

**TO: Family Violence Specialist Service Practitioner Participants**

## **Participant Information Sheet**

**Project Title:** Family Violence Crisis Continuum: Articulating and sharing best practice in a family violence emergency

**Project ID:** Ethics approval number 2022-03

**Chief Investigator:** Dr Yee Man Louie  
Policy, Strategy and Communications  
Phone: 0401 552 792 or 9928 9600  
Email: yeeman.l@safesteps.org.au

You are invited to take part in an independent research project led by Safe Steps on family violence best practice crisis response. The research project is one of the 13 projects funded under the Family Violence Research Grants Program by Family Safety Victoria.

You have been invited because you provide direct specialist crisis support to women and children impacted by family and domestic violence.

### **Purpose of the study**

Ensuring victim-survivors have consistent and equitable access to specialist family violence services across the state is essential, including vital emergency support. However, a shared understanding and practice framework dealing with the distinct nature of family violence emergencies, where the risk of lethality is higher, has been lacking. The study will explore how the existing risk assessment framework can best be applied across the specialist family violence service sector when delivering emergency responses. The study aims to articulate best practice emergency response and areas for improvement. By drawing on the voices, knowledge and experiences of victim-survivors, advocates and practitioners, this research will identify barriers to and enablers of the existing framework and investigate the experiences of victim-survivors who access these services. It is intended that the final report will inform and strengthen the best practice in a family violence crisis response.

Therefore, your reflections on the support process and outcome for victim-survivors during a family violence emergency are imperative to inform the future best practice response.

### **What does participation in this research involve?**

Should you agree to take part, you will be asked to participate in a focus group consultation (either in person or via Zoom) with the Chief Investigator and a facilitator. The focus group will be with 4-5 other practitioner participants and will take about 60-90 minutes. At the consultation, you will be asked to discuss your day-to-day work, knowledge of the principles underpinning family violence crisis response, and thoughts on the existing framework and response and its implications. Please note that the study does not ask you to disclose confidential information.

With your permission, the interview will be recorded. The audio recording will be uploaded to Safe Steps' secure network drive as soon as possible after the focus group and will be immediately deleted from the recording device/platform. The time commitment required of you would not exceed 90 minutes. You may stop your participation at any time. You may also refuse to answer any questions that you do not wish to discuss during the consultation.

Please be advised that there will be no costs associated with participating in this research project, nor will you be paid.

### **Do I have to take part in this research project?**

Your participation is voluntary. You can withdraw at any stage or any unprocessed data you have supplied. You are free to do so without negative consequences.

If you decide to participate, you will be asked to sign and return a consent form. By signing, you are telling us that you:

- Understand what you have read
- Consent to take part in the research project

You will be given a copy of this Participant Information and Consent Form to keep.

### **What are the possible risks and benefits of taking part?**

We do not anticipate any risks to your participation in this research. However, if you feel that some of the questions we ask are stressful or upsetting, or you do not wish to answer a question, you may skip it and join back in the next question or stop immediately.

We cannot guarantee or promise that you will receive any benefits from this research; however, you may appreciate exchanging and contributing to the knowledge. Other possible benefits may include discussing and reflecting on practice dilemmas and enablers with other practitioners to raise awareness of issues impacting women with or without children from diverse backgrounds who have experienced or are at risk of family violence to promote their safety.

### **What will happen to information about me?**

By signing the consent form, you consent to the research team collecting and using information from you for the research project. All information you give us will remain confidential. All research data will be anonymous. Your name and contact details will be kept in a password-protected computer file separate from any data you supply. The focus group discussion will be recorded, but we will not ask you to identify yourself. At the end of the focus group discussion, we will de-identify all your identifying information. You will be reminded that the conversations we have between participants in the Zoom interviews must be respected, kept confidential, and not shared with anyone else. Correspondence (such as SMS or emails) between the researcher and you will be deleted when the project has concluded.

