Phase 1 Participant Information Sheet for ACCO Staff (please retain a copy)

Inclusive Practice Training for ACCOs working with LGBTQA+ Youth and their Families

A copy of this Information Sheet can also be found on <https://www.telethonkids.org.au/our-research/brain-and-behaviour/mental-health-and-youth/youth-mental-health/>. You can get to this webpage by typing “Telethon Kids Institute Youth Mental Health Team” in your search engine.

This phase of the project will assess what training ACCOs need to work with Aboriginal and Torres Strait Islander LGBTQA+ youth and their families.

This project runs from 2021-2023.

**Our aims:**

* Determine ACCOs’ training needs
* Develop a *Needs Assessment* of ACCOs’ training needs
* Help ACCOs provide better support for Aboriginal and Torres Strait Islander LGBTQA+ young people and their families

**Who can take part:**

You can take part in this study if you are:

* Employed by a registered ACCO that has agreed to participate in this research
* Over the age of 18 years
* Able to give informed consent to participate in research

**Why me?**

You are being invited to participate in this study because you are employed by an Aboriginal organisation that works with Aboriginal and Torres Strait Islander LGBTA+ youth and their families.

**What will I be asked to do?**

You will be asked to participate in a **3-hour** focus group about inclusive training needs with approx. 4 other staff members of your organisation. Focus groups will take place via teleconference (except in Perth, where focus groups will take place in-person at your organisation). The focus group will be recorded and transcribed, but the recording and transcription won’t be shared with anyone except the research team.

During the focus group you will be asked to talk about your views on inclusive practice, your experience working with LGBTQA+ youth and their families, what training you think you and other ACCO staff need, how to make training effective, and what changes you think your organisation can make.

The focus group will be facilitated by an Aboriginal researcher.

If you wish to take part in this study, but do not want to take part in a focus group with other staff members at your organisation, please contact a member of the research team. You may be able to be interviewed individually.

Please contact Bep Uink (Bep.Uink@telethonkids.org.au or 08 9360 1783) to arrange a time for your focus group.

**How will taking part in this project help me and my community?**

By taking part in this project, you will increase the capacity of ACCOs to provide appropriate and inclusive care for Aboriginal LGBTQA+ youth and their families.

**Will I be paid for taking part in this research?**

This workshop will take place during your ordinary work time. As such, you will **not** be reimbursed for taking part in this study, but you will be paid your standard wage/salary for your work time. However, your organisation will be reimbursed $750 per focus group for you and your colleague’s time.

**What happens if I don’t want to take part?**

You don’t have to! Participation in this study is entirely voluntary and written consent is required before you take part in the study. There are no expectations by the research team that you will participate. If you feel pressured to take part in this study, please contact our research team.

**Who is involved in the project?**

This project is paid for by the Department of Health. It is run by researchers at the Telethon Kids Institute, Murdoch University and Edith Cowan University. The team includes researchers who are Aboriginal, LGBTQA+, and Aboriginal *and* LGBTQA+. The Chief Investigator for this project is Dr Bep Uink. Please contact the Chief Investigator for the names of other researchers.

We are working with a range of Aboriginal Community Controlled Organisations across Australia.

**What will happen to my information?**

The focus groups will be summarised and aggregated into a national *Needs Assessment*. This will be given back to all participating organisations, and also publicly available and free to access.

What you say in the focus group will be recorded and transcribed. The transcription will be de-identified (i.e. your name and any other identifying information will be removed) and stored in a secure drive that only members of the research team have access to.

We will ask you to review the *Needs Assessment* before it is published. If there’s anything you said during the focus group that you don’t want included in the *Needs Assessment*, please let the research team know and it will be removed. If you would like anything you’ve said removed, please let the team know prior to 31st January 2022.

The Intellectual Property for the design, data and results of this project is held by the Telethon Kids Institute. Any publications that arise from this research will be the shared Intellectual Property of the research team and any community member that co-authors the publication. Community members will be asked if they want to co-author publications arising from the project, however, this will mean their identity is made public. Therefore, co-authors cannot change their mind about authorship after papers and reports have been published.

**Will anyone else know what I’ve said?**

What you say during the focus group is confidential. Only the other staff members in the focus group and the facilitator will know what you’ve said. That said, while we can encourage that people will keep your identity and contribution confidential, we cannot guarantee it. Your name will not be included in the transcripts or any published results, and nothing you’ve said will be linked back to you.

The *Needs Assessment* will be aggregated nationally – this means that no one (including your organisation) can identify what was said in your focus group.

Please DO NOT share what other participants have said with people who did not take part in the focus group. Your information *and other participants’ information* is strictly confidential.

**What are the possible risks?**

We will ask questions about your views on inclusivity, experiences with Aboriginal LGBTQA+ young people, and organisational needs. These questions may make you feel upset or comfortable. You may disagree with other members of your focus group and become heated. The research team will mediate any conflict and end the focus group if it is unable to progress because of disagreement between participants, however this is very unlikely to happen.

The research team will provide you with a wellness plan, including a list of places you can go for support, before the interview begins. If you require further support after participating in this research you can call Lifeline on 13 11 14 or your Employee Assistance Program \*insert details for specific organisation\*.

While we ask that participants do not share anything said in the focus group with other people, the research team cannot guarantee that other participants will not share what you have said. In particular, if you have given negative feedback about your organisation or other staff members, other participants may share this with the people concerned.

**Cultural information**

You are not expected to tell us about any cultural information or practices that should not be shared. Please let a member of the research team know if you are unsure whether there are cultural restrictions around any information you share.

**Complaints**

If you would like to complain about the project, you can speak to:

* Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS)
	+ The Executive Director of Research, OR The Chair of the AIATSIS Research Ethics Committee
	+ Email: ethics@aiatsis.gov.au
	+ Address: 51 Lawson Crescent, Acton ACT 2601
* Office of the Australian Information Commissioner
	+ Online enquiry form: <https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=APC_ENQ>
	+ Phone: 1300 363 992 (call-back service)
	+ All contact details and complaint information available at: <https://www.oaic.gov.au/about-us/contact-us/>

**Ethics Approval**

The ethics of this research project have been approved by the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) (EO232-20210114).

If you have questions or worries about the study, please contact Bep Uink at Bep.Uink@telethonkids.org.au or 08 9360 1783.