

## Appendix 4 - Participant Information Sheet

### Title of Study: Supporting Practitioners with Personalised Safety Planning for Adults Experiencing Suicidality

Participant Unique ID number:

*We would like to invite you to take part in a research project with us. Before you decide if you want to take part, please read the following information, and discuss it with others if you wish. Please contact Hollie if you have any questions: [h.a.smith@tees.ac.uk](mailto:h.a.smith@tees.ac.uk)*



My name is **Hollie Smith**.  
I am a researcher on this study from Teesside University  
**Contact:** [h.a.smith@tees.ac.uk](mailto:h.a.smith@tees.ac.uk)

My name is **Katherine McGleenan**.

I am the principal investigator for this research.  
I am also a mental health practitioner

**Contact:** [katherine.mcgleenan@cntw.nhs.uk](mailto:katherine.mcgleenan@cntw.nhs.uk)



My name is **Jill Barker**.  
I am a mental health practitioner

My name is **Darren Flynn**  
I am a practitioner psychologist



My name is **Sarah Fishburn**  
I am a mental health practitioner

My name is **Andrew** Ramtohl  
I am a mental health practitioner



### Who is doing the research?

The research is run from Teesside University and has been funded by the National Institute for Health Research (NIHR) Applied Research Collaboration (ARC).

## What is the purpose of this research study?



**Many people struggle with thoughts of suicide.**

The research is being done to find out how practitioners<sup>1</sup> can best support people to make a suicide safety plan.



## What is a suicide safety plan?

A suicide safety plan is a document with information to guide and support people when they are experiencing suicidal thoughts.



**Having a suicide safety plan in place can help people to avoid intense distress and stay safe when they experience suicidal thoughts.**

The safety plan can be shared with family, carers, support organisations and others so they can support people when they feel suicidal.

**By talking to people with experience of suicidal thoughts, our aim is to design a guide for use by practitioners. This guide will support practitioners to find the best way to help people with their suicide safety plans.**

**We hope that this will lead to less people dying by suicide.**

<sup>1</sup> Practitioners in this study include charity workers, volunteers, and others who work with people to develop suicide safety plans

## Why have I been invited to take part?

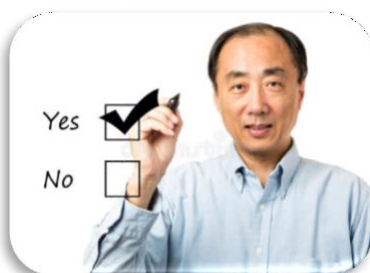
We want to talk to people who meet the following criteria:

- Are aged 18 years or over
- Have current or past experience of suicidal thoughts and/or attempted to take their own life.
- Are currently receiving support for their mental health from a voluntary or charitable organisation.
- Are willing to give a named contact from the voluntary or charitable organisation they are receiving support, and for this person to be made aware they are taking part in the study.



## Do I have to take part?

**No.** You do NOT have to take part in this research.



You can talk to people you trust to help you decide.

Your decision will have no impact on the support you receive now or in the future.

You can contact **Hollie** or **Katherine** to ask as many questions as you like about the study before you decide to take part or not.

Hollie Smith: [h.a.smith@tees.ac.uk](mailto:h.a.smith@tees.ac.uk)

Katherine McGleenan: [Katherine.mcgleenan@cntw.nhs.uk](mailto:Katherine.mcgleenan@cntw.nhs.uk)

## What happens if I agree to take part?

If you are interested in taking part, please complete the **first contact proforma** at the end of this leaflet and send this information to Hollie.



Hollie would then contact you to arrange a date and time to talk to you about taking part in the study. This will include asking whether you have any support needs and to answer any questions you may have about the study. You can bring a friend or relative to support you at this appointment.

***Please note: If you do not pick up the phone or log onto Teams at the arranged time, for your safety we will contact the named contact at the charitable / voluntary organisation.***

At this first appointment, Hollie would arrange a time for an interview that is convenient for you. Depending on your preference, the interview would take place over the telephone or online via the Microsoft Teams meeting platform (with the option of turning the camera off).

We will also contact the person you have named on the first contact proforma from the voluntary/charitable organisation to inform them you are intending to take part in the study.

The first contact proforma will be retained indefinitely on the lead researchers' secure Teesside University server as evidence you are happy for your details to be shared with the charitable/voluntary organisation.

## What would happen during the Interview?

The Interview will last up to 60 mins depending on how much you have to say. It would be done with Hollie and another member of the research team (shown above). They would explain the research and ask you if you have any questions about the study.

### For your safety, we will ask if you have any current suicidal intent or plans

You (and your friend or relative) would then be asked for consent to take part.

