

## **Appendix 1**

### **Information Sheets, Consent Forms, and Ethical Approvals**



**social development**  
Department:  
Social Development  
REPUBLIC OF SOUTH AFRICA



**health**  
Department:  
Health  
REPUBLIC OF SOUTH AFRICA



**basic education**  
Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA



## INFORMATION SHEET ADULT CAREGIVERS

**Dear Sir or Madam:**

You and your child are being invited by Oxford University to take part in a research study called **Supporting Families in South Africa**. Before you decide, it is important for you to understand why the research is being done and what it will involve.

Please take time to read the following information carefully and discuss it with others if you wish. If there is anything that is not clear or if you would like more information, please ask us.

Thank you for reading this.

### **What is the purpose of this study?**

The purpose of this study is to better understand how we can improve the lives of children and families in South Africa. We will be asking how a family-based support programme might help you and your children cope with stress and challenges in your lives. This programme involves 10-14 weekly sessions for children and their caregivers.

### **Who can take part?**

Caregivers and their children who are between the ages of 8 and 17 and have lost one or both parents or have a sick carer.

Only 1 child per family can take part. In order to take part, both you and your child will have to provide consent.

### **Do I have to take part?**

It is up to you to decide if you do not want you and your child to take part. If you decide to take part, you will need to fill in the enclosed form for yourself and your child.

If you agree to your child taking part, then your child will also be given an information sheet and asked to sign a consent form.

Both you and your child can withdraw at anytime from the study without giving a reason. There will be no penalty for withdrawing from the study.

### **What would happen if my child and I take part?**

- Both you and your child will have the opportunity to take part in a family support programme over 10-14 weekly sessions.
- The programme will include activities both during the sessions and for practice at home. Although you will be encouraged to take part in the activities, you do not need to do anything you don't want to.
- Everyone taking part will be divided into 2 groups. One group will take part in the programme first. The other group will take part 12 months later. In order to be fair, you will be randomly assigned to either group.
- *Everyone will have the opportunity to take part if they want to.*

- Before the programme begins we will be asking you questions about your emotions, thoughts, and relationship with your child. This interview should take about 1 hour.
- We will also be asking your child similar questions.
- Both you and your child do not need to answer any questions that you do not wish to answer.
- During the programme, we will be video recording some of the sessions to document how it is being implemented by the facilitators. If you do not want to have your photo taken or videoed, please tell us and we will be happy to oblige.
- After the programme ends, we will return to ask you and your child the same questions we did at the beginning of the study. This will help us understand if there is any change in your life and your child's life.
- We will also ask you questions about whether you think the programme is useful, how we can improve it, and whether you think other families would benefit from it.
- Both you and your child can decide to stop the study or programme at any time. There will be no penalty or denial of services if you decide to leave the study or programme.

### **What will happen to the information I provide?**

Taking part in this study means that you share some personally identifying information with us such as your name, address, and phone number. This personally identifying information will never be given to others. You will be given a unique study number so that your name will not be known by anyone outside of the research team. This means that only the research team will have access to this information about who you are.

The research team will protect your personal information and comply with all applicable laws. All of the information will be stored in a locked file cabinet and only research staff working on this study can look at this information.

### **What will happen to the results of the research?**

Any research publication would not identify you or your child individually. After the study is finished, we would be delighted to share with you the results as soon as they are available.

### **Who has reviewed the study?**

This study has received ethical approval from human University of the Oxford Central University Research Ethics Committee (approval number: SSD/CUREC2/11-40)

### **Who is responsible for this study?**

Dr Lucie Cluver and Dr Mark Boyes, from Oxford University and the University of Cape Town are the Principal Investigators for the study.

### **Benefits**

You will receive no direct payment for taking part in this study. The information you provide is aimed to improve the types of programs and services provided in your community and other communities. We will also provide a nutritious meal every session.

### **Questions**

Please ask the research team if you have any questions or concerns about this study.

### CONSENT FORM - ADULT CAREGIVERS

You will be given a copy of this information sheet and consent form to keep. Taking part in this study is voluntary. This means you and your child can refuse to be a part of this study. Also, you and your child can decide to withdraw from this study at any point without anything negative happening or you losing any benefits you might have. If you wish to stop at any time, just tell anyone on the research team.

Have you read or been read this information and understood the information given here?

Yes  No

Have you had any questions answered by the research team, received answers, and been able to ask for additional information?

