



---

# Recruitment into LYPS

---



---

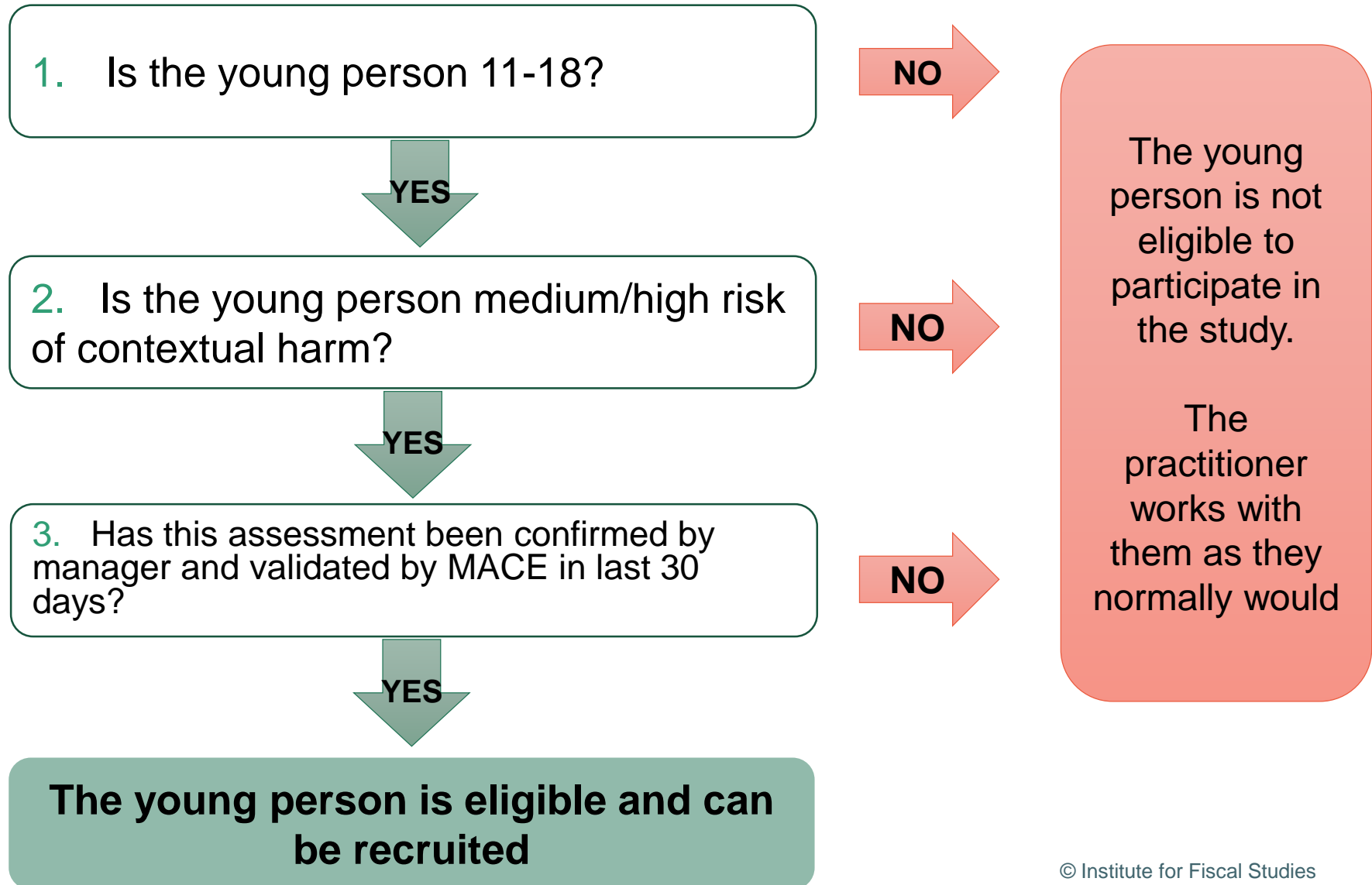
# Recruitment into LYPS

---

# What does it mean to recruit a young person in the study?

- Recruitment is a stage during which an eligible young person:
  - Becomes informed about the study
  - Makes an informed decision about whether to participate
  - Provides formal consent to participate
- Recruitment may take one or more sessions with the practitioner
- Recruitment can start when:
  1. The young person is allocated to a team of practitioners in the LA
  2. The team manager has allocated the young person to a practitioner
  3. The young person has been assessed to be **eligible** for the study

