



Please read each question carefully, taking note of instructions and completing all parts. If a question is not applicable please indicate so. The superscripted numbers (eg⁸) refer to sections of the guidance notes, available at <http://ris.leeds.ac.uk/uolethicsapplication>. Where a question asks for information which you have previously provided in answer to another question, please just refer to your earlier answer rather than repeating information. Research ethics training courses: <http://www.sddu.leeds.ac.uk/research-innovation/research-ethics-training-and-guidance>

To help us process your application enter the following reference numbers, if known and if applicable:

Ethics reference number:	
Student number and/ or grant reference:	EP/Y027655/1

PART A: Summary

A.1 Which [Faculty Research Ethics Committee](#) would you like to consider this application?²

- Arts, Humanities and Cultures (PVAR)
- Biological Sciences (BIOSCI)
- ESSL/ Environment/ LUBS (AREA)
- MaPS and Engineering (MEEC)
- Medicine and Health (Please specify a subcommittee):
 - School of Dentistry (DREC)
 - School of Healthcare (SHREC)
 - School of Medicine (SoMREC)
 - School of Psychology (SoPREC)

A.2 Title of the research³

Enhancing the voice of young women journeying through and beyond problematic substance use: Reverse innovation insights from India to the UK

A.3 Principal investigator's contact details⁴

Name (<i>Title, first name, surname</i>)	Dr. Raginie Duara
Position	Postdoctoral Research Fellow in School of Psychology
Department/ School/ Institute	Psychology
Faculty	Medicine and Health
Work address (<i>including postcode</i>)	School of Psychology
Telephone number	07466669254
University of Leeds email address	r.duara@leeds.ac.uk

A.4 Purpose of the research:⁵ (Tick as appropriate)

- Research**
- Educational qualification: **Please specify:** _____
- Educational Research & Evaluation⁶
- Medical Audit or Health Service Evaluation⁷
- Other

A.5 Select from the list below to describe your research: (You may select more than one)

- Research on or with human participants**
- Research which has potential adverse [environmental impact](#).⁸ **If yes, please give details:**

- Research working with data of human participants
- New data collected by qualitative methods**
- New data collected by quantitative methods**
- New data collected from observing individuals or populations
- Routinely collected data or secondary data
- Research working with aggregated or population data
- Research using already published data or data in the public domain
- Research working with human tissue samples (*Please inform the relevant [Persons Designate](#) if the research will involve human tissue*)⁹

A.6 Will the research involve NHS staff recruited as potential research participants (by virtue of their professional role) or NHS premises/ facilities?

- Yes No

If yes, ethical approval must be sought from the University of Leeds. Note that [approval](#) from the NHS Health Research Authority may also be needed, please contact FMHUniEthics@leeds.ac.uk for advice.

A.7 Will the research involve any of the following:¹⁰ (You may select more than one)

*If your project is classified as [research](#) rather than service evaluation or audit and involves any of the following an application must be made to the [NHS Health Research Authority](#) via IRAS www.myresearchproject.org.uk as NHS ethics approval will be required. **There is no need to complete any more of this form.** Further information is available at <http://ris.leeds.ac.uk/NHSEthicalreview> and at <http://ris.leeds.ac.uk/HRAapproval>. You may also contact governance-ethics@leeds.ac.uk for advice.*

- Patients and users of the NHS (including NHS patients treated in the private sector)¹¹
- Individuals identified as potential participants because of their status as relatives or carers of patients and users of the NHS
- Research involving adults in Scotland, Wales or England who lack the capacity to consent for themselves¹²
- A prison or a young offender institution in England and Wales (and is health related)¹⁴
- Clinical trial of a medicinal product or medical device¹⁵
- Access to data, organs or other bodily material of past and present NHS patients⁹
- Use of human tissue (including non-NHS sources) where the collection is not covered by a Human Tissue Authority licence⁹
- Foetal material and IVF involving NHS patients
- The recently deceased under NHS care

- None of the above

You must inform the Research Ethics Administrator of your NHS REC reference and approval date once approval has been obtained.

The HRA decision tool to help determine the type of approval required is available at <http://www.hra-decisiontools.org.uk/ethics>. If the University of Leeds is not the Lead Institution, or approval has been granted elsewhere (e.g. NHS) then you should contact the local Research Ethics Committee for guidance. The UoL Ethics Committee needs to be assured that any relevant local ethical issues have been addressed.

A.8 Will the participants be from any of the following groups? (Tick as appropriate)

- Children under 16¹⁶ **Specify age group:** _____
- Adults with learning disabilities¹²
- Adults with other forms of mental incapacity or mental illness**
- Adults in emergency situations
- Prisoners or young offenders¹⁴
- Those who could be considered to have a particularly dependent relationship with the investigator, eg members of staff, students¹⁷
- Other vulnerable groups
- No participants from any of the above groups

Please justify the inclusion of the above groups, explaining why the research cannot be conducted on non-vulnerable groups.

The vulnerable group will be members of two special category: 'racial or ethnic origin' and 'health'. The reason for inclusion of this data is because young women (18-35 years) who are in recovery from problematic substance use (PSU) is the focus of this project, and their experiences can be particularly influenced by social and cultural background, an unexplored aspect of women's experiences around addiction and recovery. Women with PSU face greater stigma than their male peers, faster escalation of drug use, heightened physiological damage, and pre- and postnatal risk to their children. Young women with SUD are chronically-underserved, under-researched demographic with specific needs, are the axel of an intergenerational cycle of deprivation, and their voices too often go unheard. This research seeks to enhance the voice of young British women journeying through and beyond PSU and embedding their perspectives in research, policy, service development.

We are relying on condition 'a' i.e., explicit consent (see AppendixC), and condition 'j', i.e., archiving and research, to process special category data and will be following appropriate data protection protocol (see appendix K)

It is the researcher's responsibility to check whether a DBS check (or equivalent) is required and to obtain one if it is needed. See also <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs> and http://store.leeds.ac.uk/browse/extra_info.asp?modid=1&prodid=2162&deptid=34&compid=1&prodvarid=0&catid=243.

DBS check has been done and verified with the HR (School of Psychology), given that the project requires contact with vulnerable adults ('Enhanced Certificate', no. 001825483390, issue date 03 April 2023).

A.9 Give a short summary of the research¹⁸

*This section must be completed in **language comprehensible to the lay person**. Do not simply reproduce or refer to the protocol, although the protocol can also be submitted to provide any technical information that you think the ethics committee may require. This section should cover the main parts of the proposal.*

The research engages 'reverse innovation' in which the PF brings skills and insights from her Research Fellow post in a developing country – India - to the UK, thus facilitating knowledge transfer between the PF and University of Leeds (UoL) UK. The project will be conducted in partnership with Waythrough (organisational supervisor: Dr. Mark Crowe). Waythrough will: provide a peer researcher to engage in different stages of the project, support recruitment of service users from their various locations mainly across the North of England (see Appendix N); ensure access to clinical staff to support safe engagement with service users; assist communication of research findings; collaborate writing a policy brief; facilitate and monitor transferable workplace skills. All appropriate contracts and agreements between Waythrough and the University of Leeds are established as part of project management. The Fellowship will be supervised by Professor Anna Madill and Dr Netalie Shloim and, at Waythrough, by Dr Mark Crowe.

The aim of this project is to enhance the voice of young women journeying through and beyond PSU through bringing insights from expertise in visual methods with young substance users in the UK and embedding their perspectives in research, policy, service development. The PF will bring expertise in **photo-led interviews, time-lining, and participatory filmmaking** to develop a novel training manual guiding the use of visual methods to enhance interventions with young women in recovery.

This application seeks approval for two related strands of work.

Strand 1 Conduct a research study using visual methods with a sample of (at least) 12-15 young women living in the UK (18-35 years) with PSU.

Waythrough will provide access to relevant participants and help us recruit, support worker being the first point of contact for potential participants. Dr. Duara will communicate with willing participants (telephone, e-mail, face-to-face as appropriate), to explain the process of data collection which involves participants taking or collecting photographs and / or images which capture their experiences of resilience and/or recovery wrt problematic substance use (PSU). The PF will interview participants with a focus on the images they have brought and the timeline of their PSU experiences that they will produce during the interview. A pilot study will be conducted before the main study with a participant who is in recovery from PSU and currently a service provider at Waythrough. Interviews will be audio-recorded with consent. Additionally, a video recording will be done focused only on the timeline, making sure participant face is not visible in the frame. This will be done to capture references made to the timeline during the course of the interview, such as pointing to images or moving images around the chart. Audio-recordings will be analysed using qualitative methods.

Strand 2 will invite strand 1 participants to take part in filmmaking.

We will aim to produce approximately 5 short films with young women. Participants will be fully supported and given authorship over the filmmaking process. Dr. Duara is experienced managing this activity with young people (at-risk and in-recovery from PSU in a developing country) as part of her role as a RF in the Big Picture project. Participants can contribute to filmmaking without being in the film. The aim of this aspect is knowledge exchange and stigma reduction. Films will be displayed on the project website, at impact event and social media. If we do not recruit enough participants for filmmaking from Strand 1, we will recruit additional participants through Waythrough.

A.10 What are the main ethical issues with the research and how will these be addressed?¹⁹

Indicate any issues on which you would welcome advice from the ethics committee.

Participant consent and safety:

Participants will be recruited via Waythrough where a support worker will first speak to potential participants. Hence, all participants will have independent contact with a support worker with whom they can discuss the study and consider in detail if they would like to take part. They also, therefore, have a support worker with whom to discuss any impact of taking part and if they would like to withdraw their consent. Additionally, all engagement with the participants will take place in the premises of Waythrough ensuring safety of the participant as well as the researcher.

