

Evaluation of Media Academy Cymru's Cerridwen Programme

Information sheet for young people

Summary of this document

- The Youth Endowment Fund is funding a study of Media Academy Cymru's Cerridwen programme.
- Cerridwen may help you with your personal goals and it may help you be safe.
- The study aims to understand how well Cerridwen is doing and whether it can be improved.
- **If you agree** to take part in the study, you will receive either 1:1 support from a Cerridwen case manager about once a week for six months, or you will receive safety and wellbeing support. This will be decided randomly.
- You will also be asked to complete a questionnaire about how you feel and things you have done in the past. This will happen at the beginning of the study, and again around 5 months later.
- The rest of this document provides more information about (1) the study, (2) what taking part would mean for you, (3) the information we collect and how this will be used, and (4) who to contact if you have any questions.
- If you would like to take part in the study, **please complete the consent form at the end of the document.** We will also ask your parent/carer if it is ok for you to take part.

1. What are we doing

The Cerridwen programme is designed to help young people. It is delivered by Media Academy Cymru (MAC). It is funded by the Youth Endowment Fund (YEF).

It may help you with your personal goals and help make sure you are safe.

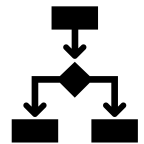
We are doing a study to see whether Cerridwen helps young people and how it could be improved.



2. What will you get

If you agree to take part in this study, you will **either be offered:**

- 1) **MAC Cerridwen Programme.** You will be offered a Cerridwen case manager who will meet up with you and offer you advice.



Or:

- 2) **MAC Safety and Wellbeing support.** You will be offered a MAC youth worker who will meet up with you and offer you wellbeing support.

Whether you receive 1) or 2) above will be decided randomly. This is so that we can see if there are any differences based on the support people receive.

3. Who we are

We are Cordis Bright, a research organisation. Contact details of key team members are on the next page.

Contact details:



Project Manager: Suzie Clements

Email: Cerridwen@cordisbright.co.uk / Telephone: 020 7330 9170



Data Protection Officer: Colin Horswell

Email: ColinHorswell@cordisbright.co.uk / Telephone: 020 7330 9170

4. What will you need to do

If you agree to take part in the study, someone from Cerridwen will ask you some questions about how you are feeling and things you have done in the past. You will answer these questions on a laptop or a phone. This should take around 30-40 minutes.



They will ask you these questions at the beginning of the study before you get any advice or support.

A case manager will also ask you these questions again around 5 months later.

5. Information we collect

MAC will give us some **information about you**, like your name and date of birth.



MAC will give us some **information about the support you receive**, like the number of meetings you have and what topics you covered.

We will collect the information from the questions you are asked about **how you are feeling and things you have done in the past**.

We may also collect data about you from other organisations that may hold data about you, for example, local authorities and the Police.

6. How we keep you safe

If you feel upset by any of the questions you are asked, you should tell your parent or carer or the person you are working with.

The answers you give will be kept secret between us and the researchers unless we think that you or someone else might be at risk of harm. If this happens then we will try to talk to you first about why we want to tell another person or organisation about what you told us.

7. How we use your information

We will use the information you and other young people give us to find out how much Cerridwen has helped people.



We will write a report about what we find. The report will not include your name or any other information that could identify you.

The report will go on to the YEF's website and anyone will be able to read it. We might also put it on our website or in articles and presentations.

8. How we comply with the law

We will only use your information if the law says it's ok. Because this study is interesting and important to lots of people, the law says we can use your information.



We will always keep your information safe. During the study, we only let our research team look at your information.

9. What are your legal rights?

The law gives you rights over how we can use your information. You can find full details of these rights in the information sheet the case manager has given to your parent or carer and in the YEF's archive privacy notice: <https://youthendowmentfund.org.uk/wp-content/uploads/2021/07/YEF-Data-Guidance-Participants.pdf>.

10. After the study finishes

When we finish the study, we'll give your information to the YEF and they will become the 'controller' of it.

They will keep your information in a safe place called the YEF archive.

Information will be kept safely in the YEF archive for as long as it is needed for future research.

The picture on page 6 explains more about what will happen to your information. If you have any questions, you can ask the case manager who is talking to you about this.

You can also see more information in the Privacy Notice that has been given to your parent/the person who cares for you.

11. Do you want to take part?

You can decide whether or not you want to take part in the Cerridwen programme study.



We want lots of people to take part because this helps us to understand what makes a difference for young people.

You do not have to take part in the study – it is up to you. If you do not want to take part, tell your parent or guardian, or the person from Cerridwen you are working with.

If you decide not to take part in the study, you can still get all the support you would normally have. However, you won't be able to take part in Cerridwen.

