

Dear Parent/ Guardian,

Pupils at {insert school name} have been invited by the University of Liverpool and the Royal Geographical Society (with IBG) to take part in an exciting national map drawing project (for further information see: [www.stayhomestories.co.uk](http://www.stayhomestories.co.uk/)).

Our school is taking part in this project which is designed to gain a better understanding of how children and young people’s experiences of the home space may have changed during the COVID-19 restrictions, while at the same time helping to develop mapping skills and encourage engagement with a sense of place.

Maps represent a vehicle for communication at a time of crisis. Drawing maps also help create knowledge of place and enables the voices of children and young people to be heard during the COVID-19 pandemic.

The maps will become part of an online exhibition with the Royal Geographical Society (with IBG). Each month the project team will choose a Map of the Month which will become part of an online exhibition. This is a fabulous opportunity for schools and their pupils to share their excellent work with others across the UK.

Participation is voluntary and your children are free to withdraw at any time, without explanation and without incurring any disadvantage.

**What information about the pupils will be shared?**

No personal information about participating pupils will be shared with the project team. The school will submit the maps with only the following information:

1. Pupil’s year group

2. School’s name

3. School’s postcode

Only the school name and year group will appear with the maps in the exhibition. In addition, the published maps may be edited to remove any additional information which might identify an individual, such as their address or location.

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

This project aims to be of benefit to society through understanding how people’s home lives have changed, the challenges that they have faced, and what has helped to sustain them during the pandemic. This research will increase our knowledge of the impact of COVID-19 on experiences of home for children and young people.

The project will open a debate on the importance of home and lessons that can be learned for the future in terms of the role of home during and after the COVID-19 crisis.

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

The mapping process may touch on personal or sensitive topics that pupils may find uncomfortable or upsetting to discuss. Pupils are free to include as little or much information as they like on their maps. The researchers have provided the school with contact details of support organisations, should we need any further support in addition to our usual networks.

**How will the maps and data be used?**

With your consent, the maps and data created as part of this project may be used and published in peer reviewed journals, conferences, policy reports and a book. The maps and data will be stored for at least five years in an open access database based at the University of Liverpool that is accessible by other researchers.

Any maps chosen to be featured in the online exhibition will be publicly available online.

**What will happen if I want to withdraw my child and their map from the project?**

You can withdraw your child from the project at any point in time without giving a reason. Please just notify the school.

**Consent form**

I am happy to support the Stay Home Stories project in my child’s school and have no objections to [Insert child/children’s name/s and class]

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participating in this study about children and young people’s experience of home during the COVID-19 pandemic.

By agreeing to my child taking part in the Stay Home Stories project, I understand that the map they create will be made available to researchers for at least five years as outlined above.

Signature of Parent or Guardian

…………………………………………………………………………………………………..

Date

……………………………………………………………………………………………………

Please return this form to your child’s teacher.

If you want to know more about the project, further information is available here: [www.stayhomestories.co.uk](http://www.stayhomestories.co.uk)

If you have got any questions about the project you can contact the school directly using ………………….. or contact the project team by emailing eduadmin@rgs.org, using ‘Stayhome project’ in the subject field of the email.

All documents submitted via bit.ly/rgsstayhome and project correspondence (including emails to eduadmin@rgs.org and Georgina.Endfield@liverpool.ac.uk) will be shared and stored by RGS-IBG and The University of Liverpool. Both organisations will process your information in accord-ance with their respective data protection and privacy statements, available here https://www.rgs.org/privacy-notice/ and here https://www.liverpool.ac.uk/legal/data\_protection/.

**How will the maps and associated data be stored?**

The University processes data as part of its research and teaching activities in accordance with the lawful basis of ‘public task’, and in accordance with the University’s purpose of “advancing education, learning and research for the public benefit”.

Under UK data protection legislation, the University acts as the Data Controller for personal data collected as part of the University’s research. Prof. Georgina Endfield acts as the Data Processor for this study, and any queries relating to the handling of your data can be sent to end-field@liverpool.ac.uk. Further information can be found at

https://www.liverpool.ac.uk/media/livacuk/legal/documents/Data,Protection,Policy,v3,January,2020-1.pdf

Three copies of all the data will be stored. Copies of all materials will be held within the University of Liverpool’s Active DataStore - a centralised, secure data storage facility for electronic data. The research data will be retained in an appropriate format and storage facility for a period of at least 5 years.

Any information that identifies your students (name, address) will be destroyed at the end of the project. Your de-identified data will be stored for at least 5 years for further research.

**What should I do if I have any concerns?**

With your consent, your data will be used and published (using a pseudonym or first name depending on your choice) in peer reviewed journals, conferences, policy reports and a book. Your data will be stored in an open access database based at University of Liverpool that is accessible by other researchers.

If you have any concerns about the manner in which the study was conducted, in the first instance, please contact the researcher(s) responsible for the study (Prof. Alison Blunt, [a.m.blunt@qmul.ac.uk](mailto:a.m.blunt@qmul.ac.uk)) and we will try to help. If you remain unhappy or have a complaint which you feel you cannot come to us with then you should contact the Research Ethics and Integrity Office at [ethics@liv.ac.uk](mailto:ethics@liv.ac.uk). When contacting the Research Ethics and Integrity Office, please provide details of the name or description of the study (so that it can be identified), the researcher(s) involved, and the details of the complaint you wish to make.

The University strives to maintain the highest standards of rigour in the processing of your data. However, if you have any concerns about the way in which the University processes your personal data, it is important that you are aware of your right to lodge a complaint with the Information Commissioner's Office by calling 0303 123 1113