Participants are welcome to bring a chaperone to any project activity. Their travel expenses, and those of the chaperone, will be covered. Our study will adhere to standard ethical practices for interviewing (i.e., informed consent, right to not answer any particular question, right to withdraw, anonymity, safe and secure data storage). We will ensure study information is tailored to low levels of literacy.

Study materials have been checked for understandability by the project supervisor at Waythrough (Mark Crowe) and changes were made to the original wording in light of his advice. More information regarding support for participant understanding can be found in section C14.

All participants will be asked to recite their understanding of the study (detailed in the study information letter, Appendix B), the way their data will be used and what would happen if they disclosed the following as occurring anytime from their consent into the study to the point when their participation in the study ends: being the victim or perpetrator of harm and / or serious criminal activity. This includes physical, sexual and/or psychological harm, stealing/robbery, kidnapping, selling illicit drugs and homicide. We have a detailed risk protocol (Appendix A) and the support worker can be consulted at any point post-study. At the end of the interview, participants will be asked to confirm their ongoing consent for their data to be retained for this study (Appendix C, Part b). This will give them the chance to give true informed consent (i.e., based on knowing what they disclosed in the interview). Consents will be taken verbally, and audio recorded for added anonymity. If they have concerns about sharing the data in the way intended, we will work with participants to ensure they are happy with intended data use (e.g. removing sections or images). Participants can make decisions about data use any time post-interview. However, they will be informed that there could be instances where we may not be able to do this given the lack of control once research outputs, such as articles and books, are published. The supervisory team has not experienced a participant change their mind about participating outside this timeframe and, realistically, would not retain data if this was against the wishes of a participant. Providing a time period, however, is useful in order to engage seriously with both the possibility of a change of mind but also the challenges of removing data from a project once analysis has begun. We believe visual methods and our various consenting options give participants high levels of control in this study. With permission, Dr Duara will maintain participant names and contact details for the duration of the project in order to contact them in relation to filmmaking workshops, and relevant events. These details will be stored on a password protected computer separately from research data, in a way that makes it impossible to match participant details to their data. These will be deleted once the person's participation in the study ends.

Informed **consent** for filmmaking will also be audio-recorded on an individual basis at the start of filmmaking workshops. Once the films are completed, those involved in making the film will be asked to sign a **release form** to ensure they are happy for the film to proceed to public dissemination. If a participant objects, we will work with them to modify the film appropriately. However, we hope that by working closely with participants to generate these films, participants will have felt able to produce a film that they are happy to be made public.

Anonymity: All participant data will be anonymised, including interview transcripts. The use of images in this study will be ethical. Since the participants will be asked to collect images relevant to their experiences, they will be provided with guidance related to dos and don'ts associated with this activity. For example, participants will be recommended to avoid creating new photos of people unless they are known well to the participant and if they do take photos of other people, they are asked to take verbal consent from them; they will be asked not to bring photos of under 16s since consent cannot be appropriately obtained; and they will be informed of the limits to confidentiality (e.g. if harm or risk is suggested in an image). Participants will be advised not to bring sensitive or incriminating images to the interview but instead to think of other non-sensitive images that could convey the important issues; examples will be given. This will all be conveyed in a guidance sheet provided to participants (Appendix D), and we will check their understanding of this. Visual methods have been described as therapeutic and empowering by some young people, and exhibitions/impact events and filmmaking can give participants a chance to use their experiences for positive action.

Photo-led interview and image data (including timelines) will be anonymised and stored safely, and separately from personal information (e.g. email addresses). Post-interview, and with consent to continue to use their data for the study (Appendix C, Part b) we will offer participants various ways to share their interview data (Appendix E), or be involved in, Strand 2 (Appendices F and G). They will be invited to give consent for parts of their fully anonymised *interview data* to inform filmmaking and / or project website case studies, with alteration of key details of their story (or extracts from it) to ensure no participant, other person and/or institution, for example, would be identifiable.

Participants will be encouraged to take their time to think about consenting to the sharing of their data in the public domain, and they will be reminded of their right to withdraw their data from each strand separately. This is conveyed in our study information letter (Appendix B).

Confidentiality: participants' personal details (e.g. email, mobile number), where necessary to record, will be stored safely and separately from research data. These will be deleted once the person's participation in the study ends.

Physical Safety: Participants are welcome to bring a chaperone to any project activity. Their travel expenses, and those of the chaperone, will be covered. We have carefully considered the physical safety of both participants and researchers whilst undertaking all strands. This is detailed in the appended approved risk assessment (Appendix L).

PART B: About the research team**B.1 To be completed by students only²⁰**

Qualification working towards (eg Masters, PhD)	n/a
Supervisor's name (Title, first name, surname)	
Department/ School/ Institute	
Faculty	
Work address (including postcode)	
Supervisor's telephone number	
Supervisor's email address	
Module name and number (if applicable)	

B.2 Other members of the research team (eg co-investigators, co-supervisors) ²¹

Name (<i>Title, first name, surname</i>)	Prof. Anna Madill
Position	Professor in School of Psychology
Department/ School/ Institute	Psychology
Faculty	Medicine and Health
Work address (<i>including postcode</i>)	School of Psychology, University of Leeds
Telephone number	X35750
Email address	a.l.madill@leeds.ac.uk

Name (Title, first name, surname)	Dr. Netalie Shloim
Position	Lecturer in Counselling & Psychotherapy
Department/ School/ Institute	Healthcare
Faculty	Medicine and Health
Work address (including postcode)	Baines Wing Room 1.22 School of Healthcare University of Leeds LS2 9JT
Telephone number	0113 3439414
Email address	n.shloim@leeds.ac.uk

Part C: The research**C.1 What are the aims of the study?²²** (Must be in language comprehensible to a lay person.)

The aims of the study are

Strand 1: To understand the experiences of young women 18-35 years journeying through and beyond PSU.

Strand 2: To promote young women's voice with respect to substance use in order to reduce stigma, raise public awareness and inform mental- and public-health policy and practice, by creating **short films** in collaboration with participants and exhibiting them during impact events, on our project website, and via social media.

C.2 Describe the design of the research. Qualitative methods as well as quantitative methods should be included. (Must be in language comprehensible to a lay person.)

It is important that the study can provide information about the aims that it intends to address. If a study cannot answer the questions/ add to the knowledge base that it intends to, due to the way that it is designed, then wasting participants' time could be an ethical issue.

This is an interview study with follow up participatory arts components.

Strand 1 About 12-15 relevant young women, aged 18-35 years will be recruited for a photo-led interview including timelining.

Strands 2 Strand 1 participants will be invited to take part in filmmaking. If we do not have sufficient numbers opting in to this, our Partner Organisation will help us to recruit new participants to be involved in filmmaking (separate recruitment materials appended- Appendix H and I). In total, we hope to involve approximately 8 young women in developing around 5 films, numbers depending on whether participants choose to produce films individually or in groups.

C.3 What will participants be asked to do in the study?²³ (e.g. number of visits, time, travel required, interviews)

Strand 1 Having shown interest and having received information about the study from their support worker, potential participants will be invited to discuss the study with the researcher by e-mail, over the phone, or face to face in a private room at the premises of Waythrough. If the potential participant meets the study inclusion criteria and agrees to continue, she will be invited to collect photos on their own mobile phone (or mobile phones provided) and /or other images as appropriate (e.g., existing photos, pictures from magazines or from the internet that are copyright-free) relevant to the aims of the study to bring to interview approximately 10 days later. Specific photo guidance will be provided (see Appendix D). Additionally, to familiarize participants with the idea and process of sharing meaning through photos, a few activities will be conducted in the first meeting as shown in Appendix P. The photos presented will be neutral images that do not provoke specific emotions (PF trained for this kind of activity). The interview will take place in a private room at the premises of Waythrough, be video-recorded (only timeline) and audio-recorded with consent, and will last for about 60-90 minutes. Before the interview, participants will also be asked for explicit consent for handling special category data, including ethnicity and health (see section A8 for justification, consent form in Appendix C). Participants will be asked to describe the images they have brought and place them in the timeline of events (created by them on the chart provided), with the researcher following up lines of enquiry to better understand the participant's experience.

Strands 2 Strand 1 participants will be invited to collaborate with the PF to work with the study team in filmmaking workshops (Appendix F and G). Filmmaking will draw upon images and narrative from the photo-led interview. Participants recruited to filmmaking who did not take part in the interview can still contribute via workshops held on the premises of Waythrough, and led by the PF. Participants will be given the option of being identifiable or non-identifiable in filmmaking, although we anticipate mostly the latter. Participants can contribute to filmmaking without being in the film. Once the films are completed, anyone who is in the film will be asked to sign a **release form** (Appendix J) to ensure they are happy for the film to proceed to public dissemination. If a participant objects, we will work with them to modify the film. However, we hope that by working closely with participants to generate these films, participants will have felt able to produce a film that they are happy to be made public. Films will be exhibited at impact events, the project website and on social media.

C.4 Does the research involve an international collaborator or research conducted overseas?²⁴

(Tick as appropriate)

Yes No

If yes, describe any ethical review procedures that you will need to comply with in that country:

Describe the measures you have taken to comply with these:

Include copies of any ethical approval letters/ certificates with your application.

C.5 Proposed study dates and duration

Research start date (DD/MM/YY): _01/09/24_____ Research end date (DD/MM/YY): ___28/02/27___

Fieldwork start date (DD/MM/YY): _approx 01/02/25 Fieldwork end date (DD/MM/YY): __approx 31/10/26__

C.6. Where will the research be undertaken? (i.e. in the street, on UoL premises, in schools)²⁵

In Leeds with interviews and filmmaking workshops taking place in various locations in Leeds and Bradford associated with Waythrough (address list in Appendix N).

