

Conceptualising Vulnerability

Information and consent form

- Professionals: Round 2 Wider Stakeholders

Study Information

You are being invited to take part in an online focus group about conceptualisations of vulnerability in education and social care. The aim is to include your views in a report on the subject for Ofsted, who are funding this work. You should note that these focus groups are not part of the current Ofsted consultation process and the views you express in the groups will not feed into the consultation outcome. You are invited to complete the consultation survey and/or join an engagement session run separately by Ofsted to make your views known.

We are inviting you to take part because you have professional expertise relevant to this work, but do not work in a setting or service that is inspected and regulated by Ofsted. As part of the study, we are speaking to a range of professionals working in regulated settings and services as well as young people and parents/carers who have experience of education and/or social care services. We know that others are also interested in contributing to this study, so we are holding a focus group specifically for wider stakeholders. By this, we mean those who are connected to, but not directly delivering regulated services to children and young people. This includes national organisations, organisations with responsibility for professional education and learning, non-regulated settings and services, amongst others.

If you would like to take part, it is important that you understand what this will involve. Further information is set out below to help you decide.

Please read this and, if you are happy to take part, complete the consent form at the end of this document.

Focus groups: what to expect

If you agree to take part in the focus groups:

- We will invite you to one online focus group with other professionals working in education and/or social care, or those working very closely with them, where you will have an opportunity to share your views in small breakout groups (up to 12 professionals). This is due to take place in February 2025 (Round 2):
 - Round 2 sessions will be 90 minutes
- In the focus group the researchers will share learning from the sector. We will also test the 'working definition' of vulnerability and talk about practical and inclusive ways to identify and measure the impact of supporting 'vulnerable' children, young people and learners and ask for your views

- You will not have to answer any questions that you don't want to.
- We will emphasise to participants the importance of not sharing the details of what has been discussed outside of the focus group – though of course, we are not able to guarantee this.
- The group discussion will be audio and video recorded using MS Teams to ensure notes are accurate. The recording and notes will be stored securely and deleted within 3 months of project completion.
- A member of the NCB research team will be able to answer any questions you have, including any access needs / assistance to enable you to take part (see contact details below).

What are the benefits of taking part in this project?

This study is designed to inform the development of evidenced based recommendations for Ofsted. Your participation will contribute towards the final report we produce.

Your rights

Participation in the study is voluntary. You have the right to withdraw. If you change your mind about taking part you can choose not to join the session or leave during it without giving a reason. If you do this, a member of the research team may contact you to confirm you wish to withdraw. You can ask us not to contact you again.

If you change your mind after taking part, please contact LTrend@ncb.org.uk within **two weeks** of the focus group and we will remove your information. After this point, we will have removed identifying information, and withdrawal may not be possible.

How information you share will be used

The information you share- i.e. the views and comments you provide in the focus group - will be included in main report. However, we will remove all identifying details before we send this to Ofsted.

The recording of the interview, and any notes staff make, will be stored securely on NCB's computer system. The only exception to this is if we need to send the recording to a company that will write a transcript of the discussion. We will delete the transcripts three months after the study is finished. The original audio and video recordings will be deleted once transcription is complete. The consent forms will be held for up to two years after project completion.

We will not use identifiable information about you, your place of work, or any children and families you work with in the reports from this work.

****Transcripts and personal information will *not* be shared with Ofsted and your participation will have no impact on inspection and / or regulation of services and providers you represent.****

There are rare circumstances where we may need to share confidential information with others: if you say something that indicates you or others are at risk of harm, or information relating to illegal acts and corruption.

Any questions?

If there are any parts of this information sheet you do not understand, or you would like to ask some questions, please contact LTrend@ncb.org.uk

If you have any concerns relating to this project, please contact LTrend@ncb.org.uk. Should you have any complaints, NCB's complaint procedure can be found [here](#).

Kiran.Singh@ofsted.gov.uk is the named contact at Ofsted for any queries.

Ofsted complaints process can be found [here](#).

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