WISDOM Framework for Setting-up School Mental Health Research Networks v1.0

1. SCOPE

This framework is for researchers seeking to establish partnerships with schools or educational organisations for the purpose of facilitating child and adolescent research and related activities. It will be particularly relevant for those who want to set up a network of schools and advertise relevant child and adolescent health and education research and related activities to member schools. It covers procedures for recruiting schools, formalising agreements with schools, and maintaining school membership. It also covers procedures for establishing partnerships with other researchers conducting relevant research and requirements for research and related activities (e.g. Patient and Public Involvement and Engagement [PPIE], practice evaluations) that are advertised to member schools.

The WISDOM ('Working in Schools to Deliver on Mental Health') Research Network is a Network that aims to bring together schools in England and academic researchers to enable high quality mental health research that meets the diverse needs of school communities. This framework outlines the procedures and guidance used by the WISDOM Research Network to provide an example for those setting up similar networks to follow or adapt. This framework also provides guidance that may be useful for those conducting PPIE activities or practice evaluations that do not require review by a Research Ethics Committee.

Any references to "the network" in this document means the "School network".

1.1 Schools network overview

All mainstream and non-mainstream education settings, including primary schools, secondary schools, virtual schools, and further education colleges (hereby referred to as 'schools') in England are eligible to join the WISDOM Research Network.

The WISDOM Research Network partners with researchers conducting research studies, PPIE activities and practice evaluations that help address the NIHR Oxford Health BRC Mental Health in Development theme vision, aims and objectives, and demonstrate a benefit for schools and/or participants. Activities will aim to recruit participants through schools in England, and this may include children and young people (aged 4 to 18 years) and/or adults (parents/carers, school staff, other adults working in or with schools).

From here onwards we use "research activity/activities" to refer to partnered research studies and other related activities (e.g. PPIE activities, practice evaluations).

The network requires researchers to seek review from the relevant Research Ethics Committee for a proposed research activity and have appropriate ethics approval in place, or confirmation the proposal is exempt from ethics review before the activity is advertised through the network.

2. NETWORK MEMBERSHIP

2.1 School Network Membership

Member schools receive a welcome pack on joining the network. The welcome pack includes a membership certificate, newsletter and access to a 'Members Area' of the Network's website. It may also include information about current partner research activities and any additional dissemination activities (e.g., online seminars or webinars, in-person conferences). Newsletters including adverts for partner research activities are distributed to member schools approximately three times a year and newsletters will be available to members on the Network's website. Evidence-informed information and resources (e.g. on the topic of mental health in schools) are also included in newsletters and on the Network website for member schools to access, with other additional dissemination activities (e.g., online seminars or webinars, in-person conferences) to be offered if appropriate and opportunity arises.

Member schools are offered a graded membership to recognise contributions to the Network's activities (member status; active member; advanced member), with membership status reviewed based on the school's engagement in network activities and updated on a termly basis.

2.2 Research partnership

Research activities can be a research study (all study designs are considered) or an activity that does not constitute research (i.e. a PPIE activity or a practice/service evaluation). Research partners must confirm that appropriate ethical approval is in place or confirm that the activity is exempt from ethics review before recruitment begins. It is the responsibility of the research activity lead to ensure research activity data is processed in accordance with requirements of data protection law, and they must confirm any required approvals are in place before recruitment begins.

Research partners provide the network team with information about their research activity to be advertised to member schools. The network team reviews the research activity to ensure it meets requirements detailed in the Information Sheet for Researchers.

Research partners are encouraged to provide feedback to member schools that participate in the research activity (e.g. share findings, outputs or resources) and to comply with any network reporting requirements. This includes reporting the involvement of member schools in the partnered activity via a short survey ; completing an End of Research activity report; (where applicable) acknowledge the network's support with recruitment in outputs and notify the network of research activity outputs; notify the network of any issues or concerns related to member schools.

The WISDOM Research Network will advertise partnered research and/or related activities on a 'members area' of the Network website via the termly newsletter, and in other ways (e.g., via targeted/follow-up emails to specific members, "spotlight research activity" emails).

3. TRAINING OF NETWORK AND RESEARCH STAFF

All network staff must be vetted through the enhanced Disclosure and Barring Service checking process and receive approval by the University of Oxford for working with children.

