



UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

Division of Child and Adolescent Psychiatry
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PREPARE

Photovoice for Safer Schools program

Student Information and Consent Letter

Dear Student,

You are invited to take part in a Photovoice program. This program will allow you to work with a group of students, to take pictures of your school, and to discuss your ideas on how to make your school a safer place. The aim of the project is generate ideas on how to make your school a safer place for all students. At the end of the project, you will have the opportunity to present your ideas to a group of teachers, parents, and other community members.

The Department of Education and the school principal have given permission for the project to take place. We would like you to participate in the project, to help us make your school a safer place.

WHAT WILL HAPPEN?

If you would like to participate in the study, you will be given a letter to give to your parent or guardian. Your parent or guardian needs to sign the form and return it to the school as soon as possible. You cannot participate until this form has been received.

The program will take place twice a week after school, for a total of three weeks. At each of the six sessions you will receive a snack.

During the sessions, you will take part in discussions about school safety, as well as group activities to think about places and times that you feel safe or unsafe. In small groups, you will have the opportunity to use a digital camera to photograph these safe and unsafe spaces and ideas around your school. The group will discuss the photographs, and will work together to make a poster presentation of the photos. You will also have the chance to brainstorm solutions for how to make your school a safer place.

After the six sessions, you will be able to present your photographs and ideas to a forum of teachers, parents, and other community members. Based on your presentations and ideas, the forum will help to come up with solutions and projects to make your school a safer school. We hope that many of these solutions can be carried forward after the project is done.

Some of the group conversations will be tape recorded for the purposes of our research. These conversations will then be transcribed, and your name *will not be included* with the transcripts. The conversations are completely anonymous. We may also ask you to participate in a group discussion a few months after the program ends, so that you can give us your feedback. We may also use your photographs, group projects, and notes from the group sessions for our research. Again, your name will not be included on any of these things and your school's name will also not be included.

ARE THERE ANY RISKS?

There is a chance that the questions you are asked may make you feel uncomfortable or emotional. If this happens, the researchers will talk about these problems with you, or bring you to a teacher, health care worker or another person who can help you. We are also giving all participants an information sheet with the places in the community where you can get help.

DO I HAVE TO PARTICIPATE?

NO. This project is completely voluntary. If you choose not to participate in the study, there will be no negative consequences. You can stop attending the project at any time. However, your participation is important for us to get a student's perspective on how to make your school a safer school.

WILL ANYONE KNOW WHAT YOU SAY IN THE GROUP DISCUSSIONS?

NO. What you say in the group discussion will never be told to anyone else. Your name will not be included in any of the transcripts of the discussions, which will be used for our research.

NO ONE other than the facilitator will know what you say in the group discussions.

Parents, teachers, and other school staff will **NOT** know what you have said.

WHAT ABOUT THE RESULTS OF THE PROJECT?

No information about you and your participation in the project will be given to anyone. We will use the group discussion transcripts, photographs, and group work to improve the Photovoice program so that it meets the needs of young people like you.

As groups will have the option to act out scenes for their photographs, it is possible that your face may appear in some of the pictures. These photographs may appear in presentations or articles about this program in the future.

WHO CAN I ASK IF I HAVE QUESTIONS ABOUT THE STUDY?

If you have any questions you can ask the facilitator who gave you this form.

If you have any questions at a later time you can call:

Dr. Catherine Mathews
Medical Research Council
PO Box 19070
Tygerberg, 7505
Tel. 021-9390454

WHO CAN I ASK IF THERE ARE ANY PROBLEMS WITH THE WAY THE STUDY IS CONDUCTED AT MY SCHOOL?

Prof. Marc Blockman
Chair: Research Ethics Committee
University of Cape Town
7700
Tel. 021-4066492

WHAT SHOULD I DO IF I WANT TO TAKE PART IN THE STUDY?

Please check the box below if you agree to participate and sign your name.

I **agree** to participate in the Photovoice project.

I **agree** to allow photographs of myself to be published in research journals and/or publications relating to this program.

I know why they are asking me to participate in the project and all of my questions have been answered.

Your Signature

Print Your Name

Today's Date

School

Class

THANK YOU FOR HELPING US!



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PREPARE

Photovoice for Safer Schools program

Parent Information and Consent Letter Students' participation

Dear Parent/legal guardian,

Your child has been invited to participate in the Photovoice for PREPARE program at his/her school. This program involves a group of grade 8 and grade 9 students, with the aim of allowing them to brainstorm ideas about how to make their school a safer place. They will have the opportunity to take photographs of places in their school where they feel safe or unsafe, and participate in group discussions and activities about school safety. At the end of the project, students will have the opportunity to present their photographs and ideas to a forum of teachers, parents and community members. The goal of the forum is for students and community members to collaborate in implementing solutions to make their school a safer school. You are welcome to participate in this forum.

