

Conceptualising Vulnerability

Information form - professionals

Study information

You are being invited to take part in an online focus group about conceptualisations of vulnerability in education and social care. The aim is to include your views in a discussion paper on the subject for Ofsted, who are funding this work.

We are inviting you to take part because you have professional expertise relevant to this work. As part of the study we are looking to talk with education and social care professionals, and at a later stage with children, young people, parents/carers, and adult learners.

If you would like to take part, it is important that you understand what this will involve. Further information is set out below to help you decide.

Focus groups: what to expect

If you agree to take part in the focus groups:

- We will invite you to two online focus groups with other professionals working in education and/or social care where you will have an opportunity to share your views in small breakout groups (up to 12 professionals). These are due to take place in October-November 2024 (Round 1), and between December 2024-January 2025 (Round 2):
 - Round 1 sessions will be 90 minutes
 - Round 2 sessions will be 2 hours
- In the focus group (Round 1, October-November) the researchers will ask for your views and reflections on an initial literature review we will be undertaking about how vulnerability is conceptualised and you will be invited to shape the second phase of stakeholder engagement. You will likely be questioned about:
 - your own working definitions of vulnerability and inclusion
 - your response to emerging themes from our literature review on the topic
 - your ideas regarding potential measurement and metrics
- You will not have to answer any questions that you don't want to.
- We will emphasise to participants the importance of not sharing the details of what has been discussed outside of the focus group – though of course, we are not able to guarantee this.
- We will invite you to the Round 2 focus group and will provide information about that session at that time. Consenting for this first focus group does **not** oblige you to take part in the second round.

- The group discussion will be audio and video recorded using MS Teams to ensure notes are accurate. The recording and notes will be stored securely and deleted within 3 months of project completion.
- A member of the NCB research team will be able to answer any questions you have, including any access needs / assistance to enable you to take part (see contact details below).

What are the benefits of taking part in this project?

This study is designed to inform the development of evidenced based recommendations for Ofsted. The first focus group is a chance to discuss initial findings from the literature and data, and make suggestions for the second round of focus groups. Your participation will contribute towards the shape of our discussion paper and – if you participate in the second phase (Dec 2024 – February 2025) - the final report we produce.

Your rights

Participation in the study is voluntary. You have the right to withdraw. If you change your mind about taking part you can choose not to join the session, or leave during it without giving a reason. If you do this, a member of the research team may contact you to confirm you wish to withdraw. You can ask us not to contact you again.

If you change your mind after taking part, please contact LTrend@ncb.org.uk within **two weeks** of the focus group and we will remove your information. After this point, we will have removed identifying information and withdrawal may not be possible.

We may contact you about taking part in the second round of focus groups (December 2024 – February 2025); there is no obligation to do so and you can decide if you want to do this later. We will provide you with new information and consent forms for this second round.

How information you share will be used

The information you share- i.e. the views and comments you provide in the focus group - will be included in the discussion paper. However, we will remove all identifying details before we send this to Ofsted.

The recording of the interview, and any notes staff make, will be stored securely on NCB's computer system. The only exception to this is if we need to send the recording to a company that will write a transcript of the discussion. We will delete the transcripts three months after the study is finished. The original audio and video recordings will be deleted once transcription is complete. The consent forms will be held for up to two years after project completion.

We will not use identifiable information about you, your place of work, or any children and families you work with in the reports from this work.

Transcripts and personal information will **not be shared with Ofsted and your participation will have no impact on inspection and / or regulation of services and providers you represent.**

There are rare circumstances where we may need to share confidential information with others: if you say something that indicates you or others are at risk of harm, or information relating to illegal acts and corruption.

Any questions?

If there are any parts of this information sheet you do not understand, or you would like to ask some questions, please contact LTrend@ncb.org.uk

If you have any concerns relating to this project, please contact LTrend@ncb.org.uk. Should you have any complaints, NCB's complaint procedure can be found [here](#).

Kiran.Singh@ofsted.gov.uk is the named contact at Ofsted for any queries.

Ofsted complaints process can be found [here](#).