# Who are eligible for LYPS?



# Recruitment steps check list



1. Watch the **LYPS Explainer video**
2. Provide and explain the **Information Sheet**
3. Watch the Privacy Video and read the **Privacy Notice**
4. **Answer any questions** young people have
5. Complete **consent forms**

# 1. LYPS Explainer Video

- Show the [London Young People Study Explainer Video](#) to the young person.
- The 2-minute animated video:
  - Explains what it means to be a participant in LYPS
  - Outlines what this process will look like
  - Captures/visualizes key information in a more accessible way



*Young people should be recruited in the study – not into a specific form of support. No mention of whether they will be receiving Your Choice or not should be disclosed before consent is obtained.*

# 2. The Information Sheet

- Provide a hard copy of the Information Sheet for young people at the start of recruitment
  - If a young person is under 16, also provide the Information Sheet for parents
- The information Sheet explains what LYPS is, how it will work and why the young person has been invited to participate.
- Explains what information the Evaluation team collects, how this is kept safe and what happens it after the study.
- Outlines what the young person's options are if they decide not to participate in the study or if they change their mind.

**THE LONDON YOUNG PEOPLE STUDY**  
Information Sheet for Young People

My name is Imran Rasul.

I am a Researcher and Professor.

I want to understand how we can best support young people to keep safe and healthy.

We would like you to help us.

This sheet is to help you decide whether you would like to take part. Before you decide take time to read this information.

If anything is unclear, please speak with your parent or carer, the professional who has given you this information sheet, or email me at: [LondonStudy@ifs.org.uk](mailto:LondonStudy@ifs.org.uk)

Who are we?



We are based at the Institute for Fiscal Studies and the Anna Freud Centre.

I was born and raised in London, I want to try hard to find ways that help young people in London be safe and healthy.

All my team care about this project and believe it can help young people's lives.

In their work, they have seen how young people from certain groups are much less likely to be listened to. Meeting different groups will help how young people are supported by professionals and make sure support meets their needs.



*It is very important that practitioners familiarise themselves with the information sheet and are prepared to answer any questions young people may have.*

# 3. Privacy Notice and Video

- Show the [privacy notice video](#) on your tablet and provide a hard copy of [privacy notice](#)
- This document outlines what information is collected as part of the study, how this information is handled and stored in line with the law.
- The privacy notice also explains what options young people have if they want to correct or delete their personal data
- The privacy video breaks down and visualises these concepts to make the information more accessible

**THE LONDON YOUNG PEOPLE STUDY**  
PRIVACY NOTICE FOR YOUNG PEOPLE

**What is a privacy notice?**

A privacy notice is an important document which tells you how we use and look after information that we have got about you (or a child in your care).

**Who are we?**

There are three key organisations involved in the processing and storing of your information. These are the Institute for Fiscal Studies (IFS), the Anna Freud National Centre for Children and Families (AFC) and the Youth Endowment Fund (YEF). Our contact details can be found at the end of this privacy notice.

**Who is responsible for looking after the information you have about me?**

“Data controller” is a legal phrase, which tells you who makes the decisions about how your information will be used and looked after. During the study, the Institute for Fiscal Studies (IFS) and the Anna Freud Centre (AFC) are what’s known as “joint data controllers”. This means that IFS and AFC are jointly responsible, for processing and looking after your information whilst the data are being collected and analysed by the team.


When the study is finished in the second half of 2024, your information will be handed over to Youth Endowment Fund (YEF), who have funded the study. This means that YEF will then become another “data controller” along with the Institute for Fiscal Studies who will keep a copy of your personal data for a minimum of ten years. AFC will no longer be a data controller. YEF will store your information in a safe and secure place called the YEF archive. You can find out more about this here (<https://youthendowmentfund.org.uk/evaluation-data-archive/>), where you can find a copy of their privacy statement.