RECRUITMENT & CONSENT PROCESSES

How participants are recruited is important to ensure that they are not induced or coerced into participation. The way participants are identified may have a bearing on whether the results can be generalised. Explain each point and give details for subgroups separately if appropriate.

C.7 How will potential participants in the study be:

(i) identified?

Strand 1 and 2 Participants will be identified as those meeting our inclusion criteria: (1) residing in the UK; (2) young women; (3) aged 18-35 years old and in their journey through problematic substance use and recovery from drug and/or alcohol abuse; (4) feel well enough to take part without any foreseeable risks to themselves and (4) able and willing to take part in the photo-led task.

(ii) approached?

Waythrough will identify potential participants from their service user communities, by word of mouth and by distributing the information about the study (Appendix B). Participants will first be approached by their support workers who will discuss the study, and willing participants will be contacted directly by the PF through phone, email or face-to-face (in a private room in the premises of Waythrough) as convenient for participants.

(iii) recruited?²⁶

Strand 1 Potential participants will be provided with an information letter (Appendix B) (likely in person or via email) which provides the University of Leeds e-mail of the PI and the supervisors. They will be invited to discuss the study with the researcher over e-mail, by phone, or meeting in a private room at one of the premises of Waythrough. They will be recruited only once they have been able to correctly recite the aims of the study, the photo-led interview along with the timelining task, and what will happen to their data, and have given consent (Appendix C, Part a).

Strand 2 Strand 1 participants will be invited to take part in Strand 2, with varying levels of participation available (Appendices F and G). If there are not enough participants from Strand 1 willing to be involved in Strand 2, our Associate Partner will help us recruit additional young people to be involved in filmmaking.

C.8 Will you be excluding any groups of people, and if so what is the rationale for that?²⁷

Excluding certain groups of people, intentionally or unintentionally may be unethical in some circumstances. It may be wholly appropriate to exclude groups of people in other cases

For both strands 1 and 2, the focus will solely be on **cisgender women**, excluding men and transgender individuals, as the objective of this study is to specifically explore the unique experiences and challenges that cisgender women face in relation to substance use. Gender identity can significantly influence substance use patterns, coping mechanisms, and access to support, which is why it is essential to narrow the scope to a specific population to ensure the findings are both relevant and applicable to the demographic being studied. The experiences of transgender individuals, in particular, may be profoundly unique and influenced by factors such as gender dysphoria, societal stigma, and discrimination. These experiences could lead to different patterns of substance use and require distinct considerations that are beyond the scope of this study. Therefore, a separate study focusing specifically on the transgender community would be more appropriate to capture and address their specific needs and challenges effectively. By concentrating on cisgender women, this study aims to generate insights that are directly relevant to this group, thereby allowing for more targeted interventions and support strategies.

C.9 How many participants will be recruited and how was the number decided upon?²⁸

It is important to ensure that enough participants are recruited to be able to answer the aims of the research.

Strand 1 Approximately 12-15 relevant people aged 18-35 years. This sample size is enough to obtain data for a qualitative research that will involve in-depth analysis of both visual and verbal materials.

Strand 2 We hope to involve ~8 in filmmaking to develop a total of around 5 short films. Depending on whether participants choose to work in groups or individually, numbers may vary.

If you have a formal power calculation please replicate it here.

Remember to include all advertising material (posters, emails etc) as part of your application

C10 Will the research involve any element of deception?²⁹

If yes, please describe why this is necessary and whether participants will be informed at the end of the study.

No deception will be used.

C.11 Will informed consent be obtained from the research participants?³⁰

Yes No

If yes, give details of how it will be done. Give details of any particular steps to provide information (in addition to a written information sheet) e.g. videos, interactive material. If you are not going to be obtaining informed consent you will need to justify this.

Strands 1 and 2 Participants will be provided with a consent form (Appendix C) to keep which provides a written record of the conditions of their consent and contact details of the research team. To provide additional assurance of anonymity participants will NOT be asked to sign the consent form but their consent will, instead, be **audio-recorded** (and stored safely on University OneDrive) before the interview itself commences. The audio recording of consent will be retained until the study ends. This procedure has been approved in the past by the University of Leeds, Faculty of Medicine and Health (School of Psychology) Research Ethics Committee and is an acceptable ethical procedure with populations who may have reasons to be unsure about signing formal documents. At interview end (Strand 1) we will invite participants to give on-going consent for the data to be used as intended (Appendix C, Part b). This will give them the chance to give true informed consent (i.e., based on knowing what they disclosed in the interview). This will be audio recorded. If they have concerns about sharing the data in the way intended, we will work with participants to ensure they are happy with intended data use (e.g. by removing sections of interview data or images). Participants can make decisions about data use any time post-interview. However, they will be informed that there could be instances where we may not be able to do this given the lack of control once research outputs, such as articles and books, are published.

With permission, Dr Duara will maintain participant names and contact details for the duration of the project in order to contact them in relation to filmmaking workshops, and relevant events. These details will be stored on university secure OneDrive. These will be deleted once the person's participation in the study ends.

Strand 2 Informed consent will be obtained for **filmmaking** which will also be audio-recorded on an individual basis at the start of filmmaking workshops (Appendices G and J).

Once the films are completed, anyone who is in the film will be asked to sign a **release form** (Appendix J) to ensure they are happy for the film to proceed to public dissemination. If a participant objects, we will work with them to modify the film appropriately. However, we hope that by working closely with participants to generate these films, participants will have felt able to produce a film that they are happy to be made public.

If participants are to be recruited from any of potentially vulnerable groups, give details of extra steps taken to assure their protection. Describe any arrangements to be made for obtaining consent from a legal representative.

As potentially vulnerable participants will be recruited for this study, the first point of contact will be their support worker at Waythrough who will converse with them about the study independently before contacting the PF. The support worker involved in the recruitment of the respective participant will also be available to discuss any impact

of participation and/or discuss any concerns they may have in relation to their participation (e.g., wish to withdraw consent/data).

Copies of any written consent form, written information and all other explanatory material should accompany this application. *The information sheet should make explicit that participants can withdraw from the research at any time, if the research design permits. Remember to use meaningful file names and version control to make it easier to [keep track of your documents](#).*

Sample information sheets and consent forms are available from the University ethical review webpage at <http://ris.leeds.ac.uk/InvolvingResearchParticipants>.

C.12 Describe whether participants will be able to withdraw from the study, and up to what point (eg if data is to be anonymised). If withdrawal is not possible, explain why not.

Any limits to withdrawal, eg once the results have been written up or published, should be made clear to participants in advance, preferably by specifying a date after which withdrawal would not be possible. Make sure that the information provided to participants (eg information sheets, consent forms) is consistent with the answer to C12.

Strand 1 The study information letter (Appendix B) and consent form (Appendix C; Part a) explain that participants can stop taking part in the interview at any point and, post-interview (Appendix C: Part b) can (a) immediately opt to retract the interview (or part therefore) and/ or images for use as intended by the study team or (b) completely withdraw their data from the study. There is no time limit given to participants within which they can make such decisions, however the information sheet clearly states: 'please be aware that once your anonymised material has been included in a published research output (such as articles, books, or other publications) including open access official data repository, it may no longer be possible for the research team to remove it, as it could be beyond our control.' By making the data open-access, it could be stored by others indefinitely (beyond the 5 years that these will be stored by the University of Leeds).

The contact details provided in the information sheets, i.e., email and phone number, are both university-provided.

Strand 2 Participants can withdraw from film workshops at any point during the process of their involvement in the filmmaking activity starting from the point of giving consent to participate to the time of film completion. Participants do not have to give a reason for their withdrawal. Participants who appear in the final films will be invited, post-production, to sign a **release form** (Appendix J) to ensure they are happy for the film to proceed to public dissemination (with steps following refusal as outlined in C11).

C.13 How long will the participant have to decide whether to take part in the research?³¹

It may be appropriate to recruit participants on the spot for low risk research; however consideration is usually necessary for riskier projects.

At least 24 hours to one week.

C.14 What arrangements have been made for participants who might have difficulties understanding verbal explanations or written information, or who have particular communication needs that should be taken into account to facilitate their involvement in the research?³² *Different populations will have different information needs, different communication abilities and different levels of understanding of the research topic. Reasonable efforts should be made to include potential participants who could otherwise be prevented from participating due to disabilities or language barriers.*

Reasonable efforts should be made to include potential participants who could otherwise be prevented from participating due to disabilities or language barriers.

The following approaches will help mitigate difficulties understanding verbal explanations or written information, or deal with other specific communication needs:

1. **Involvement of Support Workers:** The primary point of contact for participants will be their support workers. These professionals are familiar with the participants and will assist in delivering the study information in a way that is accessible and understandable to each individual. Participants can choose to audio-record their conversation in their phone to review and discuss at a later point.
2. **Use of Visual Aids in Interviews:** During interviews, the researcher's interaction with the participants will be based on visual materials such as photographs and timelines, which the participants themselves will have brought/created. These visuals will serve as a focal point for discussion, reducing the reliance on purely verbal communication. By allowing participants to explain images they are familiar with, the need to articulate complex ideas or memories entirely through verbal language is lessened. The visual aids will act as prompts to guide the conversation, helping participants express their thoughts more easily and naturally. This approach reduces the cognitive and communicative burden on participants, ensuring they can engage more comfortably in the research process.

