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Barretstown Research Policy

1. Purpose

Barretstown is committed to conducting and supporting high quality research and evaluation that contributes to:

- A wider understanding of the psychosocial needs of children and families affected by childhood illness
- The impact of our programmes
- The development and delivery of Barretstown programmes

2. Who Is This Policy For

This policy is for external researchers and students who wish to conduct research or evaluation involving Barretstown, including our programmes, participants, volunteers, and staff.

3. Scope

This policy applies to research and evaluation projects conducted in collaboration with Barretstown, including (but not limited to):

- Evaluation of our programmes
- Therapeutic Recreation
- Medical programmes delivered by Barretstown or closely affiliated partners
- Research exploring the experiences of children, young people, families, volunteers, and staff involved in Barretstown programmes

4. Core Principles

All research and evaluation activity must meet the following principles:

1. **Relevance and benefit**: Research must be aligned with Barretstown's mission and provide clear potential benefit to programme development and/or the field.

2. **Participant experience first**: Research must not impinge unnecessarily on children's and family's experiences of Barretstown programmes.

3. **Ethical and safe practice**: Research must be designed and delivered to high ethical standards, with appropriate safeguards for children and vulnerable participants.

4. **Rigour and quality**: Research must demonstrate appropriate methodological rigour and be supervised by suitably qualified personnel.

5. **Legal compliance**: Research must comply with applicable legislation and guidance, including data protection and consent requirements.

5. Eligibility and Supervision Requirements

1. Applicants must be at **postgraduate level** conducting research as part of their academic training.
2. Appropriate supervision must be in place for all student research. This must include:

- Named academic supervisor(s)
- Evidence of ethical approval from the relevant institution (or a clear plan and timeline to obtain approval prior to any data collection)

6. Application and Approval

1. All applicants must complete and submit the Barretstown Research SLA for approval (available for download on our website).
2. Barretstown will review proposals to confirm:
    - Alignment with this policy and organisational priorities
    - Feasibility and resourcing implications
    - Participant safeguarding and minimisation of burden
    - Data protection and consent approach
3. No research activity may begin until written approval is confirmed by Barretstown and required ethical approvals are in place.

7. Conduct of Research with Barretstown

1. Research activity must be planned to minimise disruption to programme delivery and participant experience.
2. Researchers must follow Barretstown policies and procedures relevant to their work (including safeguarding, confidentiality, and data protection requirements).
3. Any changes to the approved protocol (methods, participants, instruments, timelines) must be communicated to Barretstown in advance and agreed prior to implementation.

8. Completion, Reporting, and Learning

Upon completion of the project, the research applicant must: 1. Meet with Barretstown to discuss study findings. 2. Work with Barretstown to explore actions and/or an implementation plan arising from the study. 3. Provide Barretstown with a completed copy of the final project report for review.

9. Dissemination and Publications

1. The research applicant will have free and full use of findings for the purposes declared and agreed when the project was initiated.
2. Use of findings for any further purpose(s) requires discussion and approval on a case-by-case basis. Permission will not be unreasonably withheld.
3. Use of the project report in other than its complete form (including extracts, summaries, or adapted versions) must be checked with Barretstown in reasonable time prior to intended use to allow discussion on accuracy and suitability.
4. Any publication, dissemination, or award nominations arising from the project must acknowledge all partners involved.

10. Quality Concerns and Association with Barretstown

Where Barretstown has concerns regarding an irregularity or significant weakness in the rigour and merit of a study it has contributed to or collaborated on, Barretstown reserves the right to: - Review planned dissemination activities - Seek expert guidance on the quality of work completed - Require discussion with the research team to agree appropriate dissemination actions, including correction, delay, or withdrawal of Barretstowns association with the project

11. Legal and Data Protection Compliance

1. All research projects must operate within relevant legislative frameworks, including data protection and legislation relating to consent.
2. This applies to the process of gathering, analysing, storing, sharing, retaining, and disposing of data.

12. Copyright and Intellectual Property

The copyright and/or any other intellectual property rights created by the project must be revie