

## **Project Information Sheet**

### **The history of The Hollies ‘Sanatorium School’ or ‘Preventorium’**

You are being asked to take part in a research project undertaken by Dr David Cundall as part of a Masters degree supervised and funded by the Department of History at the University of Leeds. As part of this research, it is valuable to hear from anyone who stayed at The Hollies as a child when the house was used as a school for children at risk of tuberculosis (TB).

Before you decide whether you wish to take part, it is important for you to understand why the study is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Please ask if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part. Thank you for taking time to read this.

#### **What is the purpose of the project?**

The purpose of the research is to better understand the use of The Hollies to protect children from TB. The purpose of the interview is to record the memories of people who stayed at the Hollies as children. This will help others to understand what your experience was like.

#### **Who will conduct the project?**

The research interview will be conducted by Dr David Cundall, a Masters student in history who is also a retired NHS consultant community paediatrician. He is supervised by Dr Alexia Moncrieff and Dr Will Jackson, of the Department of History at the University of Leeds.

#### **Why have I been chosen?**

You have responded to an article in the local press or radio inviting people who stayed at The Hollies as children to get in touch if they wish to take part in a research project.

#### **Do I have to take part?**

It is up to you to decide whether or not to take part. If you do decide to take part, you will be given this information sheet to keep, and be asked to sign a consent form. You can still withdraw at any time without it affecting any benefits that you are entitled to in any way. You do not have to give a reason.

#### **What would I be asked to do if I took part?**

If you decide to take part, you will be invited to take part in an interview which will last between 1 and 2 hours and be audio-recorded. The interview will take place at your home if that is convenient for you, or somewhere else if you prefer. It is an opportunity for you to share your stories and memories of The Hollies. The interview is very flexible and you are free to discuss what seem to you to be the most

important things. With your permission, your recorded interview will become part of a digital archive where it will be preserved as a permanent resource for use in research.

**May I have a friend or relative with when I am interviewed?**

Yes, If you feel this would be helpful, for example if you have difficulty hearing, or think you may need some emotional support. Please discuss this with Dr Cundall before the interview.

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

It is possible that, during the interview, you will remember things from your past which will cause you distress.

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

You will have contributed to a better understanding of what life was like for children staying at The Hollies. You will be given a copy of your recorded interview for you to keep.

**What happens to the recorded interview?**

With your permission, your recorded interview will become part of a digital archive, Research Data Leeds, where it will be preserved as a permanent resource for use in research. Information taken from the interview may also be used in research publications, both in print and online, and as part of a book about The Hollies. We will never use your information without your consent.

Once the interview is completed the interviewer will upload the recording to a secure University of Leeds server where it will be accessible only by Dr Cundall and his supervisors.

Dr Cundall will summarise the interview and review it to ensure compliance with GDPR requirements.

We will send you a copy of your interview. Your interview data will be anonymised. The audio files and the interview summary and will be accessible to other researchers.

All details of your identity will be kept separately and will not be accessible to other researchers.

When the project ends on August 31st 2023, all the anonymised information that has been contributed by you will be archived as a permanent record of the project, in the Research data Leeds Depository for use by researchers in the future.

**My personal data**

Please see the University of Leeds Privacy Policy for Research Participants (attached)

**What happens if I do not want to take part or if I change my mind?**

It is up to you to decide whether or not to take part. If you do decide to take part you will be given this information sheet to keep and be asked to sign a consent form

before the interview. If you decide to take part you are still free to withdraw from the interview at any time without giving a reason and without detriment to yourself.

You will be free to withdraw from the research, even after the interview has finished, until the project finishes on August 31st 2023. If you decide to do this then the digital file and any material relating to your interview, e.g. summaries/transcripts will be deleted from the digital archive.

### **Will I be paid for participating in the research?**

There will be no payment for participating in the research. If you choose an interview venue which is not your home, reasonable travel expenses to and from the interview venue will be paid.

### **What is the duration of the research?**

The interview will last between 1 and 2 hours. If you get tired during the process you can ask to stop and take a break, continue on another date, or terminate the interview completely. Sometimes it is helpful to have a follow-up interview and this option will be offered.

### **Where will the research be conducted?**

Interviews will be conducted at a time and place convenient to you. This could be in your own home or at a place like a community centre or a library if you prefer.

### **Will the outcomes of the research be published?**

The outcomes of the research will be published in research publications, both in print and online. A book about the Hollies may also be produced.

### **What if I disclose any information about harm to others?**

If any disclosure about serious harm to other children or staff is made during your interview then the interviewer has a duty to raise the issue with the relevant safeguarding authorities.

### **Who has reviewed the project?**

The project has been reviewed and approved by the University of Leeds Research Ethics Committee.

### **Who can I contact if I have any questions?**

If however you have any questions or concerns in the first instance you should contact Dr David Cundall [hydbc@leeds.ac.uk](mailto:hydbc@leeds.ac.uk) or his supervisor Dr Alexia Moncrieff [a.moncrieff@leeds.ac.uk](mailto:a.moncrieff@leeds.ac.uk) 0113 343 2669

### **Who should I contact if I wish to make a complaint about the research?**

If you wish to make a complaint about the conduct of the research you should contact Dr Cundall's academic supervisors in the first instance, who will advise you as to how to proceed. If you wish to make a formal complaint to the university, you should contact the University Secretariat. Further information is available here: <https://www.leeds.ac.uk/freedom-of-information/doc/problems-complaints>