C.15 Will individual or group interviews/ questionnaires discuss any topics or issues that might be sensitive, embarrassing or upsetting, or is it possible that criminal or other disclosures requiring action could take place during the study (e.g. during interviews or group discussions)?³³ The [information sheet](#) should explain under what circumstances action may be taken.

Yes No *If yes, give details of procedures in place to deal with these issues.*

The interviews are primarily participant-led because they involve images that have been brought by the participants themselves in preparation for discussion of their experiences. Although interview topics and questions have been prepared (Appendix M), interview questions will be directed to a large extent by the photos participants bring and the timeline they create during the interview. Hence the conversation is driven by them. Due to the research being about substance abuse, some topics discussed in the interview may be upsetting or sensitive. However, it is clear in the information sheet (Appendix B) and will be reiterated verbally prior to the start of interview, that there is no obligation on the participant to engage with a particular line of interview questioning and that no reason need be given for wishing to skip any particular question. If a participant is upset or distressed, she will be reassured and invited to take a break, with the option to discontinue the interview as well as the option to speak to their support worker at Waythrough. The details of this are included in the risk management protocol (Appendix A).

The participant will be informed that they can leave the interview or filmmaking workshops at any time without having to give a reason. They will be informed, on the study information (Appendices B and F) and verbally, that if they disclose being the victim or perpetrator of harm and / or serious criminal activity anytime from their consent into the study to the point when their participation in the study ends, that the study team may need to take action. Actionable disclosures include physical, sexual and or psychological harm, stealing/robbery, kidnapping, selling illicit drugs and homicide. Our risk management protocol (Appendix A) and general information explains what action would be taken.

C.16 Will individual research participants receive any payments, fees, reimbursement of expenses or any other incentives or benefits for taking part in this research?³⁴

Yes No

If Yes, please describe the amount, number and size of incentives and on what basis this was decided.

Research participants will be reimbursed their travel expenses for attending any pre-interview meeting, the interview, filmmaking workshops, and a planned impact event in Leeds. Refreshments (water, hot drink) will be provided at interview and refreshments and lunch will be provided at filmmaking workshops. If a chaperon is required, their travel expenses will also be reimbursed. As a small thank you, each participant who agrees to engage in filmmaking will be provided a certificate stating filmmaking skills gained, posted to their chosen address supplied to the PF. This information is explained to participants on relevant documents.

RISKS OF THE STUDY

C.17 What are the potential benefits and/ or risks for research participants in both the short and medium-term?³⁵

Strand 1 There should be no significant risks in taking part. Although the topic of research is about a potentially illegal activity – substance abuse – clear guidance is provided on selecting and generating images that avoid direct representation of an illegal activity (Appendix D). Given that the content of the interview will be largely participant-led, directed by the images they bring and timeline they create in the interview, participants will have considerable control over the topics discussed in the interviews. However, through the process of the conversation in the interview, participants may talk about things that they did not anticipate, which may be upsetting or difficult. Participants will be informed and reminded during the course of the interview that questions do not have to be answered if preferred and they will know about the researcher's obligations around disclosure of harm or criminal activities. Furthermore, the support worker will be available in case of any distress or concerns related to their participation.

This research has significant potential applicability and will be used to support gender-sensitive and culturally-sensitive approaches to understanding substance abuse in the UK. Although it is not the purpose of the interview, young women may benefit through being listened to carefully by an interested other. This was noted in (i) the study of the quarter life crisis among young people conducted by the PF (Dr Duara) and, (ii) the study of young people's risk and resilience around PSU in Assam (India) conducted by the PF and supervisor (Prof. Anna Madill), where participants reported the process of photo-led interviews to be 'therapeutic' given the opportunity to externalize their experiences in visual form and having someone listen to them.

Strand 2 Given our safeguarding processes, no risks are anticipated in the development and exhibition of films. This activity will help draw attention to issues raised and promote further discussion. It will serve as an inspiration

for collaborative workshops with young women at risk of, or in recovery from substance abuse, and engage policymakers in the development of mental health approaches and services tailored for women.

C.18 Does the research involve any risks to the researchers themselves, or people not directly involved in the research? *Eg lone working*³⁶

Yes No

If yes, please describe: Lone working off campus for data collection, to be conducted in WayThrough

Is a [risk assessment](#) necessary for this research?

Yes No If yes, please include a copy of your risk assessment form with your application.

Appendix L

NB: If you are unsure whether a risk assessment is required visit <http://ris.leeds.ac.uk/HealthAndSafetyAdvice> or contact your Faculty Health and Safety Manager for advice.

RESEARCH DATA

C.19 Explain what measures will be put in place to protect personal data. E.g. anonymisation procedures, secure storage and coding of data. Any potential for re-identification should be made clear to participants in advance.³⁷ Refer to <http://ris.leeds.ac.uk/ConfidentialityAnonymisation> and <http://ris.leeds.ac.uk/ResearchDataManagement> for guidance.

Strand 1

Participant personal details: We will need to store participant contact details to manage their engagement with the project. These details will be stored separately to any participant data and will be destroyed once their involvement in the project is concluded.

Photo task: Participants will be asked to obtain verbal consent from people before they photograph them and faces and identifying places will be pixelated prior to any public dissemination. Participants shall be informed not to bring photos that have clear images of children under the age of 16, because appropriate consent cannot be obtained from them (Appendix D).

Project data: Care will be taken in the way data is stored so that individuals are highly unlikely to be identifiable. Any computer on which data is stored will have been encrypted and locked with a username and password.

- The PF will transfer **audio and video-recordings** and images from the photo-led interviews, including the timeline, to a secure University of Leeds One Drive.
- Interview **transcripts** will be fully anonymised with any identifying details removed. Interviews will be transcribed using Adobe PremierePro, a non-cloud-based software that ensures all files remain securely stored on the encrypted device used for transcription. Once transcription is complete, the files will be transferred to the UoL secure OneDrive. Transcripts will be anonymised at the time at which they are checked against audio and video-recordings for accuracy by the PF.
- **Images** that a participant has consented to permit into the public domain will be anonymised (via cropping and/or pixelation of faces and identifying places). Participants will be requested to take permission from people (always at least 18 years old) before including their image in a photo used in the study. However, this may not always be possible (e.g., if an old photo is used, strangers such as passers-by enter the frame etc.). To maintain appropriate ethics (i) photos are transferred via a secure means as described in Appendix K; (ii) the researcher will anonymise all images soon after receipt and so only store and use anonymised images (i.e., obscuring faces and other potentially identifying details). Non-anonymised images may be stored safely purely for analysis but will not enter the public domain. This is standard in projects using visual methods and their associated publications. Consent will be sought from participants to use

anonymised interview quotes and anonymised photos/images in reports of the research and in other project outputs (films and website).

- The different data and materials collected from each participant will be linked only through the use of a **unique participant identifier**.
- Members of the **Associate Partner** Waythrough may become aware of who is taking part in the research but will keep this information confidential unless it is decided by the research team that a participant's disclosure warrants action (as detailed earlier).

Strand 2 Anonymisation will occur for use of participants' narrative and images on films and the website.

There are **two options** that the participants can choose post-interview in Strand 1 for the **project website (Appendix E)**:

- (1) not willing to share data for website (no further action)
- (2) willing to share aspects of the interview data and images (suitably anonymised) (sign release form).

There are **four options** that the participants can choose post-interview in Strand 1 for **filmmaking (Appendix H)**:

- (1) not willing to share their interview data or images for filmmaking (no further action)
- (2) not willing to take part in filmmaking, but consent to share anonymised data to include in films (audio record consent and later a post-production release form).
- (3) willing to take part in filmmaking but not be on screen (audio record consent and later a post-production release form).
- (4) willing to take part in filmmaking and be on screen (audio record consent and later a post-production release form; Appendix J).

Participants can decide to be on screen as they see how the film making is progressing. Participants newly recruited into filmmaking (i.e., who did not do an interview) will have options (3) and (4) (Appendix I).

C.20 How will you make your research data available to others in line with: the University's, funding bodies' and publishers' policies on making the results of publically funded research publically available. Explain the extent to which anonymity will be maintained. (max 200 words) Refer to <http://ris.leeds.ac.uk/ConfidentialityAnonymisation> and <http://ris.leeds.ac.uk/ResearchDataManagement> for guidance.

The data management plan, and our plans to share the data, is appended (Appendix K).

C.21 Will the research involve any of the following activities at any stage (including identification of potential research participants)? (Tick as appropriate)

- Examination of personal records by those who would not normally have access
 - Access to research data on individuals by people from outside the research team
 - Electronic surveys, please specify survey tool: _____ ([further guidance](#))
 - Other electronic transfer of data E-MAIL INFORMATION ABOUT THE STUDY TO PARTICIPANTS; PARTICIPANTS SEND PHOTOS/DIGITAL IMAGES TO RESEARCHER VIA SIGNAL APP (A SECURE MESSAGING SERVICE) ON TO A PASSWORD-PROTECTED PHONE PURCHASED VIA UNIVERSITY.
 - Use of personal addresses, postcodes, faxes, e-mails or telephone numbers TO COMMUNICATE WITH PARTICIPANTS WHEN PROVIDED BY THE PARTICIPANT OR WITH THEIR CONSENT
 - Use of audio/ visual recording devices (NB this should usually be mentioned in the information for participants) AUDIO AND VIDEO-RECORDING OF INTERVIEW IS MENTIONED IN THE INFORMATION SHEET
 - FLASH memory or other portable storage devices
- Storage of personal data on, or including, any of the following:

- University approved cloud computing services ([Microsoft Office 365 for email](#) (Exchange online) and [Microsoft OneDrive for Business](#)) RESEARCHER TRANSFERS AUDIO AND VIDEO-RECORDING AND PHOTOS/DIGITAL IMAGES LINKED TO ANONYMOUS PARTICIPANT IDENTIFIERS TO UNIVERSITY OF LEEDS ONE DRIVE
- Other cloud computing services
- Manual files
- Private company computers
- Laptop computers FOR CREATING REPORTS OF THE RESEARCH AND COMMUNICATING ELECTONICALLY WITH PARTICIPANTS ABOUT THE STUDY
- Home or other personal computers (not recommended; data should be stored on a University of Leeds server such as your M: or N: drive where it is secure and backed up regularly: <http://ris.leeds.ac.uk/ResearchDataManagement>.)

