

Frequently Asked Questions – Peace4Youth Evaluation

Phase II

If you have a question that is not included in this document, please email Stephanie Burns at stephanie.burns@qub.ac.uk and the evaluation team will update the document.

1. What are the roles of the Quality & Impact Body and the Evaluation Team?

YouthPact will act as the Quality and Impact Body and the Centre for Identity and Intergroup Relations at Queen's University will act as the evaluation team. Together, the purpose of YouthPact and QUB is three-fold,

1. To gather and present robust evidence to illustrate the impact of the PEACE IV Children and Young people strand.
2. To illustrate how the youth work approach is central to this development.
3. To share and celebrate good practice.

The **Centre for Identity and Intergroup Relations** is conducting the impact evaluation of the PEACE IV Children and Young People investment. The overall objective of the evaluation is to test the intervention logic, and form a view of the effectiveness and impact of the PEACE IV Objective 2.1 investment. To do so, the Centre for Identity and Intergroup Relations evaluation team will collect primary data through participant and project surveys, as well as focus group conducted with key project personnel. This data will be analysed alongside monitoring and contextual data pulled from secondary datasets. Together these sources of data allow for the exploration of individual, project level, and social factors which may influence the project impact. Findings will be reported back to SEUPB in the Autumn of 2018, 2020 (date to be determined), and early 2022. Further, they will host a major conference on Children and Young People in 2019, and a second in 2022 detailing findings and showcasing best practice.

YouthPact is to provide support and training for projects in order to enhance the quality and impact of the work with young people. Additionally, YouthPact will play a role in gathering data to illustrate the good practice from projects, to gather qualitative evidence of the most effective youth work approaches. To do so, YouthPact will work with projects to identify themes and interventions to investigate, and data collection methods which will best capture the heart of the practice. Primary data on the practice will be captured through worker's written reflections and semi-structured interviews with workers and participants. Best practice examples will be reported back to projects through learning and sharing events. Six practice and policy papers will be written up through the course of the programme illustrating the work; with a final event in 2021 to present a range of emergent models of practice.

In addition to the work of YouthPact and QUB each Delivery Partner is responsible, with their lead partner, to report to SEUPB as agreed through the application process and their letter of offer.

2. What are we being asked to do?

Projects will be asked to complete a cohort profile (either using the created Google Docs form (see <https://docs.google.com/forms/d/e/1FAIpQLSe0tBaYqUA5rsjq0S9LG2fC85hqR6XVUxTVEIfEaQXqBSq6nw/viewform?vc=0&c=0&w=1>) or using your project's own internal monitoring systems and

emailing QUB a copy of key cohort activities. This profile will provide general information about the duration and design of the project and cohort.

For the evaluation, young people participating in PEACE IV funded projects will be asked to complete four surveys: before the project begins, mid-way through the project, at the end of the project, and 12-months after the project ends (QUB will follow-up with young people for the 12-month post-project survey). The survey will ask a number of questions about their experiences, attitudes, and behaviours in regards to three topics: personal development, community relations, and citizenship. As well, a selection of project workers will be asked to participate in an annual focus group. Group discussions will include views on internal and external factors influencing the funded project and the ability to achieve specific objectives.

YouthPact will write up examples of best practice. Themes for these will emerge from discussions with project staff throughout the programme. For this practice evaluation, YouthPact will interview a small selection of participants to discuss 'change moments' and how these have been reached. We will also ask for access to worker's written reflections specific to the theme and focus group with workers to pinpoint key elements central to transformative practice.

3. In terms of monitoring information, is there a common data collection system?

Google Docs systems have been created by YouthPact and QUB that will incorporate much of the information required by SEUPB and information which would be helpful for quality assurance purposes. Delivery partners will have the option of using this system or using their own internal monitoring system. SEUPB will expect projects to gather data on participant community ID, hours of attendance, timescale of attendance and the community ID breakdown of each cohort.

4. Why do we need to complete cohort profiles?

The purpose of the cohort profiles is to help provide context for the longitudinal surveys collected. By connecting the young people's survey information up to the basic structure and purpose of the project and cohort, we can understand the factors which may impede or accelerate the impact of the projects. For example, we can explore whether males as opposed to females (survey data) show greater improvement in their personal development skills (survey data) if they are involved in mentoring programmes as opposed to residential (cohort profile data).

5. What are the surveys being used for?

Information collected from the young people help us explore 'distance travelled' as a result of their participation in PEACE IV projects. The surveys are specifically designed to collect information on SEUPB's three key Programme outcome areas: personal development, good relations, and citizenship. Within these three major areas, a number of scales related to each specific criteria will be measured. Together this information will help us determine the impact of the overall PEACE IV Children and Young People strand.

