

## Staffordshire University Ethical Framework

The ethical approach underpinning our work has been developed in partnership with Staffordshire University.<sup>1</sup> The following check list is used by us to ensure our work meets these standards.

<b>Planning the Research</b>	
Why are you undertaking the consultation?	Has the information been collected before? Are the methods you intend to use appropriate for the results you hope for?
<b>Before you start your session</b>	
Have your participants given informed consent?	Have you been clear why you are carrying out the consultation? Explain who it is for and how the results will be used. Explain how their role in the consultation will be identified in the results. Make it clear how the outcomes of the research will be publicised. Make it clear how they can have access to the results of the consultation. Do participants understand that they are completely free to say what they want or stop if they feel uncomfortable?
<b>After you have done your consultation</b>	
Is the information accurate? How have you interpreted the information?	Do the results from different sources support each other? Have you involved any of the participants in interpreting the information gained through consultation? Have you fed back your findings to participants and asked for their comment?
Are the recommendations you intend to make drawn from the research?	Action plans and service changes that result from consultation should cite research it is based on.  If research is used for a purpose other than for which it was intended you need to have permission for its use from participants.

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<sup>1</sup> Ethical Guidelines were developed with the Creative Communities Unit, Staffordshire University to gain ethical approval for work undertaken as part of Developing Approaches to Consultation.