C.22 How do you intend to share the research data? (Indicate with an 'X') Refer to <http://library.leeds.ac.uk/research-data-deposit> for guidance.

- Exporting data outside the European Union
- Sharing data with other organisations
- Publication of direct quotations from respondents IN ANONYMISED FORM AND WITH PARTICIPANT CONSENT
- Publication of data that might allow identification of individuals to be identified
- Submitting to a journal to support a publication
- Depositing in a self-archiving system or an institutional repository
- Dissemination via a project or institutional website THIS WILL INVOLVE ANONYMISED DATA ONLY AND WITH THE CONSENT OF PARTICIPANTS
- Informal peer-to-peer exchange
- Depositing in a specialist data centre or archive
- Other, please state: _____.
- No plans to report or disseminate the data

C.23 How do you intend to report and disseminate the results of the study? (Indicate with an 'X') Refer to <http://ris.leeds.ac.uk/ResearchDissemination> and <http://ris.leeds.ac.uk/Publication> for guidance.

- Conference presentation
- Peer reviewed journals
- Publication as an eThesis in the Institutional repository
- Publication on website
- Other publication or report, please state: REPORT OUTCOMES TO RESEARCHFISH ANNUALLY AND 5 YEARS AFTER THE PROJECT ENDS; REPORT TO POLICYMAKERS IN THE UK MAY BE APPROPRIATE
- Submission to regulatory authorities
- Other, please state: _____.
- No plans to report or disseminate the results

C.24 For how long will data from the study be stored? Please explain why this length of time has been chosen.³⁸ Refer to the [RCUK Common Principles on Data Policy](#) and http://ris.leeds.ac.uk/info/71/good_research_practice/106/research_data_guidance/5.

Students: It would be reasonable to retain data for at least 2 years after publication or three years after the end of data collection, whichever is longer.

5 years after publication of the last report of the research because this is the standard timeframe required by publishers. However, materials disseminated via our project website, and social media (e.g. films) may be there for an infinite period of time.

CONFLICTS OF INTEREST

C.25 Will any of the researchers or their institutions receive any other benefits or incentives for taking part in this research over and above normal salary or the costs of undertaking the research?³⁹

Yes No

If yes, indicate how much and on what basis this has been decided

C.26 Is there scope for any other conflict of interest?⁴⁰ For example, could the research findings affect the any ongoing relationship between any of the individuals or organisations involved and the researcher(s)? Will the research funder have control of publication of research findings? Refer to <http://ris.leeds.ac.uk/ConflictsOfInterest>.

Yes No

If so, please describe this potential conflict of interest, and outline what measures will be taken to address any ethical issues that might arise from the research.

C.27 Does the research involve external funding? (Tick as appropriate)

Yes No **If yes, what is the source of this funding?** UK Research and Innovation

NB: If this research will be financially supported by the US Department of Health and Human Services or any of its divisions, agencies or programmes please ensure the additional funder requirements are complied with. Further guidance is available at <http://ris.leeds.ac.uk/FWAcompliance> and you may also contact your [FRIO](#) for advice.

PART D: Declarations


Declaration by Chief Investigators

1. The information in this form is accurate to the best of my knowledge and belief and I take full responsibility for it.
2. I undertake to abide by the University's ethical and health & safety guidelines, and the ethical principles underlying good practice guidelines appropriate to my discipline.
3. If the research is approved I undertake to adhere to the study protocol, the terms of this application and any conditions set out by the Research Ethics Committee.
4. I undertake to seek an ethical opinion from the REC before implementing substantial amendments to the protocol.
5. I undertake to submit progress reports if required.
6. I am aware of my responsibility to be up to date and comply with the requirements of the law and relevant guidelines relating to security and confidentiality of patient or other personal data, including the need to register when necessary with the University's Data Protection Controller (further information available via <http://ris.leeds.ac.uk/ResearchDataManagement>).
7. I understand that research records/ data may be subject to inspection for audit purposes if required in future.
8. I understand that personal data about me as a researcher in this application will be held by the relevant RECs and that this will be managed according to the principles established in the Data Protection Act.
9. I understand that the Ethics Committee may choose to audit this project at any point after approval.

Sharing information for training purposes: Optional – please tick as appropriate:


- I would be content for members of other Research Ethics Committees to have access to the information in the application in confidence for training purposes. All personal identifiers and references to researchers, funders and research units would be removed.

Principal Investigator

Signature of Principal Investigator:  (This needs to be an actual signature rather than just typed. Electronic signatures are acceptable)

Print name: .Dr. Raginie Duara Date: (dd/mm/yyyy): 16/01/2025

Supervisor of student research: I have read, edited and agree with the form above.

Supervisor's signature:  (This needs to be an actual signature rather than just typed. Electronic signatures are acceptable)

Print name:Anna Madill..... Date: (dd/mm/yyyy): 16/01/2025

Please submit your form **by email** to researchethics@leeds.ac.uk or if you are in the Faculty of Medicine and Health FMHUniEthics@leeds.ac.uk. **Remember to include any supporting material** such as your participant information sheet, consent form, interview questions and recruitment material with your application.

To help speed up the review of your application:

- Answer the questions in plain English, avoid using overly technical terms and acronyms not in common use.
- Answer all the questions on the form, including those with several parts (refer to the [guidance](#) if you're not sure how to answer a question or how much detail is required).
- Include any relevant supplementary materials such as
 - Recruitment material (posters, emails etc)
 - [Sample participant information sheet](#)
 - [Sample consent form](#). Include different versions for different groups of participants eg for children and adults, clearly indicating which is which.
 - Signed [risk assessment](#) (If you are unsure whether a risk assessment is required visit <http://ris.leeds.ac.uk/HealthAndSafetyAdvice> or contact your Faculty Health and Safety Manager for advice.).

Remember to include use [version control](#) and meaningful file names for the documents.

- If you are not going to be using participant information sheets or consent forms explain why not and how informed consent will be otherwise obtained.
- If you are a student it is essential that you discuss your application with your supervisor.
- Submit a [signed copy](#) of the application, preferably electronically. Students' applications need to be signed by their supervisors as well.

APPENDIX A: RISK MANAGEMENT PROTOCOL

Key Risks (associated with participants)

There are two potential risks associated with the project that will be managed by research team in collaboration with Waythrough, namely:

- i. Mental health issues suggesting a need for support
- ii. Criminal activity directed towards the participants as well as by the participants

This response protocol has been developed in collaboration with Waythrough.

A summary of this protocol will be included in the study information to ensure participant understanding. They will be required to recite their understanding of their as part of giving consent.

Below are the triggers that will alert the PF to the need for action, and the possible courses of action to follow depending on whether these are reported during the research. The study team take responsibility for action if any of the following are reported as 'current' from the point of recruitment through to the end of a participant's involvement in the study. All such actions will be reported to the PI (Professor Anna Madill) by the PF (Dr Raginie Duara) as soon as possible after identification.

1. Mental health

Appropriate action will be taken should the participant display or report any of the following:

- feelings of hopelessness
- difficulty in breathing
- tingling and burning sensation in body and limbs
- palpitations
- sweating
- trembling
- expressing an inability to cope
- constant feeling of restlessness and agitation
- loss of appetite and inability to sleep
- loss of interest in pleasurable activities
- difficulty in concentration
- suicidal ideation
- reporting, or showing signs, of self-harm

2. Criminal activity

Appropriate action will be taken if a participant reveals being targeted or involved in any of the following criminal activity or shows intent to do so:

- stealing or robbery
- physical abuse
- sexual abuse/harassment
- kidnapping
- selling illicit drugs
- homicide

How action will be taken

Photo-led interviews: if any immediate action needs to be taken in relation to either mental health or criminal activity during face-to-face contact, the PF will engage the support worker (in Waythrough) responsible for the concerned participant. This member of staff will be present with the PF as they talk through with the participant their needs. If the participant has been accompanied by a chaperone, they can sit in on this discussion also, with participant consent. The aim will be to ensure the participant is heard, and that they understand any steps that need to be taken and are supported through this.

Mental health need: After the face-to-face contact (and immediately following potential risk revelations occurring in other contact modes, such as telephone and e-mail), the PF will report to the respective support worker from Waythrough who will then take the matter forward, to provide the necessary support.

Criminal activity: In the case of criminal activity/intent exhibited by participants, the PF will report to the respective support worker from Waythrough who will then take the matter forward.

Film-making workshops

Mental health need: If any immediate action needs to be taken in relation to mental health, the Fellow will liaise with the support worker responsible for the concerned participant. If the participant has been accompanied by a chaperone, they can sit in on this discussion also, with participant consent.

Criminal activity: If any immediate action needs to be taken in relation to criminal activity, the Fellow will liaise with the support worker who will then take the necessary steps as appropriate. If the participant has been accompanied by a chaperone, they can sit in on this discussion also, with participant consent.

At other points in the project the PF will consult with Dr Mark Crowe from Waythrough and / or the PI to ensure an appropriate response to either a reported mental health need or criminal activity / intent. The participant may also ask for support themselves in which case the same protocol will be followed wherein the support worker in Waythrough will be contacted in the first instance.