Yes  No

Do you understand that you and your child can stop taking part in the study without penalty at any time by telling any member of the research team?

Yes  No

Do you understand who will have access to your data, how this data is stored, and what happens to the data at the end of the study?

Yes  No

Sign your name if you understand what is expected to take part in the study and agree to take part:

\_\_\_\_\_  
Signature of Person Giving Consent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Date

\_\_\_\_\_  
Place

\_\_\_\_\_  
Signature of Person Witnessing Consent  
(only if participant has literacy problems)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Place

\_\_\_\_\_  
Signature of Researcher Gaining Consent



social development  
Department:  
Social Development  
REPUBLIC OF SOUTH AFRICA



health

Department:  
Health  
REPUBLIC OF SOUTH AFRICA



basic education

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA



UNIVERSITY OF  
OXFORD

## INFORMATION SHEET CHILDREN

### Dear Learner:

You and your guardian have been invited by Oxford University to take part in a research study called the **Supporting Families in South Africa**. Before you decide, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. If there is anything that is not clear or if you would like more information, please ask us.

Thank you!

### What is the purpose of this study?

The purpose of this study is to better understand how we can improve the lives of children and families in South Africa.

We will be examining how a family support programme helps you cope with stress and challenges in your lives.

This programme involves 10-14 weekly sessions for children and their guardians.

### Who can take part?

You can take part in this study if you are between the ages of 8 and 17.

Your primary guardian has also been invited to take part. This is the person who takes care of you on a daily basis and is responsible for your wellbeing.

In order to take part, both you and your guardian will have to agree to be part of the project.

### Do I have to take part?

Not at all! It is up to you to decide if you do not want to take part. If you decide to take part, you will need to fill in the enclosed form.

You can leave the study at anytime without giving a reason. There will be no penalty for withdrawing from the study.

### **What would happen if I take part?**

- You will have the opportunity to take part in the family support programme over 10-14 weekly sessions.
- The programme will include learning activities both during the sessions and at home. Although you will be encouraged to take part in the activities and all the sessions, you do not need to do anything you do not wish to do.
- Everyone taking part will be divided into 2 groups. One group will take part in the programme first. The other group will take part a few months later. In order to be fair, you will be randomly placed into one of the groups.
- *Everyone will have the opportunity to take part if they want to.*
- Before the programme begins we will be asking you questions about your emotions, thoughts, and relationship with your caregiver. This interview should take about 1 hour.
- We will also be asking your caregiver similar questions.
- You do not need to answer any questions that you do not wish to answer.
- During the programme, we will be video recording some of the sessions to document how it is implemented by the facilitators. If you do not want to have your photo taken or videoed, please tell us and we will be happy to oblige.
- After the programme ends, we will return to ask you the same questions we did at the beginning of the study. This will help us understand if there is any change in your life and your relationship with your guardian.
- We will also be asking you questions about whether you think the programme is useful, how we can improve it, and whether you think other children and families would benefit from it.
- You can decide to stop the study or programme at any time. There will be no penalty or denial of services if you decide to leave the study or programme.

### **What if the questions bother me or if I don't want to answer any questions?**

You can stop at any point, and you do not have to give a reason. You can also contact the research team at any point, and say that you want your answers about certain questions to be destroyed, which we will do straight away.

### **What if I want to talk to someone about something that comes up?**

If you want to talk to someone about anything that has come up from this, you can tell one of the researchers or contact the research team at 082 424 5691.

**What will happen to the information I provide?**

Anything you tell us about yourself will be private and not told to anyone else. Any information about you would have your name and address changed so that you cannot be recognised from it.

However, during this study, it may become clear that you are suffering from serious difficulties. If so, the interviewer will explain to you some possibilities for further help. If there is a safety issue, we may contact a welfare organisation for you. All this will be talked over with you first.

All of the information will be stored in a locked file cabinet and only research staff working on this study can look at this information.

**What will happen to the results of the research?**

The results of this study will be used to help the government and others to make policies for young people and families in South Africa.

**Who has reviewed the study?**

This study has received ethical approval from the University of the Oxford Central University Research Ethics Committee (approval number: SSD/CUREC2/11-40)

**Who is responsible for this study?**

Dr Lucie Cluver and Dr Mark Boyes from Oxford University and the University of Cape Town are the Principal Investigators for the study.

**Benefits**

You will receive no payment for participating in this study. We will provide a nutritious meal for every session.