During the interview you would be asked questions on:



**HOW** you think practitioners could best support people to make their safety plans.



**WHAT** you think practitioners could do to understand what is best to put in a plan.



**HOW** you think safety plans could be made more personal to people.



**WHAT** might stop people from making a plan.

*There will be opportunities to share details of any mental health condition you may have and care you may have received.*

**It is your choice to share this information or not.**

It would be useful for us to find out the different things people need when making suicide safety plans.



There will be wellbeing breaks throughout the interview.

If you feel distressed at all during the interview, a trained mental health practitioner will be at the interview to provide you with support.

**Between 24 to 48 hours after the interview, we will arrange a time to contact you to check on your wellbeing.**

**Please note:** If you do not pick up the phone or log onto Teams at the arranged time for the interview or to check on your well-being after the interview, for your safety we will contact the named contact at the charitable / voluntary organisation.

### **Will my taking part in this study be kept confidential?**

Yes. The only time that we will break confidentiality is when you indicate during an interview that you intend to harm yourself or others, or if a child or another person may be in danger.

We would ask your permission to contact emergency services, crisis and/or safeguarding teams and the named contact at your support organisation. We would have to contact them even if you say no, under these exceptional circumstances.



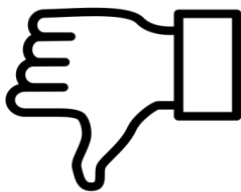
### **Will I get paid?**

If you agree to participate in an interview, we will give you a £20 high street shopping or Amazon voucher.



### **What are the possible benefits of taking part?**

Our research could help other people get through times when they feel at their lowest. You could help to develop the best way to make suicide safety plans.



### **What are the possible disadvantages or risks of taking part?**

Talking about your experiences might bring back distressing events or emotions. If this happens, you can take a break, or stop participating in the interview, without giving a reason.

We have members of the research team who are appropriately qualified professionals who can provide you with support if you need it.

***We will not go ahead with an interview when a person is in distress, instead we would provide appropriate support.***

## Who will see the information I provide in this research?

We will keep the information about you safe. We will not use any real names in the research. The project will comply with data protection laws and UK research policies<sup>2</sup>.



Only the researchers will see the information you provide. It will not be shared with people outside the study.

All information (e.g. consent forms/interview transcripts) will be collected and stored securely under your unique participant ID number. After data analysis has begun the link between that number and you will be destroyed. After that, your data can no longer be linked back to you. This non-identifiable research data will be stored indefinitely on a secure password protected server at Teesside University.



## What if there is a problem?

If there is a problem, then please contact Hollie or Katherine, we will be happy to help

**Hollie:** [h.a.smith@tees.ac.uk](mailto:h.a.smith@tees.ac.uk)

**Katherine:** [katherine.mcgleenan@cntw.nhs.uk](mailto:katherine.mcgleenan@cntw.nhs.uk)

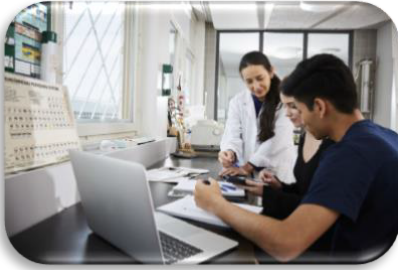
*If you remain unhappy, or there is an issue that you would prefer to talk about with someone who is not a member research team, please contact:*

*Professor Meez Islam  
Chair, School of Health and Life Sciences, Research Ethics Sub-committee.  
Centuria Building, Teesside University  
Email: [M.Islam@tees.ac.uk](mailto:M.Islam@tees.ac.uk)*

<sup>2</sup> Personal data including special category data obtained for the purposes of this research project processed lawfully in the necessary performance of scientific or historical research or for statistical purposes carried out in the public interest. Processing of personal data including special category data is proportionate to the aims pursued, respects the essence of data protection and provides suitable and specific measures to safeguard the rights and interests of the data subject in full compliance with the General Data Protection Regulation and the Data Protection Act 2018



## What will happen after the research has finished?



1. The researchers will look at the results
2. They will share the results with the people who paid for the research: The National Institute for Health Research Applied Research Collaboration (ARC NIHR)
3. They will share the results with other researchers
4. They will write about the results in academic magazines (journals)
5. Your name or any other information that could potentially identify you will not appear in transcripts or any reports or publications. We may include direct quotes in reports or publications, but these will be anonymised so you cannot be identified; for example – a male participant said ....

## What would happen if I started, but changed my mind?

You can stop participating at any point before the interview starts, and during the interview without giving a reason.

You can also withdraw from the study after the interview up to the point that data analysis [add date] has started without giving a reason. After this date your interview will be transcribed and analysed - so it would not be possible to withdraw your data from the study, as we will have removed all the details which could identify you.

If you wish to withdraw from the study, please send an email to Hollie Smith ([h.a.smith@tees.ac.uk](mailto:h.a.smith@tees.ac.uk)) stating your unique participant ID number printed at the top of page 1 of this leaflet.