It is the responsibility of the Principal Investigator or named lead for research activities that partner with the network to ensure that all researchers are trained appropriately for the activities being carried out, and in particular that those working with children are trained in the below:

- in Research Ethics and Integrity
- in Information Security and Data Privacy
- in Safeguarding children
- to use appropriate research methods
- in how to engage children
- to recognise and deal with ethical issues
- to recognise and deal with situations where abuse and/ or serious risk is identified

Where **research activities involve PPIE activities**, researchers are encouraged to ensure staff are trained appropriately for conducting PPIE activities, according to current best practice.

Research Partners take responsibility for complying with safeguarding regulations, ethical considerations and research practices that relate to the setting and nature of their research activity and should consult and follow relevant guidance, e.g., the British Psychological Society (BPS) Code of Human Research Ethics, the National Institute for Health and Care Research (NIHR) guidance on involving young people as advisors in research, the University of Oxford's Safeguarding Code of Practice.

4. RECRUITMENT METHODS

4.1. School recruitment

School recruitment may occur via a range of methods, such as:

- Contacting schools directly via introductory emails and phone calls, with the option for an online or in-person meeting to discuss involvement. Publicly available information from the UK Government Department for Education and/or school website can be used to identify schools to contact. Schools that have participated in previous activities and given permission to be contacted about future activities can also be contacted via introductory emails/phone calls.
- Introductory emails to leaders of Local Authorities and Multi-Academy Trusts, and professionals working in schools (e.g., Educational Psychologists, School Nurses), with follow-up meetings.
- Sharing information at conferences and events, via existing networks and on social media platforms.

Interested schools are directed to the School Information Sheet and can complete an Expression of Interest form or contact the network team for further information.

The network team review expressions of interest to assess eligibility, and eligible schools are asked to complete a Memorandum of Understanding and allocate up to two named school 'Network leads' who will act as the main points of contact for the network team.

The headteacher (or another nominated member of the school leadership team) and at least one school 'Network lead' are asked to complete forms to provide consent for the network to use and store their personal data. Upon receipt of the signed Memorandum of Understanding and consent forms, the school becomes a member of the network and receives a welcome pack from the network team.

4.2. Research Partner recruitment

The network will be advertised to researchers via a range of methods, including via existing contacts and networks, social media platforms, attending conferences and events.

Researchers who are interested in partnering with the network will be directed to the Researcher Information Sheet, with the option to meet the network team to discuss the potential partnership when planning their research activity.

Interested researchers are provided with a Research Activity Application Form to complete. The network team review completed applications to assess eligibility and inform researchers of the outcome of their application. Potential application outcomes include:

- **Acceptance:** researcher(s) will be asked to sign the Research Activity Partnership Agreement.

Note. *Research activities are required to have ethics approval in place or (in the case of PPIE or practice evaluations) or confirm that it is exempt from ethics review before acceptance is granted.*

- **In-principle acceptance**: researcher(s) will be informed of outstanding requirements prior to their study being accepted into the network and invited to address issues raised and where requested, submit a revised application for review.
- **Not accepted**, with explanation and option to resubmit.

Upon receipt of the signed Research Activity Partnership Agreement, the accepted activity is formally partnered with the network and will be advertised to member schools.

4.3 Recruitment for partnered research activities

Research partners provide the network with a short advert following the Advert Template, providing information about the research activity to be shared with member schools. Research activity adverts will include the researcher's study/contact information and member schools that are interested in participating in the research activity will be directed to the activity contact. For research studies, ethical approval will need to be in place for use of the advert. Where partnered

activities do not require Research Ethics Committee review (PPIE activities, practice evaluations), research activity leads are responsible for ensuring all information provided to participants is sufficient, clear and accessible, and complies with any relevant data protection requirements.

The network will include summaries of these research activity adverts in Newsletters that are distributed to member schools and may also send research activity adverts to individual member schools or groups of member schools that are eligible for the particular activity (e.g. via a personalised email following newsletter distribution to all member schools) and/or share adverts on social media platforms.

Additional methods used to recruit participants through member schools will depend on the research activity. For research studies, it is the responsibility of the Principal Investigator to ensure recruitment methods that received ethical approval are followed. For PPIE activities and practice evaluations that do not require research ethics review, it is the responsibility of the activity lead to ensure recruitment methods follow best practice and consider unequal relationships between researchers and participants.

5. INFORMATION PROVIDED TO SCHOOLS, RESEARCHERS AND PARTICIPANTS

The network provides the Information Sheet for Schools to schools interested in joining the network and the Information Sheet for Researchers for researchers interested in advertising a research activity to member schools. The information sheet templates associated with this procedure were developed in consultation with school staff and researchers to help ensure sufficient information is provided and the information is clear and easy to understand.