**Questions**

Please ask the research teams if you have any questions, comments, or concerns about this study.



## CONSENT FORM - CHILDREN

You will be given a copy of this information sheet and consent form to keep. Taking part in this study is voluntary. This means you can refuse to be a part of this study. Also, you can decide to withdraw from this study at any point without anything bad happening. If you wish to stop at any time, just tell anyone on the research team.

Have you read or been read this information and understood the information given here?

Yes  No

Have you had any questions answered by the research team, received answers, and been able to ask for additional information?

Yes  No

Do you understand that you are free to stop at any time without giving any reason and that this will not change any support or help you are getting?

Yes  No

Do you understand who will have access to your data, how this data is stored, and what happens to the data at the end of the study?

Yes  No

Sign your name if you understand what is expected to take part in the study and agree to take part:

\_\_\_\_\_  
Signature of Child Giving Consent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Name of Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Place

\_\_\_\_\_  
Signature of Researcher Gaining Consent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Place





## CONSENT FORM FOR FOCUS GROUPS AND INTERVIEWS ADULT CAREGIVERS

You will be given a copy of this information sheet and consent form to keep. Taking part in this study is voluntary. This means you and your child can refuse to be a part of this study. Also, you and your child can decide to withdraw from this study at any point without anything negative happening or you losing any benefits you might have. If you wish to stop at any time, just tell anyone on the research team.

Have you read or been read this information and understood the information given here?

Yes  No

Have you had any questions answered by the research team, received answers, and been able to ask for additional information?

Yes  No

Do you understand that you and your child can withdraw from the study without penalty at any time by telling any member of the research team?

Yes  No

Do you understand who will have access to your data, how this data is stored, and what happens to the data at the end of the study?

Yes  No

Sign your name if you understand what is expected to take part in the study and agree to take part:

\_\_\_\_\_  
Signature of Person Giving Consent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Name of Child

\_\_\_\_\_                      \_\_\_\_\_  
Date                                      Place

\_\_\_\_\_  
Signature of Person Witnessing Consent  
(only if participant has literacy problems)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_                      \_\_\_\_\_  
Date                                      Place

\_\_\_\_\_  
Signature of Researcher Gaining Consent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_                      \_\_\_\_\_  
Date                                      Place



social development  
Department:  
Social Development  
REPUBLIC OF SOUTH AFRICA



health  
Department:  
Health  
REPUBLIC OF SOUTH AFRICA



basic education  
Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA



## FOCUS GROUPS & INTERVIEWS INFORMATION SHEET COMMUNITY HEALTH WORKERS

### Dear Sir or Madam:

You are being invited by Oxford University to take part in a research study called **Supporting Families in South Africa**. Before you decide, it is important for you to understand why the research is being done and what it will involve.

Please take time to read the following information carefully and discuss it with others if you wish. If there is anything that is not clear or if you would like more information, please ask us.

Thank you for reading this.

### What is the purpose of this study?

The purpose of this study is to better understand how we can improve the lives of children and families in South Africa.

We will be developing a family-based support programme to help families cope with stress and challenges in their daily lives.

### Who can take part?

Community health workers who work in the community providing care and support to children and adults.

### Do I have to take part?

It is up to you to decide if you do not want to take part. If you decide to take part, you will need to fill in the enclosed form.

You can withdraw at anytime from the study without giving a reason. There will be no penalty for withdrawing from the study.

### What would happen if I take part?

- You will have the opportunity to take part a focus group session and/or individual interview. This interview/session should take about 2 hours.
- We will be asking you questions about your life and work in the community in order to help us develop a family support programme that may help families like the ones you work with. You do not need to answer any questions that you do not wish to answer.
- During the focus group and/or interview, we will be recording the session so that we accurately represent your answers. These recordings will be kept confidential and private.
- You can decide to stop the focus group session or interview at any time. There will be no penalty or denial of services if you decide to leave the study or programme.

**What will happen to the information I provide?**

Taking part in this study means that you share some personally identifying information with us such as your name, address, and phone number. This personally identifying information will never be given to others.

You will be given a unique study number so that your name will not be known by anyone outside of the research team. This means that only the research team will have access to this information about who you are.

The research team will protect your personal information and comply with all applicable laws. All of the information will be stored in a locked file cabinet and only research staff working on this study can look at this information.

**What will happen to the results of the research?**

Any research publication would not identify you individually. After the study is finished, we would be delighted to share with you the results as soon as they are available.