Can you help us? Would you like to take part in an important study led by University of Leeds and Waythrough?

Do you have a story to tell about your journey through substance-related challenges?

Then we'd love to hear from you.

[Read all about our study here.](#)

Hi

My name is Raginie. I live in Leeds, and I am a postdoctoral researcher at the University of Leeds in the UK. Our creative and exciting study is explained here. There are lots of ways you can get in touch to ask questions. **We are recruiting young women for this study from February 2025.**



This study is to understand what it is like for young women who are:

**Aged 18-35 years
and
are in a journey through
substance-related
challenges**



The study aims to understand more about:



What it is like for young women around drugs and/or alcohol

How it might be easy to get caught up in using drugs and/or alcohol

What it is like for young women trying to overcome substance-related challenges

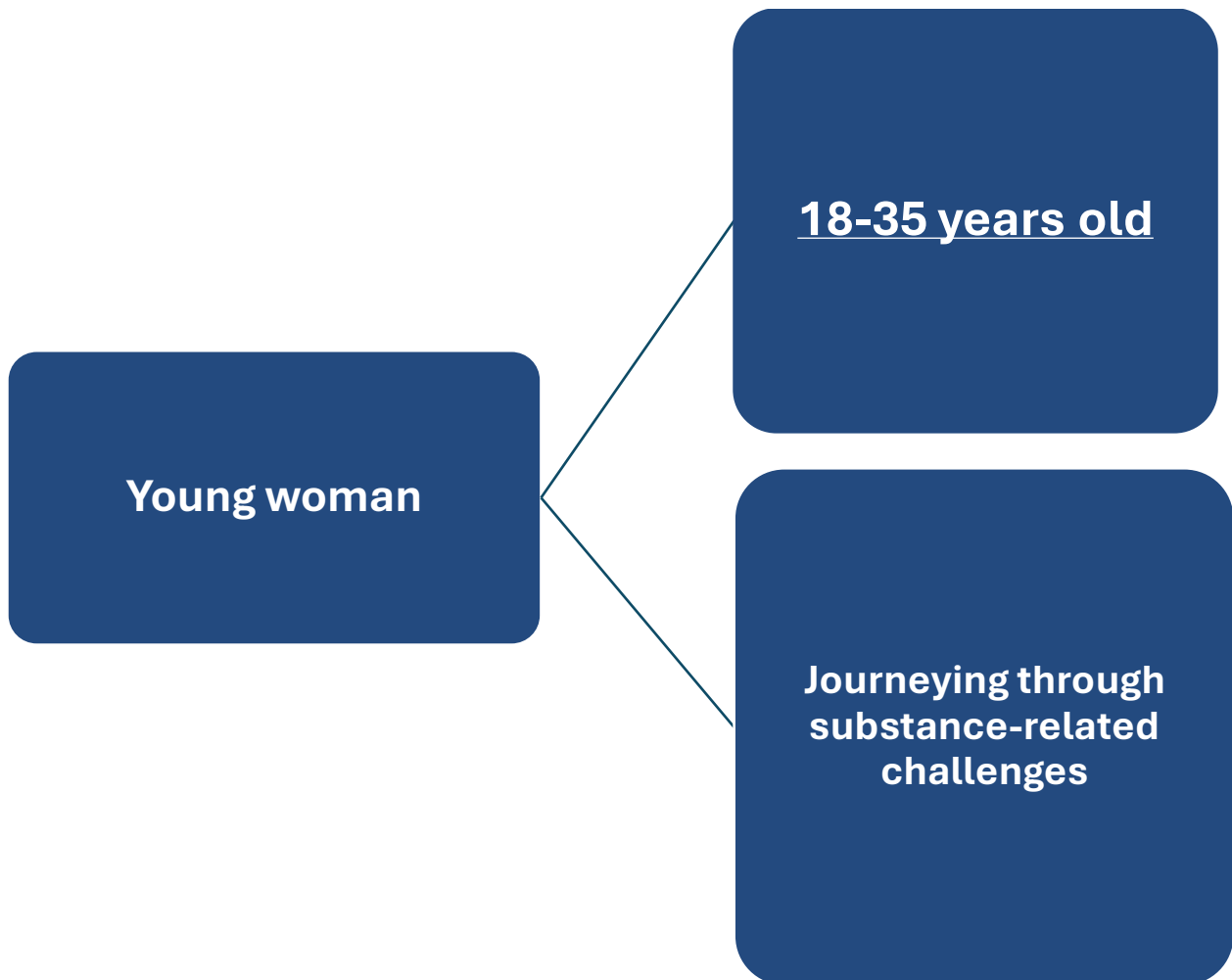
What helped or made it harder to overcome substance-related challenges

How the future looks now

We want to do this to understand what it is like for young women AND to improve the support they get.

Why have I been given this study letter?

Because we think you might be someone we would like to hear from. We need people who:



What does the study involve?

It has two parts.

Part 1 involves some photography or image collection by you and an interview with me. Using images is a great way to tell me about your life.

I will ask you to collect a minimum of 7 images. These should tell me something about how things are for you around drugs and alcohol. They could also be about how you are doing now. The images can be new or old photos. Or images from magazines or the internet (non-copyright). You can take photos of images too if they are physical copies.

You could take photos on your phone or with a smartphone I will give you if you need one.



Image downloaded from unsplash.com

You don't have to be a great photographer or worry about being creative. I will give you guidance in a separate sheet that also includes some limits to what you can take. Please make sure to read it carefully before you start collecting/taking photos. I will then meet with you to talk about the images. You will start by drawing a timeline in a chart where you can mark significant time points in your journey through substance-related challenges and then place your images in the chart as you talk about them with me. With your permission, I will audio-record our conversation. And I will need to keep a copy of the images you bring and the timeline you develop. I will also video-record the timeline (making sure face is not visible in the frame). Our meeting will last about 60-90 minutes. I hope it will feel like a chat with a friend who is a good listener. Afterwards we will talk about how you would like me to conceal your identity, or the identity of other people, in your interview and images. I will check that you are happy with everything we do.

Part 2 involves filmmaking:

Taking part in workshops to make short films based on stories like yours.

Why do these?

To help people understand the challenges around drug and alcohol use for young women.

The project will make about 5 films. With permission, we will show these at events, on social media, and on our website (projectresilience.co.uk).

After your Part 1 interview, you can choose if you want to take part in making films. You will be in control of your information and can tell us what we can use and how.

Where will this all take place?

All our face-to-face meetings will take place in a private room at Humankind. We will agree a good time to meet, and your travel expenses will be repaid to you. If a chaperon comes with you, we will repay their travel expenses too.



Image downloaded from unsplash.com

How will my identity be kept private?

Protecting your privacy is important to us. We will never publish your real name. You can choose a fake name if you wish.

For the **Part 1** interview, I will start by audio-recording your permission to take part in the study and make sure you understand what it involves. You will not be asked to sign anything. Audio and video-recordings from the interview will be kept on a protected University of Leeds storage drive and locked with a username and password. You will be reminded before the interview starts not to use people's real names and to be vague about dates and places. Only the research team will have access to the interview audio and video-recording. After interview, you can tell us if you are still OK for us to use the interview and images in our study, or if you would like us to remove anything.

We will type up your interview into transcript. A company might do this for us and will keep everything confidential. Identifying details (e.g. names of places, people and details of very specific events) will be changed or removed. Any images you bring that you allow us to use in reports, on our website, social media and events about the project will be pixilated or cropped to conceal people's faces and specific places. Your interview and images (including the timeline you create) will be kept securely for up to 5 years after the publication of the last report of the study and then will be deleted. A complete anonymised version of your interview and images will be made open access, which means it will be publicly available in an official data repository for the use of other researchers. By making the data open-access, it could be stored by others



indefinitely (beyond the 5 years that these will be stored by the University of Leeds).

If you choose to take part in filmmaking, you can decide whether or not you want to be in the film. We will explain this in detail at the time.

There are some **exceptions to confidentiality**. If you are in need of support, I will talk about this with you to find a good way forward. If you tell me you are not coping, are in danger, are being harmed or are suicidal, then I will have to speak to your support worker in Waythrough. If you tell me something that makes me

concerned for the safety of someone else, I may need to let your support worker know.

I am not looking for this kind of information in the interview and will not ask you questions about these things. It is your choice what you tell me.

Image downloaded from unsplash.com

Are there any risks to taking part?

I do not expect there to be any significant risks in taking part. In the interview, we may discuss things that have been hard or upsetting but only if you want to talk about them. You will be directing our conversation with the images you have brought and the timeline you create. You do not have to give me a reason if you want to skip anything I ask. If you feel you would like support after the interview, you can discuss it with your support worker.

Are there any benefits in taking part?

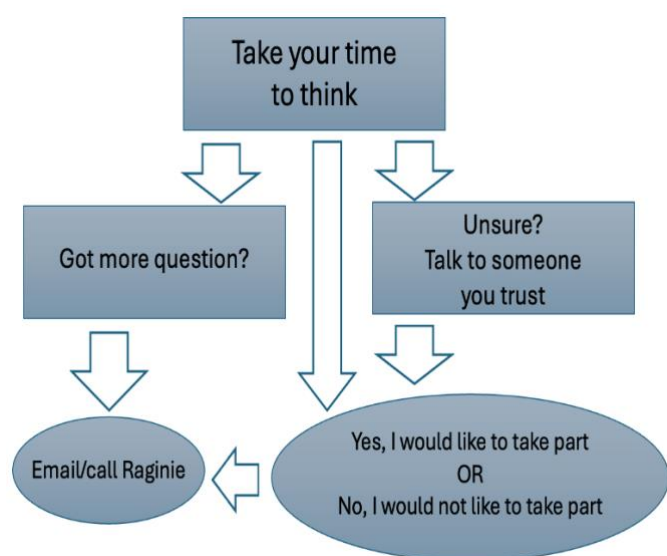
I hope you will find it interesting and enjoyable to take part. You will be helping people to understand some of the challenges young women face around drugs and alcohol; to improve the way society views young women, and to make a case to increase the support available. For being part of this study, you will be reimbursed your travel expenses for attending any pre-interview meeting, the interview and filmmaking workshops. Refreshments (water, hot drink) will be provided at interview and refreshments and lunch will be provided at filmmaking workshops. If a chaperon accompanies you, their travel expenses will also be reimbursed.