Research partners are provided with an Advert Template to use to create a research activity advert to be distributed to member schools and are asked to present key information about the research activity in an accessible way.

The network encourages research partners to get input and advice from relevant members of the public (e.g. school staff, young people, parents/carers) when developing all information for participants, to help ensure information is sufficient, age-appropriate and can be easily understood by the target participant group.

6. AGREEMENT AND CONSENT PROCEDURES

6.1. Member schools

Headteachers (or another nominated member of the school leadership team) will complete and sign a Memorandum of Understanding to join the network. The agreement outlines the aims and purposes of the network and the school's role in the network. **Joining the network *is not* consent to participate in any research activities.**

After the Memorandum of Understanding is signed, the network will obtain consent from individual members of school staff for use and storage of their personal data. **This is not *consent* to participate in any research activities.**

6.2 Researcher partners

Research activity leads complete and sign a Research Activity Partnership Agreement to partner with the network.

6.3. Research activity participants

Consent procedures for partner research studies will have been reviewed and approved by the appropriate Research Ethics Committee before recruitment begins. Where researchers contact the network when planning a research activity, where applicable they will be directed to the relevant ethics committee guidance and resources for ethics applications.

Where partnered activities involve evaluations of existing practice and do not require review by a Research Ethics Committee, it may not always be necessary to obtain informed consent (e.g. where collected data is aggregated or anonymised). Researchers are asked to consider potential unequal relationships between researchers and participants and take appropriate steps to ensure that participant choice and autonomy are respected throughout the activity.

Where partner activities are PPIE activities, researchers are encouraged to follow best practice.

7. COMPENSATION

Schools will not receive any monetary incentive, remuneration, or financial recompense for joining the network.

Research partners will not receive any monetary incentive, remuneration, or financial recompense for partnering with the network.

Compensation given by research partners to schools and/or participants for research activities that are advertised to member schools will have been reviewed and approved by the appropriate Research Ethics Committee.

Where **PPIE activities** are advertised through the network, researchers are encouraged to consult and follow relevant current guidance on payment for PPI activities, for example:

- For adult participants (e.g. school staff, parents/carers) (at the time of writing) the NIHR outline recommended payments. Information about compensation for PPI participants and how and when payments will be made is also expected to be clearly detailed in information provided to participants.

- For children and young people, the NIHR INVOLVE guidance outlines that it is best practice to work with children and to recognise and reward children and adolescents for their time spent on PPI activities, and they should not be out of pocket for any travel expenses. However, there is no one agreed-upon compensation for PPIE activities with children and young people. Research partners will be encouraged to work with the children and young people to determine the appropriate compensation for the PPIE activities (e.g. shopping vouchers, monetary payments).

8. POTENTIAL RISKS TO SCHOOLS/PARTICIPANTS/RESEARCHERS/OTHERS AND WHAT WILL BE DONE TO MINIMISE

One possible risk for the administration of the network is that member schools may have a poor experience within one of the partner research activities advertised through the network. To help address and monitor this risk, research partners must agree to notify the network team of any issues or concerns related to member schools involved in partnered activities as soon as possible. Schools will also have the opportunity to feed back to the network team about any potential issues or concerns.

The Principal Investigator or named activity lead for partner research activities will be responsible for identifying and minimising any potential risks to participants and research staff. Where partner activities are research studies that require ethics review, potential risks and procedures for minimising these risks will have been reviewed and approved by the relevant Research Ethics Committee before the activity is advertised through the network.

9. MONITORING AND REPORTING OF ADVERSE OR UNFORESEEN EVENTS

Schools that join the network are asked to report back to the network team if they have a poor experience of being a member of the network and/or with a research activity advertised through the network.

Research partners are expected to have established their own process for monitoring and reporting adverse or unforeseen events in their research activity. Where partner activities are research studies that require ethics review, procedures for monitoring and reporting of adverse or unforeseen events will have been reviewed and approved by the relevant Research Ethics Committee before the activity is advertised through the network.

10. COMMUNICATION OF RESULTS

Schools that join the network should receive regular communication on Network activities (e.g. through Newsletters, website/social media updates, conferences/events). The network aims to ensure information and updates that are shared with members are meaningful and accessible for schools.

Research partners that advertise activities through the network are asked to provide feedback to member schools. The information that is shared with schools will vary depending on the activity and there may be restrictions in what researchers are able to share. For research studies and practice evaluations this may be a summary of key findings and implications for school policy or practice, and for PPIE activities this may be a summary of how participant insights have been used to inform future research plans.