6. What should we do about obtaining parent/guardian consent for the survey?

We would ask that any participants who are under the age of 16 get parental/guardian consent to take part in the evaluation. Parent/guardian information and consent forms will be provided for you. QUB do not need to receive these parent/guardian consent forms – we are happy that you know who consented and who did not. The only consent form QUB needs to receive back are the project

consent forms, which the head of your project will have to sign (project consent forms received at Phase I will remain valid for Phase II).

Projects also have the option of using online links to distribute information & consent forms to parents/guardians and to collect their responses. These are created on a project by project basis, so if you want to avail of online parental consent forms for the evaluation survey, please contact Stephanie Burns at stephanie.burns@qub.ac.uk.

7. Do the young people *have* to complete the survey?

As part of the ethics requirements of QUB it is necessary for young people to give their own consent to fill in the survey. All information they may require to give their informed consent is presented at the beginning of the survey. You may explain to young people the importance of filling in the questionnaire and how the information will be used, but ultimately the young people have the choice to fill in the survey or not. Even if they consent, they do not have to complete any question they are uncomfortable with and they can revoke consent by exiting out of the online survey at any time.

8. How was the survey created? Why were these scales being used in the surveys?

The questions and scales within the Phase II survey are drawn from validated scales that have been used in other research projects with young people. The scales were adapted for the young people taking part in the Peace4Youth programme during the course of Phase 1 of the programme; the questions within the scales were tested for reliability and validity with this particular population, and edited accordingly to improve their reliability and validity. The language within the scales and questions was also edited during Phase 1 based on feedback from youth workers and feedback from the evaluation's Youth Advisory Forum. The new Phase II surveys are live as of January 2019.

9. How many times will young people have to fill in the survey?

Each cohort will be asked to fill in the survey 4 times - at the beginning of the project; mid-way through the project; at the end of the project; and finally 12 months after completing the programme. There is a space in the Time 3 survey for young people to give their email address, if they wish to be contacted by QUB for the +12 month questionnaire. There is an expectation from QUB that there will be some drop off in response rates.

10. When do the surveys need to be filled in?

There is some level of flexibility in timeframe for filling out the survey – it is expected the first survey will be completed within two weeks of the project start, then at 2 weeks either side of the midpoint time (at the beginning of month 3 for a 6-month project, mid-way through month 4 for a 9-month project), end date, and 12-month follow-up surveys.

11. Where can I access the surveys?

Young people can complete survey online using the following links:

Time 1 Survey: <https://tinyurl.com/PEACE4-Phase2-Time1>

Time 2 Survey: <https://tinyurl.com/PEACE4-Phase2-Time2>

Time 3 Survey: <https://tinyurl.com/PEACE4-Phase2-Time3>

This can be accessed on any type of computer and is compatible with smartphones too.

Please note there is also an illustrated version of the survey for young people who have learning difficulties. The links to the illustrated survey and hard copies can be accessed by contacting Dr Danielle Blaylock (d.blaylock@gub.ac.uk) or Dr Stephanie Burns (stephanie.burns@gub.ac.uk).

12. Is there a 'Save and Continue later' option for the survey?

The online survey software allows participants to save their answers and continue at a later time. Participants have two weeks to finish the survey once they start it; after this time their survey is closed and the data is sent to the server. **Please be aware that 'save and continue' works as long as the participant returns to the survey on the same computer and on the same web browser they used before, that no one else did the survey using that computer after them, and that the owner of the computer has not cleared their browser cookies.**

If the above option will not work, **a young person can also complete a survey over multiple days by simply taking a note of which question they were at when they ended their first session; when they open the survey link again, they can skip ahead to that question** (remembering to fill in their ID code at the beginning), and pick up where they left off. The QUB team will see that there are two records for survey 1, 2 or 3 for the person with this ID code, and can merge the two records together.

It is also possible for Queens to send an individualised link so that a participant can save and continue at any point, from any computer. Projects wishing to avail of this should contact Stephanie Burns directly at Stephanie.burns@gub.ac.uk or Danielle Blaylock at d.blaylock@gub.ac.uk

13. Why do the young people need to enter in their evaluation ID number?

Entering the evaluation ID number in the format we have requested will ensure that there is a way to match the young people's survey responses at each of the four time points and that we can match their survey data to the cohort profile data. This ensures that the surveys are properly matched, while also providing a level of anonymity for the young person.