The Department of Education and the school principal have given permission for the project to take place. This project will give students a voice in envisioning a safer school, and hopefully will result in concrete improvements. The program will be run by trained facilitators, and will be evaluated to ensure that it is acceptable to students, parents and teachers, and that it meets the needs of young people.

WHAT WILL HAPPEN?

With your consent, your child will take part in the Photovoice programme during six after-school sessions. These sessions will be one-hour long, and students will receive snacks during each session. There will be two sessions per week for four weeks, plus the final forum during which the students will present their findings to a group of community members, parents and teachers. We may also ask your child to participate

in a group discussion a few months after the forum, in order to get their feedback on the program.

During the sessions, your child will be asked to participate in the following activities:

- Introduction to photography
- Group discussions about school safety, specific places in the school where the students feel safe or unsafe, and solutions for making the school a safer place
- A mapping exercise, where students mark a map of the school with stars to indicate where they feel safe, and where they feel unsafe
- A photography project, where small groups of students will photograph areas in their school where they feel safe or unsafe

Some of the group discussions will be tape recorded for purposes of our evaluation of the project. The discussions will be transcribed, and your child's name will not be included on the transcripts. The students' photographs and maps will also be used for our evaluation, and names will once again not be included anywhere in our reports.

WILL ANYONE KNOW WHAT MY CHILD SAYS IN THE DISCUSSION GROUP?

NO. Your child's participation in the discussion group is strictly confidential. Your child's name will not appear anywhere on the discussion transcripts, photographs or maps. Only the research staff will see the transcripts of the discussion groups. The findings of the research will be reported without student names, which means that no one will be able to identify your son/daughter's information.

ARE THERE ANY RISKS?

There is a chance that if your child has felt unsafe at school, that he or she may feel emotional during the sessions. If this occurs, he/she will be able to talk with the facilitator who will help your child to get support from one of the teachers at the school. If your child needs more help, with your consent, we will be able to arrange for professional support services.

DOES MY CHILD HAVE TO PARTICIPATE?

NO. Taking part in this project is completely voluntary. If your child does not take part in the project, there will be no negative consequences. Your son or daughter may stop participating in the project at any time.

WHAT ABOUT THE RESULTS OF THE PROJECT?

The students will have the opportunity to present their photographs, maps and ideas to a forum of parents, teachers and community members. It is our hope that these ideas will be carried forward into action to make their school a safer school.

The discussion transcripts and photographs may then be used for evaluation purposes, but student or school names will not be included.

Students will have the option to act out scenes in their photographs. As such, your child's face may appear in some of the pictures. These photographs may be used in presentations or journal articles about this project in the future. We will indicate that the scenes depicted in the photographs have been staged.

WHO CAN I ASK IF I HAVE QUESTIONS ABOUT THE STUDY?

If you have any questions you can call the school principal, or:

Dr. Catherine Mathews
Medical Research Council
PO Box 19070
Tygerberg, 7505
Tel. 021-9380454
Cathy.Mathews@mrc.ac.za

WHO CAN I ASK IF THERE ARE ANY PROBLEMS WITH THE WAY THE STUDY IS CONDUCTED AT MY CHILD'S SCHOOL?

Prof. Marc Blockman
Chair: Research Ethics Committee
University of Cape Town
7700
Tel. 021-4066492

WHAT SHOULD I DO IF I GIVE PERMISSION FOR MY CHILD TO TAKE PART IN THE PROGRAM?

If you **WANT your child to take part in the program**, please complete the form below and return it to the researchers or the school principal.

I, (*print own name*), parent / legal guardian of my
child..... (*print child's name*), **GIVE PERMISSION** for my
child to take part in the Photovoice program which is taking place at my child's school.

Signature.....

Date.....

Contact telephone:

WHAT SHOULD I DO IF I DO NOT WANT MY CHILD TO TAKE PART IN THE PROGRAM?

If **YOU DO NOT WANT your child to take part in the program**, please complete the form below and return it to the researchers or the school principal.

Fill this in if **YOU DO NOT WANT** your child to take part in the Photovoice program.

I, (*print own name*), parent / legal guardian of my
child..... (*print child's name*), **DO NOT GIVE PERMISSION** for my
child to take part in the Photovoice program which is happening at my child's school.

Signature.....

Date.....

Contact telephone:.....