11. DATA MANAGEMENT AND PROTECTION

The network will manage data collected from schools and research partners in line with the University of Oxford's Best Practice Guidance 09 on Data collection, protection and management.

Information Sheets for schools and researchers each refer to the separate respective Data Privacy Notices which outline which data will be collected; how they will be collected, transferred, and stored; where and for how long they will be stored; who will have access to them; and how they will be used.

Data storage for each type of data is described below. The information will be held as long as it is required for the purpose of the running of the Network and appropriate safeguards are in place. This will be reviewed annually on an ongoing basis:

- **Memorandum of Understanding and Research Activity Partnership Agreement**: These will be collected through a University recommended and approved online platform (e.g. REDCap, Qualtrics, MS Forms, Jisc) and then transferred electronically for storage on a secure University server (e.g. University Nexus365 platform) with restricted access to network team.

- **Contact details of schools, individual members of school staff and researchers:** These will be collected through a University recommended and approved online platform (e.g. REDCap, Qualtrics, MS Forms, Jisc) and then transferred for storage on a secure University server (e.g. University Nexus365 platform) with restricted access to network team. School details will not be shared with potential researchers wishing to partner with the network. Researchers who partner with the network will agree to have their work contact details shared (for recruitment purposes) through activity recruitment materials.

- **Field notes:** Network staff may write field notes when undertaking PPIE activities for the development and/or maintenance of the network. These will be held on a secure University server (e.g. University Nexus365 platform) with restricted access to network team members.

- **Data in the public domain:** Publicly available data files will be downloaded from the relevant sources (e.g. Department for Education website, Office for National Statistics website) and transferred electronically for storage on a secure University server (e.g. University Nexus365 platform) with restricted access to network team members.

- **Visual images:** The network may collect photographs from schools/researchers involved in the network for the network's public-facing platforms (i.e. website/social media accounts) with the explicit permission of all involved. These may be received via email or other routes, and they will be transferred electronically for storage on a secure University server (e.g. University Nexus365 platform) with restricted access to network team members.

- **IP addresses:** While the network do not specifically aim to collect IP addresses, they may be passively collected through survey platforms or through website analytics. The network does not intend to store or analyse these.

The network team (University of Oxford staff) will have access to the data collected and processed by the network.

Information shared with member schools about network research activities will include researchers' professional (not personal) contact details (e.g. work email address, mailing address, phone number) of the researcher(s). This information may be identifiable and the sharing of which will have been made clear to researchers in advance. The network will not share information about schools or school contacts with researchers unless this is specifically requested by schools/school contacts.

The network will maintain identifiable data for the duration of the network's existence and will delete all identifiable data (stored electronically) 12 months after the conclusion of the network. With permission, photographs may be maintained for use on legacy websites, future network/research activities.

School staff have the right to withdraw their consent and relinquish the school's membership of the network at any point. The network will maintain a record of their removal of consent in a restricted access folder on a University of Oxford provided storage system (e.g. University Nexus 365 platform) for 48 months.

Research partners have the right to remove their research activity from future involvement in the WISDOM Research Network. Where this happens, the record of the research activity will be deleted from the University recommended and approved data collection platform (e.g. REDCap, Qualtrics, MS Forms, Jisc). The record of the research activity (with no individual researcher names or contact information) will be retained in a file on the University of Oxford provided storage system (University Nexus 365 platform). It also may not be possible to remove any previous advertisements about the research activity from published materials that are already in the public domain. The network team will maintain a record of the removal of the partnership of their research activity in a restricted access folder on a University of Oxford provided storage system (University Nexus 365 platform) for the length of the project.

The Principal Investigator or named activity lead for research activities that are advertised through the network is responsible for ensuring research activity data is managed in accordance with requirements of data protection law.

Partnered research activities from the University of Oxford must be conducted in accordance with the University's Policy on the Management of Data Supporting Research Outputs; CUREC's Best Practice Guidance 09 on Data collection, protection and management; and Research Data Oxford's guidance on data backup, storage and security. Partnered research activities from another institution must be conducted in accordance with their own institutions policies and guidance on data collection, protection, management, storage and security.

12. FURTHER INFORMATION

School Information Sheet
Expression of Interest form
Memorandum of Understanding

Researcher Information Sheet

Research Activity Application Form
Research Activity Partnership Agreement
Research Activity Advert Template

Data privacy notices for schools
Data privacy notices for researchers

13. CHANGE HISTORY

Version No.	Significant Changes	Previous Version No.
1.0	This is the first version of this SOP	N/A