

## STORY COLLECTOR TRAINING: SAFETY AND ETHICS TIPS

Minimising harm to both participants and story collectors is an important ethical consideration for everyone involved in a story gathering or research study. The safeguarding of volunteers and respondents is the responsibility of your coordinating organisation, and their policies and procedures should be applied to the project.

It is important that all participants are aware of these factors and familiarise themselves with the safety and ethics practices of their particular project, as well as the support and safeguards that exist.

However, we have compiled some information and advice based upon our previous experience of running these kinds of projects.

1. Ensure that someone knows where you are.
2. Have a phone with call time to hand where possible.
3. Carry out any interviews in a public place.

### **If interviewing in a non-public place is essential or unavoidable:**

- Think about the safety risks of the location/ area and interview time before you agree on the interview.
- When visiting participants in their home or another non-public place, inform someone (supervisor / family / friend) where you are going to be. Call that person when you arrive at the interviewee's home or non-public place and arrange a time to check in again with your contact later. Ensure you call your contact when you leave the interview location. If the contact person does not hear from you, he/ she should call you.
- If you have any concerns about the situation, you should leave immediately.
- Ideally, no interviews should be undertaken in a participant's home or other nonpublic place unless two people can go together.
- If there is thought to be a significant risk associated with a particular visit, a specific risk assessment (expanding on the points above) should be made and recorded.

Make interviewers aware of their obligations to make reports or raise concerns where they are legally obliged to do so. *E.g. where a respondent has disclosed imminent risk of harm or abuse*

### **Consent**

Always make sure that the respondent has given their consent to participate, they should be informed of the following information:

- What are they consenting to
- What will their story or data be used for and who it will be shared with
- Whether their story and data will be anonymous? I.e no names or identifiable information will be collected.
- If you are collecting identifiable information, people should have the right to request to have it deleted or removed and should be informed how to do that.
- People are able to withdraw consent or stop at any point if they no longer wish to participate.