

Faculty of wellbeing, education, language and sport

Study related to Masters module ‘E822 Multidisciplinary dissertation: Education, Childhood and Youth’

Letter to Setting Gatekeepers: E822 Dissertation

Dear [enter name]

I am currently studying on the Masters module ‘E822: The Multidisciplinary Masters Dissertation: Education, Childhood and Youth’ at the Open University in the Faculty of Wellbeing, Education, Language and Sport. My studies are being supervised by my Open University personal tutor, supported by the module team [WELS-ECYS-Masters@open.ac.uk](mailto:WELS-ECYS-Masters@open.ac.uk) and follow research protocols reviewed and supported by the Open University Human Research Ethics Committee. As part of my studies, I would like to request whether I could develop a Small-Scale Investigation (or SSI form of the dissertation), which would involve data collection in your setting (using interviews, observation, collection of documents and/or questionnaires). I will be able to provide further details about which methods I would like to use as my studies develop during the module.

Information collected from all participants will be kept confidential, de-identified to remove identifying features of individuals and the setting, and stored securely on password protected devices. Original notes and digital files will then be destroyed. I confirm that no information leading to the identification of your setting or the individual participants will be included in my submissions to the University or in any related publications. If there is a disclosure of a safeguarding nature during data collection, then, as will have been explained to the participants in advance of data collection, this will be immediately passed to the setting Designated Safeguarding Officer. Please could you confirm how best to contact them.

Your setting and participants’ involvement are voluntary. To help you in making a decision, the University have provided Guidance for Setting Gatekeepers, which I attach. [NB. remember to attach this]. You can withdraw permission for the study to take place as outlined in this Guidance. Your colleagues and children/young people in the setting who are invited to provide data as participants can also withdraw their consent and request destruction of data collected up to two weeks after each form of data collection has taken place. I will respect these wishes. In this situation, for any interview or observation assuming there is time, I would like your support in contacting alternative participants to collect sufficient data for my research. I do have the option of carrying out an Extended literature review and research Proposal (or EP form of the dissertation) which would not require any data collection during my studies and I am happy to discuss this with you, if you would like to explore that I chose this option.

If I am carrying out the SSI form of the dissertation, I am required by my University to complete a jointly signed Dissertation Ethical Agreement Form in [add date] November as part of my first assessment on the module. If you are happy for me to develop a dissertation on the basis outlined above, I would like to discuss this with you to further explain my plans. This would allow me to explain more about my studies and these requests, including the timeline and processes and protocols for ethical research in this setting. Please suggest a suitable date and time or guide me to the most appropriate person to consider these requests.

Yours sincerely

[Your name]