



Social Sciences & Humanities Inter-Divisional Research Ethics Committee (IDREC)

Protocol for Elite Interviews

1. Title

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

2. Brief outline of nature and purpose of procedure

Elite interviewing is required for a qualitative research study examining the policy environment for embedding and sustainable scaling-up parenting programme in rural South Africa. Semi-structured and structured interviews will be conducted with key stakeholders in the parenting programme development, including policy makers in government departments (Departments of Social Development, Basic Education, and Basic Health), NGO partners (Clowns Without Borders South Africa and National Association of Child and Youth Care Workers) and implementing partners (UNICEF South Africa). These will be audio recorded.

3. Training of research staff

Researchers will be trained in managing confidentiality and anonymity through all stages of the research process. Attention will be paid to how to manage confidentiality across interview and, where required, ensuring anonymity in publications.

4. Methods for recruiting participants



Participants will be recruited because of their position at the time of programme implementation. Positions representing key policy stakeholders at the Departments of Social Development, Basic Education, and Basic Health; NGO partners Clowns Without Borders South Africa and National Association of Child and Youth Care Workers; and implementing partners at UNICEF South Africa will be specifically targeted.

5. Information provided to participants

Initial contact with requesting interviews with participants will be made in writing through email, where email is available. If email is not available information will be provided over the phone. Information in the first communication will include:

- The name of the study.
- The names and statuses of the researchers carrying out the study and how to contact them.
- A brief rationale of the study, including its purpose and value.
- Why the individual is being invited to take part in the research.
- An explanation of what the participant would be asked to do, and where the interview will be conducted, and approximately how long it will take.



- Assurances about confidentiality and use of data including who would have access to the data, how it will be stored and what will happen to the data at the end of the study.
- A statement that the data would be anonymised and an explanation of how this anonymisation will be effected.
- Information about the ethical approval for the project through the Universities of Oxford and Cape Town.

6. Consent of participants

Written consent is not appropriate for the elite interviews outlined here. The letter outlined above (see 5.) will be sent by email prior to the interview and its contents reiterated verbally prior to the start of the interview. Acceptance to take the interview under these conditions will serve as consent, which will be recorded as part of the interview or captured in writing as a reply to the letter outlined above (5.).

7. Financial and other rewards to participants

No financial rewards will be remunerated to any participants.

8. Data protection and anonymity issues

Code numbers will be used in all records and care will be taken to ensure that contextual information will not reveal the identity of any participant in quoted material.



Participants will be made aware of how data will be used (in publications) and in relevant cases, direct quotations and contextual information will be verified with participants.

Participants will be informed at the beginning of the study as to what will be done with the data collected. Data will be anonymised, archived and made available to other researchers.

9. Monitoring and reporting of adverse or unforeseen events

All unforeseen and adverse events of a serious nature will be reported to senior colleagues Lucie Cluver (University of Oxford), Jasmina Byrne and Heidi Loening-Voysey (both UNICEF Innocenti Office of Research). Their advice and support will be sought in order to ensure that elite interviews will be treated with considerable care. Lucie Cluver is also a trained South African social worker and as such can provide relevant support in this field should it be required.

10. Communication of results

Verification and approval of the elite interviewee will be sought. This will be clarified at the outset.

Negotiations will be handled with care in order to ensure academic freedom is maintained while keeping within the laws of libel and meeting the interviewees legitimate concerns.

Results of the study will be shared with participants.



11. Duty of care issues/confidentiality/potential risks to participants/researchers/others; and what will be done to minimise these

Researchers will ensure to the best of their ability that the safety and wellbeing of the participant is safeguarded and that the research does not cause any undue distress.

To this end, individual details will not be discussed with others, and researchers will be wary of allowing results from one part of the research project to leak into other parts of the research.

Researchers will be made aware of the risks involved in elite interviewing, including managing the power imbalance so interviews are not terminated early, and managing analysis and writing up to ensure that there are no irreconcilable disputes about the analysis or content of the interviewees accounts and views.

12. Data protection issues

The following data collection and storage measures will be applied to ensure data is protected from server failure and confidentiality breaches:

- Data will be collected using personal audio recording device.
- Data will be downloaded directly following each interview and stored in two separate, password-protected external hard-drives.
- Hard-drives will be password protected. Only Heidi Loening-Voysey (Research and Evaluation Specialist (Child Protection), UNICEF Innocenti Office of Research) and Jenny Doubt (Co-Investigator, University of Oxford) will be in possession of the passwords.
- Hard-drives will be kept in secure, locked accommodation.



- Data from the audio recording device will be immediately deleted.