We have dropped the use of the Unique Learner Number (ULN) as a matching mechanism in Phase 2 of the evaluation because it presented several problems during Phase 1: many projects experienced delays with getting ULNs, and so the completion of the survey was delayed or the ID field was blank; projects that were not using ULNs sometimes used the same ID number for participants which made matching surveys difficult (e.g. several projects using IDs 001, 002 etc); the ULNs were long reference numbers and if one digit was incorrect, matching surveys was rendered impossible; and not using ULNs mitigates any risk associated with the misuse of this number as it constitutes personal data under GDPR.

The evaluation ID code to be used in the surveys is:

ProjectName**OrganisationName****CohortNumber****Year**First three letters of participant's surname**Day of birth**

e.g. **YOUTHSCAPESWC****Cohort12019****BUR12**

14. Is the survey available in a paper-based format?

Yes, while we prefer that the young people complete the survey online, a paper version of the survey will be provided. It is also available to download on the YouthPact webpage of the Cooperation Ireland website (under 'QUB evaluation'). It is important to remember however that the data from the paper surveys will need to be inputted onto the online version by the young person or a worker after they have been completed, using the survey links above. For the purposes of confidentiality, please keep all completed paper copies in locked cabinets and shred as soon as they are entered online. If you require additional resources to help with data input, please contact the QUB evaluation team or your SEUPB project officer.

15. How long does the survey take to complete?

It is anticipated that the survey should take between 20-25 minutes to complete. This is of course an average; the exact length of time will be dependent upon the specific needs of the young person. Doing the survey in sections (rather than all in one go) may help some young people (although please ensure the steps to Save & Continue the survey online are followed (see Question 11) if doing the survey online).

16. What help and support can a worker give a young person to fill in the survey?

Staff can support young people but we ask that you do your best not to guide or influence their responses. It is important not to work through or workshop the survey in advance of using it with young people as this may influence the findings. Guidance notes have been provided so that workers administering the survey are aware of the purpose and intent of each section of the survey. Please also note that YouthPact and SEUPB can provide access to the web based services or IT facilities on request. Alternatively, SEUPB have stated that they are supportive of projects purchasing ipads or a similar device to complete online surveys on site.

17. Does the survey ask sensitive questions?

Some of these questions may raise questions that young people may discuss with family members and/or and that appear intrusive or out of the ordinary, for example, questions in relation to relationships with people in your home and community.

It will be helpful for the worker to be aware of these questions and be prepared to debrief the questions and where it is considered important communicate the purpose of the questionnaire and what will happen to the information with parents/guardians. An annotated copy of the survey with guidance for Youth Workers will be provided as part of the documentation you will receive.

18. Will their information be kept confidential?

Each young person will be asked to include their evaluation ID number. This is being used to match young people's surveys over time and to appropriate project cohort profiles. This enables a rigorous analysis of distance travelled for each young person. Where we are using identification numbers in place of names, neither the QUB team nor the YouthPact team will have the names of the young people; as such, the survey will be entirely anonymous.

Youth workers should ensure that young people are aware that the worker will not see their responses to the survey to mitigate the possibility that young people will use the survey alone to communicate feelings, issues or concerns etc.

19. Do the projects get a copy of the young people data?

Anonymised survey data (no ID numbers or data that would make a young person identifiable) will be returned to individual projects to help report 'distance travelled' at the local-level. This will be done on a quarterly basis; matched data (i.e. where Time 1, Time 2 and Time 3 survey data is merged in one dataset) can be sent to projects on an annual basis.

20. Is the information subject to General Data Protection Regulation (GDPR) and how long is it held for?

Yes, all data collected for the purposes of the evaluation is subject to the scope of the GDPR. The names of the young people involved will not be used in any reports that are written and published about the research, nor will any identifiable information be passed on to the evaluators. However, the young people must grant their consent to participate in the survey (this is located at the beginning of the survey). They will be informed via the survey consent page that in accordance with Queen's University policy, all data held about them will be held on a secure server for a period of no less than 5 years and then destroyed. Contact information for the evaluators (as data controllers) is also provided.

Further questions?

For more information about the evaluation process or the Centre for Identity and Intergroup Relations, please contact contact Danielle Blaylock at d.blaylock@qub.ac.uk (028 90 974333) or Stephanie Burns, stephanie.burns@qub.ac.uk (028 90 975655) or visit <https://www.qub.ac.uk/research-centres/ciir/>

For more information on YouthPact, please contact Eliz McArdle on 028 90 366858 or e.mcardle@ulster.ac.uk, or visit <http://www.cooperationireland.org/programmes/youth-education-programmes/youthpact/>