**Who has reviewed the study?**

This study has received ethical approval from human University of the Oxford Central University Research Ethics Committee (approval number: SSD/CUREC2/11-40)

**Who is responsible for this study?**

Dr Lucie Cluver and Dr Mark Boyes, from Oxford University and the University of Cape Town are the Principal Investigators for the study.

**Benefits**

You will receive no direct payment for taking part in this study. We will provide a nutritious meal at the end of the session.

**Questions**

Please ask the research team if you have any questions or concerns about this study.



## CONSENT FORM FOR FOCUS GROUPS AND INTERVIEWS COMMUNITY HEALTH WORKERS

You will be given a copy of this information sheet and consent form to keep. Taking part in this study is voluntary. This means you can refuse to be a part of this study. Also, you can decide to withdraw from this study at any point without anything negative happening or you losing any benefits you might have. If you wish to stop at any time, just tell anyone on the research team.

Have you read or been read this information and understood the information given here?

Yes  No

Have you had any questions answered by the research team, received answers, and been able to ask for additional information?

Yes  No

Do you understand that you can withdraw from the study without penalty at any time by telling any member of the research team?

Yes  No

Do you understand who will have access to your data, how this data is stored, and what happens to the data at the end of the study?

Yes  No

Sign your name if you understand what is expected to take part in the study and agree to take part:

\_\_\_\_\_  
Signature of Person Giving Consent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_                      \_\_\_\_\_  
Date                                      Place

\_\_\_\_\_  
Signature of Person Witnessing Consent  
(only if participant has literacy problems)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_                      \_\_\_\_\_  
Date                                      Place

\_\_\_\_\_  
Signature of Researcher Gaining Consent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_                      \_\_\_\_\_  
Date                                      Place



## FOCUS GROUPS & INTERVIEWS INFORMATION SHEET CHILDREN

### Dear Learner:

You and your guardian have been invited by Oxford University to take part in a research study called the **Supporting Families in South Africa**. Before you decide, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. If there is anything that is not clear or if you would like more information, please ask us.

Thank you!

### What is the purpose of this study?

The purpose of this study is to better understand how we can improve the lives of children and families in South Africa.

We will be developing a family support programme to help children and families cope with stress and challenges in their daily lives.

### Who can take part?

You can take part in this study if you are between the ages of 8 and 17.

Your primary guardian has also been invited to take part. This is the person who takes care of you on a daily basis and is responsible for your wellbeing.

In order to take part, both you and your guardian will have to agree to be part of the project.

### Do I have to take part?

Not at all! It is up to you to decide if you do not want to take part. If you decide to take part, you will need to fill in the enclosed form.

You can leave the study at anytime without giving a reason. There will be no penalty for withdrawing from the study.

### **What would happen if I take part?**

- You will have the opportunity to take part in a focus group session and/or 1-on-1 interview with our research team.
- We will be asking you questions about your life at home and at school to help us develop a family support programme that may help families like yours.
- We will also be asking you questions about what you think is important to include in such a programme.
- We will also be asking your caregiver similar questions.
- You do not need to answer any questions that you do not wish to answer.
- During the focus group and/or interview, we will be recording the session so that we accurately represent your answers. These recordings will be kept confidential and private.
- You can decide to stop the study at any time. There will be no penalty or denial of services if you decide to leave the study.

### **What if the questions bother me or if I don't want to answer any questions?**

You can stop at any point, and you do not have to give a reason. You can also contact the research team at any point, and say that you want your answers about certain questions to be destroyed, which we will do straight away.

### **What if I want to talk to someone about something that comes up?**

If you want to talk to someone about anything that has come up from this, you can tell one of the researchers or contact the research team at 082 424 5691.

### **What will happen to the information I provide?**

Anything you tell us about yourself will be private not told to anyone else. Any information about you would have your name and address changed so that you cannot be recognised from it.

However, during this study, it may become clear that you are suffering from serious difficulties. If so, the interviewer will explain to you some possibilities for further help. If there is a safety issue, we may contact a welfare organisation for you. All this will be talked over with you first.

All of the information will be stored in a locked file cabinet and only research staff working on this study can look at this information.

**What will happen to the results of the research?**

The results of this study will be used to help the government and others to make policies for young people and families in South Africa.