Can I stop taking part if I want to?

Yes, no problem. You can decide you do not want to do the interview before it takes place, and you can stop during the interview too. And you can do the same for the filmmaking workshops. You don't need to tell us why you want to stop, although we would love it if you can discuss with us (or your support worker) any concerns you may have.

Once you have done an interview, you can still ask us to not use your interview data or the images you brought. However, please be aware that once your anonymised material has been included in a published research output (such as articles, books, or other publications) including in open access official data repository, it may no longer be possible for the research team to remove it, as it could be beyond our control. By making the data open-access, it could be stored by others indefinitely (beyond the 5 years that these will be stored by the University of Leeds).

If you no longer want to be part of the study, please can you e-mail or call me? If you take part in filmmaking you can also change your mind about letting us use this material. We have separate information on these activities.



What do I do next?

Take your time to think about whether you'd like to take part. Maybe you could talk it over with someone you trust?

Got questions? No problem – email me at: r.duara@leeds.ac.uk or call (07395366617)

If you would like to go ahead, I'd be delighted to get an e-mail or call from you! I will e-mail you back to arrange a telephone call or a face-to-face meeting to answer any of your questions. And if you still want to take part, to get you started with the study, I can provide a camera phone if you need one.

If you are not sure, that's ok. Take your time - we will be happy to hear from you when you are ready.

Thank you for taking the time to read about our study.

Study Details



Study title: Enhancing the voice of young women journeying through and beyond problematic substance use: Reverse innovation insights from India to the UK

Dr Raginie Duara, Postdoctoral Fellow, University of Leeds, UK (r.duara@leeds.ac.uk) [Ph no: 07395366617].

Professor Anna Madill, Principal Investigator, University of Leeds, UK (a.l.madill@leeds.ac.uk)

Dr. Netalie Shloim, Co-supervisor, University of Leeds, UK (n.shloim@leeds.ac.uk)

Partner Organisation: Waythrough (mark.crowe@waythrough.org.uk)



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The study is funded by the UK Research and Innovation (UKRI) under the UK government's Horizon Europe funding Guarantee [grant number EP/Y027655/1] and is hosted by the School of Psychology, University of Leeds, UK. It was approved by the University of Leeds Faculty of Medicine and Health (School of Psychology) Research Ethics Committee (PSCETHS-1356; date 09/02/2025).



UK Research
and Innovation



If you have any complaints about being contacted or about what happens during the study, please e-mail Professor Anna Madill who will be happy to discuss what action to take (a.l.madill@leeds.ac.uk). Alternatively, you can get in touch with your support worker.

APPENDIX C: PHOTO-LED INTERVIEW CONSENT FORM

Participant (involved in photo-led interview) Consent Form (Version 1)



Study title: Enhancing the voice of young women journeying through and beyond problematic substance use: Reverse innovation insights from India to the UK

Part (a). Before the interview

It is important that you understand what you are agreeing to in this study. At the start of our interview, you will be asked if you understand and agree to each of the following. Your verbal answers will be audio-recorded, and you will be given a copy of this sheet to keep.

1. I have read and understood the study information letter (version 1).
2. I have had the chance to ask questions about the study and have had helpful answers.
3. I feel well enough to take part in this study.
4. I agree that the study team can store my contact details and demographic details, including ethnicity and information about my health relevant to this research, until the end of the study, and for use in this study only.
5. I understand that I can stop taking part in this study at any time. To do this, I just e-mail Raginie to let her know. I do not have to say why I want to stop.
6. I understand the instructions for taking photographs.
7. I understand that my interview will be audio-recorded and that I do not have to answer any questions in the interview if I do not want to.
8. I understand that the timeline I create will be video-recorded during the interview, without the face revealed within the frame.
9. I know that I can also decide any time after the interview to have my interview recording or images (or some of them) to be removed from the study. I can email/call Raginie to let her know. However, I understand that once my anonymised material has been included in a published research output (such as articles, books, or other publications) including in open access official data repository, it may no longer be possible for the research team to remove it, as it could be beyond their control.
10. I know what will happen if I tell the researcher about serious and current unlawful activity or if Raginie is concerned about my safety or the safety of another person.
11. I agree that my study data can be used as described in the information letter knowing that my name, the names of others, and identifying places will be anonymised.
12. I agree that my study data can be stored by the University of Leeds for up to 5 years after the last publication from the study and my anonymised data will also be made open access, that is, it will be publicly available in an official data repository for the use of other researchers. by making the data open-access, it could be stored by others indefinitely (beyond the 5 years that these will be stored by the University of Leeds).
13. I know that the decision to take part is up to me and I agree to take part.
14. I understand that after the interview I will have choices about whether I will allow my story and images to be part of a website, film, and/or on social media about this study.

The following is required if the consent form has to be read to the participant: I certify that I have read this consent form in full to the participant.

Date

Signature of Researcher or Representative

Part (b). After the interview

Thank you for your interview. Knowing what we talked about and what has been recorded, are you okay for the study team to use the interview and images (including the timeline) as part of the research project, with our commitment to anonymization? We can avoid using sections of your interview or some of your images, if you prefer. You can tell us your preferences in person, via email or by calling me on the study mobile number. If you change your decision later about your data use, please contact me via email/call. However, please be aware that once your anonymised material has been included in a published research output (such as articles, books, or other publications) including in open access official data repository, it may no longer be possible for the research team to remove it, as it could be beyond our control.

I would also like to reiterate that if you feel upset or distressed as a result of this conversation, please do discuss it with your support worker.

Contact details

Dr Raginie Duara, Research Fellow, University of Leeds, UK (r.duara@leeds.ac.uk) [07395366617]

Professor Anna Madill, Principal Investigator, University of Leeds, UK (a.l.madill@leeds.ac.uk)

Dr. Netalie Shloim, Co-supervisor, University of Leeds, UK (n.shloim@leeds.ac.uk)

Partner Organisation: Waythrough (mark.crowe@waythrough.org.uk)

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APPENDIX D: PHOTO GUIDANCE



Photo Guidance

Thank you for taking part in this research. Photo-led interviews involve using photographs or images to help people to tell their story.

1. Getting started

We would like you to bring a minimum of **7** photographs or images to the interview which will help us understand:



What it has been like for you journeying through substance-related challenges.

You could start by thinking about **the most important things** (e.g., issues, times, events, people, or experiences) that you would like to talk about in the interview and then find an image, or take a photograph, that represents this in some way. The image can be of the thing itself or it can symbolize it. For example, you may want to talk about the feeling that you have few options sometimes, so you could for example take a picture of a menu. If you wanted to explain the importance of time and space away from problems, you could take a picture of a quiet place that matters to you.

You could use the time between now and the interview **to notice things** in your life that you think are important to this research topic and take a picture of things as you go along. For example, you might be drawing something and realize that this really helps you - so you might take a picture of the drawing. You might also look through **past photographs** and this might trigger your memory about times, places, events or people that might help us understand your experience. You could choose one or two that will remind you in the interview of the kinds of issues you want to talk about. You can take a picture of a physical picture/photo so you can send it to me before the interview.

Visual methods like photo-led interviews recognize that an image is not the whole story, and that words sometimes aren't enough, but together the images along with the timeline you create, and our interview will help give a fuller story of what things have been like for you.

2. Important boundaries

We recommend avoiding taking new photos of other people unless they are known to you. However, if you would like to take photo of another person, that person (i) should be over the age of 18 and (ii) should be

asked permission before including them in the photo you bring for the interview. However, we understand that this might not always be possible (e.g., if an old photo is used, strangers such as passers-by enter the frame etc.). In any case, we will be blurring any identifiable details of you or others included in the photos before using them in our reports. Please *do not* take photographs of anyone under the age of 18. Instead, you can photograph something to represent them (e.g., a toy or a hoodie). Remember that if you bring an image of anything that makes the researcher concerned about your safety or the safety of others, or unlawful conduct, we may need to involve your support worker – but we will talk to you about this first. This does not include the use of illicit drug, but information shared about selling them will need to be reported. You can check the study information letter again for the details. We will conceal any identifying details of people or places in images before using them in a public way.

3. Photos for printing

Here are the options for sending photos to print.

		
<p>Click in your camera phone. Email them to me at least a day before the interview and I will print them out for us</p>	<p>Bring the photos in your camera phone to the interview. Photos will be printed in a portable printer on the day of the interview.</p>	<p>You can bring printed images that you already have. I will take a photo of it so we have a record in our study.</p>

4. The interview

I will go through the consent process and ask you some general questions about yourself so that we can describe in reports the kind of people who took part (e.g., age range). Once you're ready, you will be asked to create your timeline of events and pick a picture to start the conversation. You do not have to go in order of the timeline. You can move between different time periods you represent in the timeline. I will listen to why that image is important to you and what you hoped it would convey. I may ask you more questions to understand your experience as best I can. Together we will move through each of the points in your timeline along with the images you brought.

