensure we don't break any privacy rules. One of the rules says that we have to tell you how our University handles your private information. That's why we have the ANU "Privacy Policy", which you can find here https://policies.anu.edu.au/ppl/document/ANUP_010007". Put simply, the policy describes how we comply with the law. You, your parents or caregivers can ask us for more details if you want to check what information we have about you. We will also fix the information if it is wrong.



Kids Helpline is there for you.

If you want to talk to someone at Kids Helpline you can call, send an email or start a WebChat with them 24 hours / day. Here is their number and website address.

1800 55 1800 (24 Hours)

<https://kidshelpline.com.au/kids/issues>

QUESTIONS

If you have any questions, please raise your hand and one of us can help you.

You can also contactby phone on,

Or you're welcome to send us an email at



The sheet assumes parental consent and contains vital basics.

TIPS:

Always use licence free stock images for visually stimulating annotations.

If using colour, ensure colour is high contrast for visually impaired accessibility. What is colour contrast in accessibility?

Colour contrast is the difference in brightness between foreground and background colours. For accessibility purposes, aim for a 4.5:1 ratio between the foreground colour (e.g. text, links, etc.) and the background colour. This ratio ensures people with moderately low vision can tell the colours apart and see your content.

refers to the difference in color between text and its background. It's important to ensure that there is sufficient contrast between these two elements so that people with visual impairments or color blindness can read and understand the content on a webpage, document, or other digital media.

For example, if the text is white and the background is a pastel, this might not provide enough contrast for people with low vision or color blindness.

To make sure that your content is accessible to everyone, it's important to use colors that have enough contrast between them. The Web Content Accessibility Guidelines (WCAG) provide specific guidelines for color contrast ratios that should be met to ensure accessibility. These guidelines take into account the type of content and the level of accessibility required, and they provide specific contrast ratios that should be used for different scenarios.

Recommended print size A3 to keep font large.

Ensure the Ethics clearance / ANU Logo are visible at header and footer.