**What information do we collect about you?**

The information that we collect, use, store and will share with YEF at the end of the study will include personal information about you. Some of this information will be given to us by you and some of this will be given to us by your youth practitioner.

The information that we will ask you to tell us will include:

- Your name and contact details
- Your parents name and contact details (if you are 15 or below when you sign up to the study)
- Information about your thoughts, feelings and behaviour that you share with us as part of the questionnaires

 Institute for Fiscal Studies 



# 4. Answering Questions

- Go over the documents and video materials with the young person in detail to ensure they understand what being a study participant will mean
- Provide time for young person to think through their decisions and ask questions.
- Answer any questions the young person or their parents might have about the study.
- [Consult the FAQ](#) or contact the Evaluation team at [LondonStudy@ifs.org.uk](mailto:LondonStudy@ifs.org.uk) if there are unanswered questions



# 5. Informed consent

- A young person can only participate in the study if they consent to participate and have a sufficient understanding of what they are consenting to.
- To provide consent, the young person needs to fill out the online [consent form for young people](#)
- If they are 11-15, a parent/guardian also needs to fill out the online [consent form for parents](#)
  - Children aged 11-15 can participate **only if** both they and their parent/guardian have provided consent
  - Online consent form for parents can be sent by email

**THE LONDON YOUNG PEOPLE STUDY**  
**CONSENT FORM FOR YOUNG PEOPLE AGE 16-17**

Hello!

We are thrilled that you are interested in taking part in the London Young People Study!

Please complete this form after you have read the Information Sheet and discussed it with your practitioner.

Please read each sentence and tick the box if you agree:

1. I have read the Information Sheet for this study.	<input type="checkbox"/>
2. I have had the opportunity to ask questions about the study and how my personal information will be used, and these questions have been answered. I understand what will be involved.	<input type="checkbox"/>
3. I understand what working with the team supporting me may involve, and I am happy to work with them.	<input type="checkbox"/>
4. I have enough information to decide whether to participate in the study.	<input type="checkbox"/>
5. I understand that I am free to stop taking part at any point and can request to have my information removed from the YEP archive until 30th November 2022.	<input type="checkbox"/>
6. I understand that all personal information will be kept private and stored securely.	<input type="checkbox"/>
7. I understand that the researchers will link the information they collect on me to my records held by the Department for Education and Ministry of Justice (if any) but neither the Department for Education nor the Ministry of Justice will be able to see my information collected as part of this study.	<input type="checkbox"/>
8. I understand that I will never be identified in any publications or websites.	<input type="checkbox"/>
9. I agree to taking part in the above study.	<input type="checkbox"/>

If you would like to have a discussion (which will be recorded) with a researcher about your experience working with your practitioner, please tick this box:

Please enter your contact details so that we can send you vouchers when you complete questionnaires

First name	Signature
Last name	
Email address	Telephone number
First line of address	Postcode

# What if the young person doesn't want to participate in the study?

- If the young person doesn't want to participate in the study, they have the right to receive the service they would normally receive
- It is for the Local Authority to decide what type of support they best need, regardless of the study
- However, these individuals will not contribute to LA target number of young people to receive *Your Choice* as part of the evaluation, and no data will be collected on them

*We encourage practitioners to try and understand the reasons why the young person does not want to participate in the study and relate these to their LA SPOC so they can take note of this in the LA Workbook*

# Important guidance for recruitment

- As practitioners, you know whether you are trained or not and hence whether the young person will be receiving *Your Choice*
- HOWEVER, at the time of recruitment, it is imperative that young people are presented **the same information about the study whether or not they will be receiving *Your Choice***
- That is, **young people should be blind to their treatment condition at the time of recruitment**
- When recruiting, practitioners should introduce the study by saying that practitioners work in a variety of ways with young people and the study aims to shed light on which way(s) work best at helping them

The Institute for Fiscal Studies  
7 Ridgmount Street  
London  
WC1E 7AE

[www.ifs.org.uk](http://www.ifs.org.uk)