We will also talk to your parent or the person who cares for you, so they know we have asked you about this. We will also ask for their permission to let you take part.

12. What happens if you change your mind?

You can change your mind about taking part in the study at any time. If you change your mind, tell your parent or guardian, or contact Suzie from the research team. You will still be allowed to take part in Cerridwen.

Once your information goes into the YEF archive it can't be deleted because it needs to be used for future research.

13. How long will we keep your information?

After we have finished the study, we will take all names and other personal details out of the information held by Cordis Bright so no one will be able to know who took part in the study.



We will keep this information for six years after we have finished the final report.

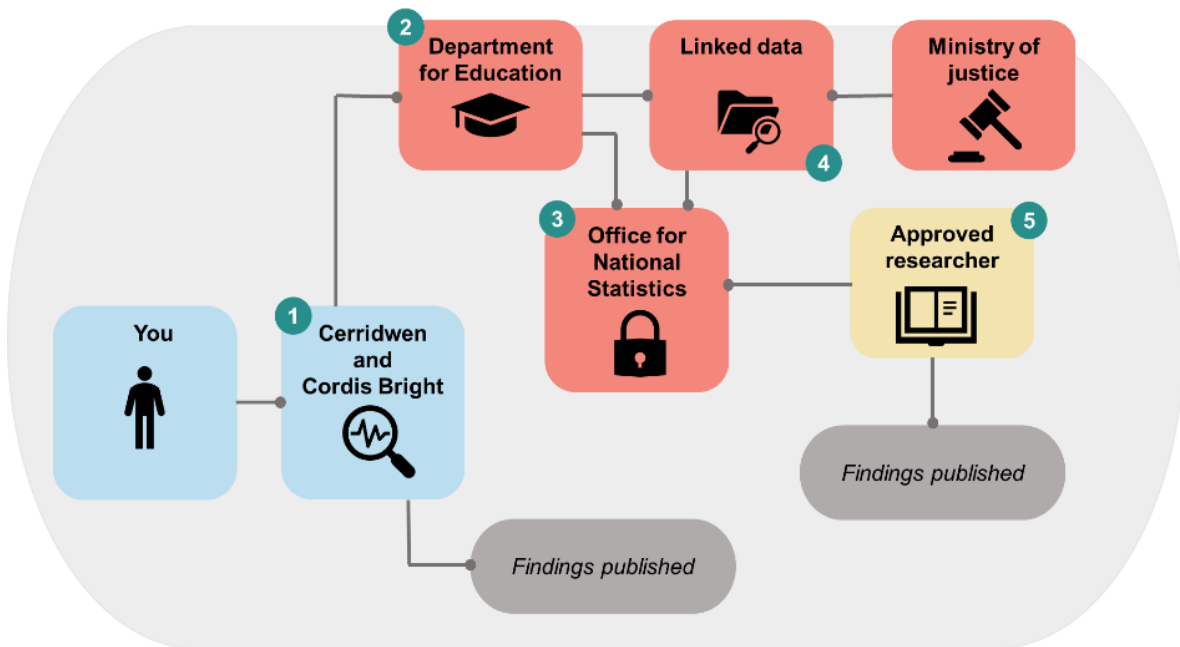
14. Do you have any questions?

If you have any questions, you can ask the person who is talking to you about this. You can also contact Suzie, the Project Manager. Her contact details are in the box on the second page.

If you have any questions about how we will use your information, you can ask our Data Protection Officer, Colin. His contact details are in the box on the second page.

You also have the right to make a complaint to the Information Commissioner's Office (ICO). You can find more information about the ICO and how to make complain to them on their website <https://ico.org.uk/make-a-complaint/>

How your information will be used



1. Information is collected from you and other young people as part of the study to see if Cerridwen is helping you.
2. Personal information (like your name or date of birth) is removed from your records. After this, no one will be able to know who you are when looking at the information.
3. The information will then be held in a safe place called the YEF archive by the Office for National Statistics (ONS). No one can access it without approval.
4. The Department for Education and the Ministry of Justice will link together information on education and crime records that they hold. It will be possible to send information such as this to the ONS to safely match to your information in the YEF archive.
5. Only researchers that the YEF works with will be allowed to safely access your information to see if Cerridwen has helped people.

Agreement statement for young people to take part in the evaluation of the Cerridwen programme

I confirm that:

- I understand the information sheet.
- I have had an opportunity to ask questions.
- I have enough information to make a decision about taking part in the study.
- I understand that I am free to withdraw from the study at any point.

I agree to take part in the study

Yes ☐ No ☐

Signed (young person)

Date

Name in block capitals (young person)

Case manager details

Name in block capitals:

Signature:

Tel:

Email:

One copy for young person to keep and one copy for case manager to return to Media Academy Cymru offices.