



UNIVERSITY OF
BIRMINGHAM

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INFORMATION SHEET FOR SCHOOL STAFF PARTICIPATION

The CANTEEN Study: Free School Meals, Diet Quality and Food Insecurity in Secondary School Pupils: a Mixed Methods Study

You are being invited to take part in the CANTEEN study. The school that you work at is one of several schools in Northern Ireland (NI) and England taking part in the CANTEEN study. The study is being conducted by researchers from Queen's University Belfast and the University of Birmingham and is funded by the National Institute for Health Research. Please take time to read the following information carefully to decide whether or not you wish to take part.

What is the aim of the study?

Not having enough money to buy food is known as food insecurity and is common in UK children. Free School Meals are offered to children based on household income. About 1 in 5 pupils do not take their Free School Meal. The CANTEEN study aims to find out what influences whether pupils in secondary schools in Northern Ireland and England take their Free School Meal, how Free School Meals are related to the quality of the food children eat and their food insecurity and whether changing who qualifies for Free School Meals would impact the food eaten and food insecurity. Understanding these things will help us to improve national Free School Meal policy. To understand this fully, however, we also need to understand the broader school food environment, how school meals are organised, the canteen setting, the school approach to food education and the culture of the school in relation to food, and healthy eating. All of these things are likely to influence school meal uptake in general, as well as uptake of Free School Meals. The findings of the CANTEEN study are intended directly to influence school food policy and practice for the future, with the ultimate aim of improving the nutritional intake of secondary school-aged children. Therefore, we would greatly appreciate your input, by completing this questionnaire.

Why am I being invited to take part in this study?

The school that you work for is taking part in the CANTEEN study.

Do I have to take part?

No, it is up to you to decide whether you take part in this study.

IF YOU ARE HAPPY TO TAKE PART:

Please read this information sheet carefully and contact the research team if you have any questions. If you are happy to take part, please complete the enclosed consent form and questionnaire/ questionnaire link and return to the school.

What happens if I change my mind about taking part?

If you agree to take part in the study, your participation is voluntary and you are free to withdraw at any time, without giving a reason. You can withdraw your data until August 2024 when the questionnaire data will be analysed.

If I take part, what will the study involve?

If you take part, you will be asked to complete a questionnaire on one occasion about food policy and food provision in your school, Free School Meal implementation, School Food Standards or School Education (depending on your job role) and wider school food system influences (e.g. school food leadership, school/parent engagement, pupil consultation mechanisms).

As part of the questionnaire, you will be asked to provide information about yourself (Your school's name and location (England or Northern Ireland), your job title and number of years worked at the school). This information is being collected to capture the demographics of the group of people taking part in the study.

Additionally, if you are a school Senior leadership staff member, within the questionnaire it will be optional for you to provide your full name and email address if you wish, for the purpose of being contacted with more information about taking part in a case study interview with a researcher as part of the CANTEEN study.

What are the benefits and risks of taking part?

There are no anticipated risks to taking part. By taking part in our research, we can help further development of UK policy relating to Free School Meals and help shape the health of future secondary school pupils.

What if there is a problem?

If you have any concerns about any aspects of the study, you can contact the Chief Investigator, Professor Jayne Woodside (Telephone 028 9097 8942; Email j.woodside@qub.ac.uk). Should you remain unhappy and wish to make a formal complaint, you can contact the Research Governance Team at Queen's University Belfast (Telephone: 028 9097 2529; Email: researchgovernance@qub.ac.uk).

Will my taking part in this study be kept confidential?