**Who has reviewed the study?**

This study has received ethical approval from the University of the Oxford Central University Research Ethics Committee (approval number: SSD/CUREC2/11-40)

**Who is responsible for this study?**

Dr Lucie Cluver and Dr Mark Boyes, from Oxford University and the University of Cape Town are the Principal Investigators for the study.

**Benefits**

You will receive no payment for participating in this study. We will provide a nutritious meal for you at the end of the session.

**Questions**

Please ask the research teams if you have any questions, comments, or concerns about this study.



## CONSENT FORM FOR FOCUS GROUPS & INTERVIEWS CHILDREN

You will be given a copy of this information sheet and consent form to keep. Taking part in this study is voluntary. This means you can refuse to be a part of this study. Also, you can decide to withdraw from this study at any point without anything bad happening. If you wish to stop at any time, just tell anyone on the research team.

Have you read or been read this information and understood the information given here?

Yes  No

Have you had any questions answered by the research team, received answers, and been able to ask for additional information?

Yes  No

Do you understand that you are free to stop at any time without giving any reason and that this will not change any support or help you are getting?

Yes  No

Do you understand who will have access to your data, how this data is stored, and what happens to the data at the end of the study?

Yes  No

Sign your name if you understand what is expected to take part in the study and agree to take part:

\_\_\_\_\_  
Signature of Child Giving Consent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Name of Guardian

\_\_\_\_\_                      \_\_\_\_\_  
Date                                      Place

\_\_\_\_\_  
Signature of Researcher Gaining Consent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_                      \_\_\_\_\_  
Date                                      Place





04 December 2012

**REFERENCE NUMBER: 2012\_12\_01**

**Researcher Name: Catherine Ward**

**Researcher Address: Department of Psychology, University of Cape Town**

Dear Dr Ward

**PROJECT TITLE: Sinovuyo Caring Families Project**

Thank you for your submission to the Department of Psychology Research Ethics Committee.

It is a pleasure to inform you that the Committee has **granted approval** for you to conduct the study.

Please note that the ongoing ethical conduct of the study remains the responsibility of the principal investigator.

**Please quote your REFERENCE NUMBER in all your correspondence.**

Yours sincerely,



Dr Lauren Wild  
Acting Chair, Department of Psychology Research Ethics Committee



04 May 2012

**REFERENCE NUMBER: 2012\_05\_01**

**Researcher Name: Catherine Ward**

**Researcher Address: Department of Psychology, University of Cape Town**

Dear Dr Ward

**PROJECT TITLE:** Developing an evidence-based parenting programme to prevent child maltreatment in the context of AIDS in South Africa

Thank you for your submission to the Department of Psychology Research Ethics Committee.

It is a pleasure to inform you that the Committee has **granted approval** for you to conduct the study.

Please note that the ongoing ethical conduct of the study remains the responsibility of the principal investigator.

**Please quote your REFERENCE NUMBER in all your correspondence.**

Yours sincerely,



Dr Lauren Wild

Acting Chairperson, Department of Psychology Research Ethics Committee

SOCIAL SCIENCES & HUMANITIES  
INTER-DIVISIONAL RESEARCH ETHICS COMMITTEE

Hayes House, 75 George Street, Oxford. OX1 2BQ  
Tel: +44(0)1865 614871 Fax: +44(0)1865 614855  
[ethics@socsci.ox.ac.uk](mailto:ethics@socsci.ox.ac.uk) [www.socsci.ox.ac.uk](http://www.socsci.ox.ac.uk)

Co-ordinator of the IDREC  
Social Sciences Divisional Office



Wednesday, 9 November 2011

Dr Lucie Cluver  
Department of Social Policy and Intervention

Dear Lucie,

**Research Ethics Approval**

**Ref No.: SSD/CUREC2/11-40**

**PACCASA (Preventing Abuse of Children in the Context of AIDS in sub-Saharan Africa)**

The above application has been considered on behalf of the Social Sciences and Humanities Inter-divisional Research Ethics Committee (IDREC) in accordance with the procedures laid down by the University for ethical approval of all research involving human participants.

I am pleased to inform you that, on the basis of the information provided to the IDREC, the proposed research has been judged as meeting appropriate ethical standards, and accordingly approval has been granted.

Should there be any subsequent changes to the project, which raise ethical issues not covered in the original application, you should submit details to the IDREC for consideration.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Vernon', with a large, stylized initial 'K'.

Kerry Vernon

cc: Gemma Roche, Department of Social Policy and Intervention

KV/EB