

## Children's Hearings Scotland Research Recruitment Form

This form is to be used by all researchers wishing to involve members of the Children's Hearings Scotland (CHS) volunteer community (Panel Members and AST Members) in research.

Once this form is completed and returned along with evidence of ethical approval, the research opportunity will be advertised within the volunteer community and those interested in participating will contact the researcher or access the project directly.

### Section 1: Researcher Information

Please list here the contact information you wish to make available to the CHS volunteer Community

Name	
Institution	
Email	
Phone	

### Section 2: Research Project

Project Title	
Plain English Summary of Project	
Qualification Level (if applicable)	<i>If this project is part of a degree course or qualification, please specify. e.g. BSc; PhD</i>
Method of Participant Involvement	<i>e.g. online survey; face-to-face interview; telephone interview etc.</i>
Location of Research (if face-to-face)	
Link to Survey (if online)	
	<i>Who are you looking to recruit? (e.g. Panel Members; staff? Any particular locations?</i>

Recruitment Criteria	
Recruitment Target	<i>How many participants are you looking to recruit?</i> 
Recruitment Dates	<i>Start date and end date (if applicable)</i> 

### Section 3: Permissions

Please sign below to confirm the following:

- (1) I have read and understood the CHS Research Recruitment Guidance.
- (2) I consent to my contact and project details being passed to the Scottish Children's Reporter Administration (SCRA) for their information.

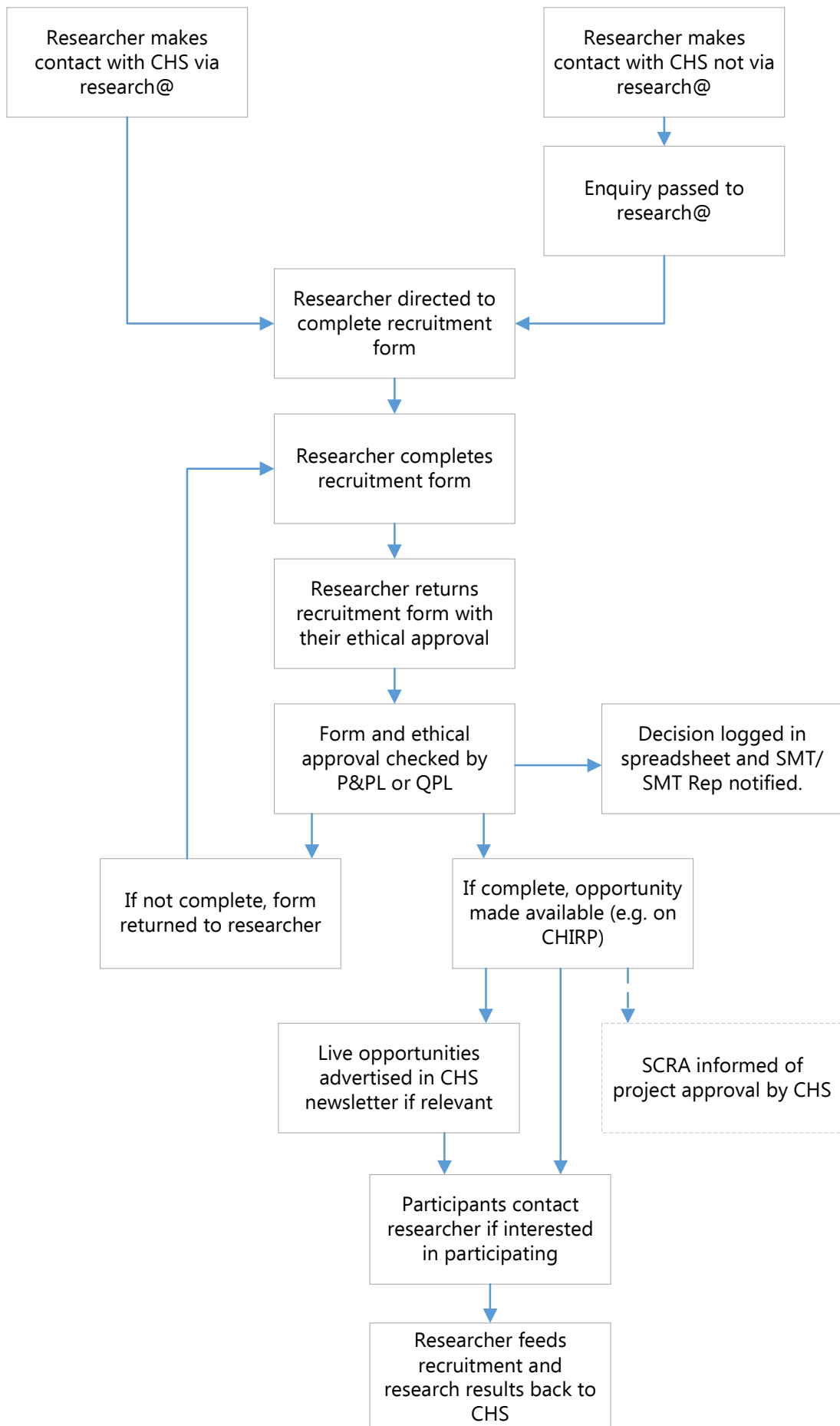
Signature:

Date:

Please return this form and evidence of ethical approval to [research@chs.gsi.gov.uk](mailto:research@chs.gsi.gov.uk)

*By helping to recruit participants for your study, Children's Hearings Scotland (CHS) takes no responsibility for the research itself and is therefore not liable for any claims (e.g. negligence, harm etc.) that may arise relating to the research.*

CHS Process for External Researchers Recruiting Volunteers /  
Board Members / Staff



# Children's Hearings Scotland Research Recruitment Guidance

## 1. Purpose and Introduction

Children's Hearings Scotland (CHS) is committed to working to improve the Children's Hearings system in Scotland. We recognise that research that helps us understand the system better is a vital part of that improvement process.

The purpose of this document is to set out how CHS can support researchers to recruit members of the CHS volunteer community, Board members, or CHS staff as participants in research projects about the Children's Hearings system and what our expectations and requirements of those projects are.

## 2. The CHS Community

CHS can only assist researchers to recruit CHS volunteers, Board members or staff to participate in research projects. CHS volunteers are:

- (1) Children's Hearings Panel Members
- (2) Volunteer Area Support Team Members

For more details on the volunteer roles within our community see here:

<http://www.chscotland.gov.uk/the-childrens-hearings-system/>

Research that requires involvement from elements of the Children's Hearings system other than volunteers (e.g. observing hearings; accessing records etc.) should be directed to the Scottish Children's Reporter Administration (SCRA), who have their own process.

## 3. Process for Research Recruitment

The following is an overview of the process CHS will use to advertise your research project:

- (1) Researchers submit CHS Research Recruitment Form to CHS, along with evidence that their project has received ethical approval.
- (2) If the form and ethical approval are complete and compliant with this guidance, the project will be advertised within CHS.
- (3) Anyone interested in participating will contact the researcher, or access the project, directly.

CHS reserves the right to refuse to advertise any project.

Giving CHS as much notice as possible about your need to recruit research participants is appreciated.

## 4. Ethical Approval

CHS will only advertise projects that have received ethical approval from a recognised research institute, organisation or body (e.g. universities).

Evidence of this approval must be received by CHS before the project can be shared.

## 5. Advertising Your Project

CHS will share your project within CHS. This may include the following methods: making opportunity available on CHS' intranet system; including the project in CHS internal newsletters; retweeting tweets about your project; direct contact with individual volunteers or specific groups of volunteers.

The methods used to share your project will be dependent on the timing and scope of your recruitment and will be at the discretion of CHS staff.

CHS sharing an opportunity within the volunteer community is not a guarantee that the research study will recruit participants. Involvement in research is at the absolute discretion of individual Panel and AST Members.

## 6. Requirements for Volunteer Participation

Any expenses incurred by participants as a result of taking part in the research project should be reimbursed by the research project.

Members of the CHS volunteer community, Board or staff, should not be identified in any research outputs (reports, posters etc.) unless they have given their explicit consent.

Any research outputs should include appropriate acknowledgement of volunteer involvement.

## 7. Feedback to CHS

Once your research is complete, we require you to supply CHS with:

- (1) The total number of CHS volunteer community members who participated in your research.
- (2) Any relevant outputs from the research.

CHS must be notified prior to any publication or dissemination of the research. CHS may request to see materials prior to publication or dissemination so that any errors or misrepresentations can be corrected.

## 8. Disclaimer

By helping to recruit participants for your study, Children's Hearings Scotland (CHS) takes no responsibility for the research itself and is therefore not liable for any claims (e.g. negligence, harm etc.) that may arise relating to the research.

## 9. Your Information

CHS will retain your completed Research Recruitment Form and evidence of ethical approval until the requirements of '7. Feedback to CHS', above, have been met.