Yes, all information about you will be kept confidential. Study data (from questionnaires) will be collected via Qualtrics survey software. This will be downloaded by the research team and stored confidentially (anonymised using ID numbers) in a password protected database on a secure server at Queen's University Belfast. If questionnaires are completed using a paper copy, data will be entered onto Qualtrics survey software by the research team. All information will be removed from Qualtrics survey software when study analysis has been completed and checked. Paper copies of the questionnaire collected in England will be stored in a locked filing cabinet in a locked office in a secure building at the Institute of Applied Health Research, University of Birmingham. Paper copy data collected in Northern Ireland will be stored in a locked filing cabinet in a locked office (the Chief Investigators office, room 01.028, Institute of Clinical Sciences A) in a secure building at the Centre for Public Health, Queen's University Belfast. Identifiable information (consent forms) will be stored separately from other data (e.g. questionnaires). On completion of the study, paper copy data stored at the University of Birmingham temporarily during the study will be transferred securely and stored in the Chief Investigators office with the data from Northern Ireland.

As part of the questionnaire, you will be asked to provide information about yourself (Your school's name and location (England or Northern Ireland), your, job title and years worked at the school). This information is known as "Personal data". Your Personal data will be stored in a separate database to other study data. Additionally, within the questionnaire it will be optional for you to provide your full name and email address if you wish to be contacted with more information about taking part in a case study interview with a researcher as part of the CANTEEN study. Your name and email address, if provided, will stored separately to your answers to the study questionnaire and will only be stored until they are used for the purposes of contacting you to invite you to take part in a case study interview.

Only authorised members of the research team at Queen's University Belfast and the University of Birmingham will have access to your Personal data. Your information in anonymised form (using ID numbers) may be shared with collaborating researcher institutions. In some instances, inspectors from regulatory authorities may need to access data for checking the quality of the research. Study documentation will be kept for 10 years from when the study has been completed to allow for full and final publication of the research results and will be held securely by the Chief Investigator. At the end of this period data that are no longer required will be securely destroyed.

This research will be conducted in compliance with data protection legislation. For more information about how we look after your information, how to access your rights and who to contact if you have any queries or concerns about data protection please visit the Queen's University Belfast website -

www.qub.ac.uk/privacynotice/Research/ListofResearchPrivacyNotices/PrivacyNoticeforResearchParticipants.html

What will happen to the results of the study?

A final report will be written at the end of the study and you will have the option of receiving a summary of this report. The results of the study will also be published in scientific journals and other reports for a variety of audiences and presented at scientific conferences and meetings. You will not be identifiable in any of these reports, publications and presentations. Other researchers may be given access to your data but only in anonymised form - they will not be able to link this data to you.

Has this study been approved by an ethics committee?

Yes, this study has been approved by the Faculty of Medicine, Health and Life Sciences Research Ethics Committee at Queen's University Belfast.

What if I have more questions or do not understand something?

You can contact the research team (contact details below) to discuss any questions or concerns you have.

Contact for Further Information:

CANTEEN Study, Centre for Public Health, School of Medicine Dentistry & Biomedical Sciences, Institute of Clinical Science Block A, Grosvenor Road, Belfast BT12 6BJ.

Email: canteenstudy@qub.ac.uk

Researcher contact for all schools in Northern Ireland:

Dr Sarah Moore, CANTEEN study Research Fellow, Centre for Public Health, School of Medicine Dentistry and Biomedical Sciences, Queen's University Belfast, Institute of Clinical Science Block A, Grosvenor Road, Belfast BT12 6BJ.

Email: sarah.moore@qub.ac.uk

Tel: *Insert phone number*

Researcher contact for all schools in England:

Estera Sevel, CANTEEN study Research Associate, Institute of Applied Health Research, College of Medical and Dental Sciences, The University of Birmingham, Murray Learning Centre, Edgbaston B15 2TT.

Email: e.sevel@bham.ac.uk

Tel: 0121 414 2851 or 07729725735

CANTEEN study Chief Investigator

Professor Jayne Woodside, Centre for Public Health, School of Medicine Dentistry and Biomedical Sciences, Queen's University Belfast, Institute of Clinical Science Block B, Grosvenor Road, Belfast BT12 6BJ.

E-mail: j.woodside@qub.ac.uk

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THANK YOU FOR CONSIDERING TAKING PART IN THIS STUDY.