

PARTICIPANT INFORMATION SHEET

PROJECT TITLE: Developing and Exploring a Complete School-based Executive Functioning Intervention Program: Educational Stakeholders' Perspectives Towards Student Selection, Curriculum, and Program Execution

HUMAN RESEARCH ETHICS COMMITTEE APPROVAL NUMBER: HREC-2025-0056

PRINCIPAL INVESTIGATOR: Dr. Samantha Newell

STUDENT RESEARCHER: Charlotte Knudsen

STUDENT'S DEGREE: Bachelor of Psychological Science (Honours)

Dear Participant,

You are invited to participate in the research project described below.

What is the project about?

This research project aims to explore educational stakeholders' perspectives on the development and execution of a school-based executive functioning intervention program for high school students. This study seeks to hold focus groups to allow stakeholders to discuss the student selection, curriculum, and program execution. In person or zoom focus groups will be utilised to promote open discussions on perspectives and ideas on the program, which is relevant to the topic of providing easier access to psychological intervention for students with different needs. This project aims to produce research that will help to inform future developments of the executive functioning program and make it more accessible to South Australian high schools.

Who is undertaking the project?

Charlotte Knudsen is conducting this research. It will form the basis for the Bachelor of Psychological Science (Honours) at the University of Adelaide, under the supervision of Dr. Samantha Newell.

Why am I being invited to participate?

You are being invited as you are:

- Over the age of 18
- Fluent in English

Teacher/ Wellbeing staff member:

- Year 7–12 teaching, wellbeing, or support staff member
- Worked full-time at a school for at least 1 year

Parent:

- Parents with students in years 7-12

Psychologist:

- Registered Psychologist

What am I being invited to do?

You are being invited to participate in a focus group session. The focus group will involve a group discussion of your perspectives and ideas on the student selection, curriculum, and execution of a school-based executive functioning intervention program.

The focus group will be held at the preferable locations of the participants (eg. school campuses and clinics, zoom). It will be audio recorded, and a transcript will be generated from the audio files.

How much time will my involvement in the project take?

The focus group sessions plan to run for 1 – 1.5 hrs.

No follow-ups will be required, although if you opt-in via the consent form, a week after the focus group, you will receive a transcript for you to review and/or redact information you believe will be identifying. You will have one week to engage in this. This process is known as 'member checking', and you will be asked to review your answers and to make the research team aware of any concerns of the transcript, including any inaccuracies, the removal of something you said that you no longer agree with, or to further expand upon something that you touched on. Please be aware that this process is voluntary, and you may choose whether you want to opt-in via the consent form.

Are there any risks associated with participating in this project?

We do not perceive many risks to your participation in this study. However, a discussion in a group setting can cause emotional distress. We have processes in place to support any distressed participants if this were to occur. Another possible burden is the time inconvenience of participating. However, we seek to compensate participants for their time by allowing them to enter a draw to win one of four \$50 Coles gift cards.

What are the potential benefits of the research project?

By contributing your ideas and perspectives, we can explore the development of the executive functioning program. Your input will also provide valuable insights into how the program can be effectively implemented within a high school educational setting.

These benefits are expected to justify any possible burdens and/or risks to the participants within the research process. In addition, we aim to compensate participants for their time through a draw to win 1 x 4 \$50 Coles gift cards.

Can I withdraw from the project?

Participation in this project is entirely voluntary. If you agree to participate, you can withdraw from the study, even during the focus group. Still, due to the nature of the audio recording, the research team will be unable to remove your data from the focus group discussions until withdrawal.

What will happen to my information?

Some identifying information will be obtained from you as part of your participation, including your name, age, email address, and, if applicable, number of years worked in your field. This data will only be obtained by contacting you after participation to receive your data via email, and some demographic data will be used within the research.

All identifiable data will be accessible only to the research team and stored on a secure, password-protected Box folder. This information will be held within the University's archives for 5 years, after which it will be deleted. No identifiable data will be published, with pseudonyms to be used in any published extracts. All efforts will be made to remove information that may be used to identify you.

Who do I contact if I have questions about the project?

If you have any questions or concerns regarding your role as a participant or the study itself, you can contact Charlotte Knudsen via email at charlotte.knudsen@student.adelaide.edu.au. Alternatively, you can contact Dr. Samantha Newell on 08 8313 3136 or at Samantha.newell@adelaide.edu.au.

Insurance and Compensation

The study has been indemnified by The University of Adelaide which is enforceable by a participant to seek compensation in addition to your right to seek compensation under the common law through the legal system in legal proceedings

What if I have a complaint or any concerns?

The study has been approved by the low-risk Human Research Ethics Committee in the School of Psychology, at the University of Adelaide. For any questions about the ethical conduct of the research, please contact Professor Paul Delfabbro (paul.delfabbro@adelaide.edu.au), Chair of the low-risk Human Research Ethics Committee in the School of Psychology. Any complaint or concern will be treated in confidence and fully investigated. You will be informed of the outcome.

If I want to participate, what do I do?

If you wish to participate in this study, please contact Charlotte Knudsen at charlotte.knudsen@student.adelaide.edu.au. Once contact has been made, you will be asked to review this participant information sheet again to confirm you have read and understood the information. Then a focus group session will be arranged that is suited to you. You will sign a consent form on the day.

Yours sincerely,

Charlotte Knudsen (Student), Dr. Sam Newell (Supervisor)