## First contact proforma

**The first contact proforma will be retained indefinitely on the lead researchers' secure Teesside University server as evidence you are happy for your details to be shared with the charitable/voluntary organisation**

### Would you like to take part in this project?

If yes, please complete the information below and email it to Hollie at:  
[h.a.smith@tees.ac.uk](mailto:h.a.smith@tees.ac.uk)

### Accessible alternative needed?

ring/text **07385 390352**

### Want more information?

If you have any questions about the research, you can contact Hollie or Katherine at any time.

What is your name? .....

**What is your living address?.....**  
.....

Your preferred method of initial contact (please tick one option):

Email

Online meeting (MS Teams)

Other


Telephone

Text


Contact Information for the box ticked above.....

What is the name of the voluntary or charitable organisation that is supporting you?.....

Contact details of staff member at the organisation:

Their name: .....

Their telephone number.....

Their email address: .....

**By ticking this box I consent to my contact details being provided to the named voluntary or charitable organisation for safeguarding purposes** ☐

*You can ask a friend or relative to attend the first contact appointment to provide emotional support*

# Getting Help



There may be times when we need some extra support to get through - Its ok to ask for help, and there's lots of support out there.

## For more information about mental health support and services

**Cumbria** [www.every-life-matters.org.uk/get-help](http://www.every-life-matters.org.uk/get-help)

**North East** [www.stopsuicidenenc.org/visitor/need-support](http://www.stopsuicidenenc.org/visitor/need-support)

## Telephone/Text Helplines

### **Samaritans 116 123**

Whatever problems you are facing Samaritans are there to listen 24/7

### **SHOUT Text Shout to 85258**

Crisis text service for support with any mental health concern 24/7

### **MindLine Cumbria 0300 561 0000**

Information, guidance and support. Midday-11pm  
Mon-Fri. 5-11pm Weekends.

### **CALM Campaign Against Living Miserably 0800 58 58 58**

Helpline for men of all ages 5pm – Midnight.

### **Silverline 0800 470 80 90**

Information, friendship and advice for older people 24/7

### **Young Minds Parent Line 0808 802 5544**

Advice for parents and carers worried about a young person 9.30-4pm Mon-Fri.

### **Young Minds Crisis Messenger Text YM to 85258**

Crisis text support for under 25s 24/7

### **Papyrus Hopeline 0800 068 4141**

Support and advice for Young People. 9am-10pm  
Mon-Fri. 2-10pm Weekends.

### **The Mix 0808 808 4994**

Advice and support for under 25s 4-11pm

### **Childline 0800 11 11**

Support currently available 9am-Midnight and online 1-2-1 chat [www.childline.org.uk](http://www.childline.org.uk)

### **NHS 24hr Universal Mental Health Crisis Lines**

North Cumbria **0800 652 2865**

South Cumbria **0800 953 0110**

Newcastle or Gateshead  
**0800 652 2863**

North Tyneside or Northumberland  
**0800 652 2861**

South Tyneside or Sunderland  
**0800 652 2867**

## Additional support organisations

### For self-harm:

**Get Connected** 080 8808 4994 (11am to 11pm) [www.themix.org.uk](http://www.themix.org.uk)

Offers help by telephone and email for young people under 25 who self-harm.

**Selfharm.co.uk** [www.selfharm.co.uk](http://www.selfharm.co.uk)

Support for young people who are affected by self-harm.

**RecoverYourLife** [www.recoveryourlife.com](http://www.recoveryourlife.com)

Internet self-harm support community for self harm and emotional problems.

**Self-Injury Support**

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

Telephone, email, text and webchat support available. Their vision is that anyone who uses self-injury knows they are not alone.

### Online resources:

**StayingSafe.net** [www.StayingSafe.net](http://www.StayingSafe.net)

Free online resource supporting individuals to make their own safety plan

**Mind**

<https://www.mind.org.uk/information-support/>

**North East and North Cumbria Suicide Prevention Network**

<https://www.stopsuicidenenc.org/resource>

**Togetherall** [www.togetherall.com](http://www.togetherall.com)

A 24/7, safe, online anonymous support service for people 16+.

**Depression UK** [www.depressionuk.org](http://www.depressionuk.org) or email [info@depressionuk.org](mailto:info@depressionuk.org)

A national mutual support group for people suffering from depression.

**SANE** 0845 767 8000 (6pm-11pm, 7 days per week)

[www.sane.org.uk](http://www.sane.org.uk). For anyone affected by mental illness, including families, friends and carers. 1:1 support via helpline and email services and peer support via an online support forum.

**DistrACT app**

Found on the NHS and at [www.expertselfcare.com](http://www.expertselfcare.com), App Store and Google play. Easy, quick and discreet access to information and advice about self-harm and suicidal thoughts