No third party will be involved with data analysis. Your individual information will not be identifiable in any publication as a pseudonym will refer you. Any references to personal information that might allow someone to guess your identity will be removed unless you consented for you and/or your organisation to be named.

### **What if I withdraw from this research project?**

If you do consent to participate, you may withdraw at any time. Your withdrawal will not affect your past, current or future relationship with Safe Steps in any way. If you decide to withdraw from the project, please notify the Chief Investigator. If you withdraw before or during the focus group, we will not use any information you provided in our project unless you say you want us to keep them.

After the focus group consultation, you may request to see a summary of key discussions by contacting the Chief Investigator using the contact details above. Because all data collected at the focus group will be anonymous, it will not be possible to know which parts of the interview recordings belong to you. Any data you have already provided cannot be withdrawn.

### **What happens when the research project ends?**

Outcomes and findings from the research will be used to write a toolkit and final report. We anticipate Family Safety Victoria may make the toolkit/final report available through their website. Findings from the research may also be published and/or presented in various forums/webinars. We may write articles that will be available on the internet.

If you would like to be informed of the publications of the study or to receive a summary of the findings, please let the Chief Investigator know after the interview or contact her via the phone number or email address listed above.

### **Further information and who to contact**

This research project has been approved by the Anglicare Human Research Ethics Committee [Ethics approval number 2022-03]. If you want further information concerning this project, you can contact the Chief Investigator at the phone number and email listed above.

### **Complaints**

Should you have any concerns or complaints about the process and/or conduct of the project, you are welcome to contact the Anglicare Victoria Research Ethics Committee's Secretariat on:

Tel: 03 9412 6133

Email: [David.Giles@anglicarevic.org.au](mailto:David.Giles@anglicarevic.org.au)

Any complaint or concern will be treated in confidence and fully investigated. You will be informed of the outcome.

## Consent Form

### TO: Family Violence Specialist Service Practitioners Participants

**Project Title:** Family Violence Crisis Continuum: Articulating and sharing best practice in a family violence emergency

**Reference Number:** Ethics approval number 2022-03

**Chief Investigator:** Dr Yee Man Louie

**Co-Investigator:** Tammy Wallace

I have been asked to take part in the Safe Steps research project specified above. I have read and understood the Participant Information Sheet, and I hereby consent to participate in this project.

I consent to the following:	Yes	No
Audio and/or video recording during the focus group	<input type="checkbox"/>	<input type="checkbox"/>
Taking part in a focus group of up to 6 people	<input type="checkbox"/>	<input type="checkbox"/>
I give my permission for my name to be used	<input type="checkbox"/>	<input type="checkbox"/>
I give my permission for the name of my organisation to be used	<input type="checkbox"/>	<input type="checkbox"/>
I consent to the researchers contacting me again by email or phone to follow up, confirm or clarify information related to this interview	<input type="checkbox"/>	<input type="checkbox"/>
The data I provide during this research may be used by Safe Steps in future research projects in a form that <b>does not</b> identify me in any way	<input type="checkbox"/>	<input type="checkbox"/>

Name of Participant \_\_\_\_\_

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

# Consent Form

## TO: Family Violence Specialist Service Organisations

*(To be used in case of the need for organisational Heads providing consent for staff/patrons to be involved in research)*

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## Acknowledgement by Organisation

I have read and understood the attached Participant Information Sheet.

I give my permission for [staff/patrons] of [name of organisation] to participate in this project according to the conditions in the Participant Information Sheet.

I have been given a copy of the Participant Information Sheet and Consent Form to keep.

The researcher has agreed not to reveal the participants' identities and personal details if information about this project is published or presented in any public forum.

I agree that [name of organisation] MAY / MAY NOT be named in research publications or other publicity without prior agreement.

I / We EXPECT / DO NOT EXPECT to receive a copy of the research findings or publications.

Name of Authorised Person \_\_\_\_\_

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_