Feel free to get in touch if you have any questions along the way and I will help

Raginie Duara Postdoctoral Fellow, working for the University of Leeds (UK), based in Leeds.

Email: r.duara@leeds.ac.uk Phone no: 07395366617

Other details

Professor Anna Madill, Principal Investigator, University of Leeds, UK (a.j.madill@leeds.ac.uk); Dr. Netalie Shloim, Co-supervisor, University of Leeds, UK (n.shloim@leeds.ac.uk); Partner Organisation: Waythrough (mark.crowe@waythrough.org.uk)

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Thank you for taking part in an interview.

We would like to use your anonymised interview data, images and the timeline to communicate different stories of young women journeying through substance-related challenges. The stories will be shared in our reports, at public events, on social media, on our project website and on official data repository. The website and the data repository may be used by the public and also researchers and treatment centres.

Your images, timelines and interview quotes will not include your name, the names of others, or identifying faces and places.

There are different ways to be involved – choose what feels right for you. Your verbal answer will be audio-recorded, and you will be given a copy of this sheet to keep.

Option 1: I **do not** want to share my interview data, images or timeline as described above.

Option 2: **It is okay** for the study team to use my anonymised interview data, images or timeline as described above.

Option 3: **It is okay** for the study team to use my anonymised interview data, images or timeline in your research reports and official data repository, but not at public events, on social media and on the website.

The following is required if the consent form has to be read to the participant: I certify that I have read this consent form in full to the participant.

Date

Signature of Researcher or Representative

Study details

Study title: Enhancing the voice of young women journeying through and beyond problematic substance use
Dr Raginie Duara, Postdoctoral Fellow, working for the University of Leeds (UK) and based in Leeds Email: r.duara@leeds.ac.uk
Phone no: 07395366617

Other details Professor Anna Madill, Principal Investigator, University of Leeds, UK (a.l.madill@leeds.ac.uk);
Dr. Netalie Shloim, Co-supervisor, University of Leeds, UK (n.shloim@leeds.ac.uk)

Partner Organisation: Waythrough (mark.crowe@waythrough.org.uk; <https://www.forwardleeds.co.uk/>)

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APPENDIX F: Film making study information letter (version 1) for participants who have completed photo-led interview (talked through at the end of the interview – participants given sheet to take away).

FILM MAKING



MAKING SHORT FILMS TO SHARE UNDERSTANDING OF YOUNG WOMEN'S JOURNEY THROUGH SUBSTANCE-RELATED CHALLENGES

Thank you for taking part in the interview.

You are now invited to a join us in making short films based on young women's experiences. Here is everything you need to know.

What will be happening?

We would like to work with young women like you to **make short films** that give young women the opportunity to have their opinions heard. The films will explore the challenges that young women face around drugs and alcohol and their journey towards recovery. You can help us make the films and do not have to be on screen if you don't want to. You can also just give permission for us to use your anonymised story and images as part of a film.



If you want to help us make films, you will be invited to **attend day-workshops** at Waythrough in Leeds. You will work with Raginie, and possibly with other young women (if you prefer), to create storylines that help viewers to understand young women's experiences around drugs and alcohol. You can scan the QR code here to see an example of a film we created together with a young woman in India in recovery from substance

use. She chose to conceal her identity in this instance.

No previous experience of making films is required. You will be provided with full training and will receive a certificate at the end to acknowledge your contribution and skills. We will reimburse agreed travel expenses and provide lunch and refreshments on the day.

Where will the films be shown?

We will use the films as part of an awareness-raising campaign in your community and beyond. We might show them to researchers and leaders in Leeds and other parts of the UK. We will show them at events and post them on social media and our project website.

How will the films help?

They may help decision-makers and professionals to understand the real-life experiences that young women have around drugs and alcohol. This may help them make decisions that are really beneficial to young women. The films may also help people in local communities talk about this problem in a helpful way.

Who can take part?

You can take part if you did a **photo-led** interview with us. It is completely up to you if you would like to be involved in the filmmaking. Even if you don't, your photo-led interview and images are still valuable parts of our study. We welcome people with many different backgrounds and experiences.

Can I stop being involved if I want?

Yes absolutely. If you decide you no longer want to carry on, you can stop at any time without giving us a reason. We would still like to use the material you provided and the work you did before you stopped, unless you tell us not to. Please email/call Raginie if you would like to stop. If you rather prefer to convey your decision through your support worker, that is fine too. In any case, we would love it if you can discuss your concerns with Raginie before you decide to withdraw.

What about concealing my identity?

All of this is in your control. During filmmaking, you can decide whether or not you want to be on screen. You can also decide if the film should use a fake name for you. We will conceal places and



the names of other people as necessary. Once the film is made, we will check with you before the film is made public. The QR code attached in the pervious page gives an example of a young woman who decided to conceal her identity in the film she created.

Your name and contact details will be kept safely by the team until the end of the project. Then they will be deleted. We will not tell anyone that you took part. It is up to you if you want to tell anyone. You may choose to add your name in the film credits. If that is the option you would like, your name will be associated with the film.

There are some limits to confidentiality. If you are in need of support, we will talk about this with you and your support worker. If you tell us you are **in danger**, are being **harmed** or are **suicidal** (or at risk of any of these) then we are obligated to convey this to your support worker. If you tell us about any unlawful intent or activity, we have an obligation to discuss this with your support worker. This does not include the use of illicit drugs, but information shared about selling them will need to be reported. We do not seek any such information in the workshops. We will not ask any questions about this. It is up to you what you talk about.

What should I do next?

You may have some **questions** for us. You can email Raginie at r.duara@leeds.ac.uk. If you want to **go ahead and take part**, that's great. You can email or phone Raginie [07395366617]. She will reply telling you when the workshops are and your next steps. It is no problem if you do not want to be involved.

Thank you for taking the time to read about our study

Study Details



Study title: Enhancing the voice of young women journeying through and beyond problematic substance use: Reverse innovation insights from India to the UK

Dr Raginie Duara, Postdoctoral Fellow, University of Leeds, UK (r.duara@leeds.ac.uk) [Phone no: 07395366617].

Professor Anna Madill, Principal Investigator, University of Leeds, UK (a.l.madill@leeds.ac.uk)

Dr. Netalie Shloim, Co-supervisor, University of Leeds, UK (n.shloim@leeds.ac.uk)

Partner Organisation: Waythrough (mark.crowe@waythrough.org.uk)



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Study title: Enhancing the voice of young women journeying through and beyond problematic substance use: Reverse innovation insights from India to the UK

We are going through this consent form because you have chosen to share your story/images to make films. You can choose if you would like to help us make short films or just allow us to use your anonymised story and images in our films. You will have a chance to check you are okay with what we included before it is made public.

Option 1: I choose to share my story and images but NOT take part in making the films

I have read and understood the study information letter (version 1).
I have had the chance to ask questions about the study and have had helpful answers.
I agree to allow the study team to use my anonymized story and images as part of filmmaking.
I understand how the films will be shared publicly and that I can see the final film and sign a release form if it is okay with me before the film can be made public.

Option 2: I choose to share my story and images AND take part in making the films

I have read and understood the study information letter (version 1).
I have had the chance to ask questions about the study and have had helpful answers.
I feel well enough to take part in the filmmaking workshops.
I understand that I will work with the team and possibly with other young women to produce short films and can conceal my identity, the identity of others and names of places.
I know that I can choose whether or not to be on screen.
I understand that I can stop taking part in the workshops at any time. I will email Raginie to let her know I want to stop but I do not have to say why.
I understand that if I do stop taking part, I can choose whether or not parts of my story and images will still be in a film.
I understand that the study team will keep my participation confidential. OR I wish to be recognized in the film credits.
I understand how the films will be shared publicly and that I can see the final film and sign a release form if it is okay with me before the film can be made public.
I agree to take part in the film-making workshops.

The following is required if the consent form has to be read to the participant: I certify that I have read this consent form in full to the participant.

Date

Signature of Researcher or Representative

Study details

Study title: Enhancing the voice of young women journeying through and beyond problematic substance use
Dr Raginie Duara, Postdoctoral Fellow, working for the University of Leeds (UK) and based in Leeds Email: r.duara@leeds.ac.uk
Phone no: 07395366617

Other details Professor Anna Madill, Principal Investigator, University of Leeds, UK (a.l.madill@leeds.ac.uk);
Dr. Netalie Shloim, Co-supervisor, University of Leeds, UK (n.shloim@leeds.ac.uk)

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FILM MAKING



MAKING SHORT FILMS TO SHARE UNDERSTANDING OF YOUNG WOMEN'S JOURNEY THROUGH SUBSTANCE-RELATED CHALLENGES

You are now invited to a join us in making short films based on young women's experiences. Here is everything you need to know.

What will be happening?

We would like to work with young women like you to **make short films** that give young women the opportunity to have their opinions heard. The films will explore the challenges that young women face around drugs and alcohol and their journey towards recovery. You can help us make the films and do not have to be on screen if you don't want to. You can also just give permission for us to use your anonymised story and images as part of a film.



If you want to help us make films, you will be invited to **attend day workshops** at Waythrough in Leeds. You will work with researchers and filmmakers and possibly with other young women to create storylines that help viewers to understand young women's experiences around drugs and alcohol. You can scan the QR code here to see an example of a film we created together with a young woman in India in recovery from substance use. She chose to conceal her identity in this instance.

No previous experience of making films is required. You will be provided with full training and will receive a certificate at the end to acknowledge your contribution and skills. We will reimburse agreed travel expenses and provide lunch and refreshments on the day.

Where will the films be shown?

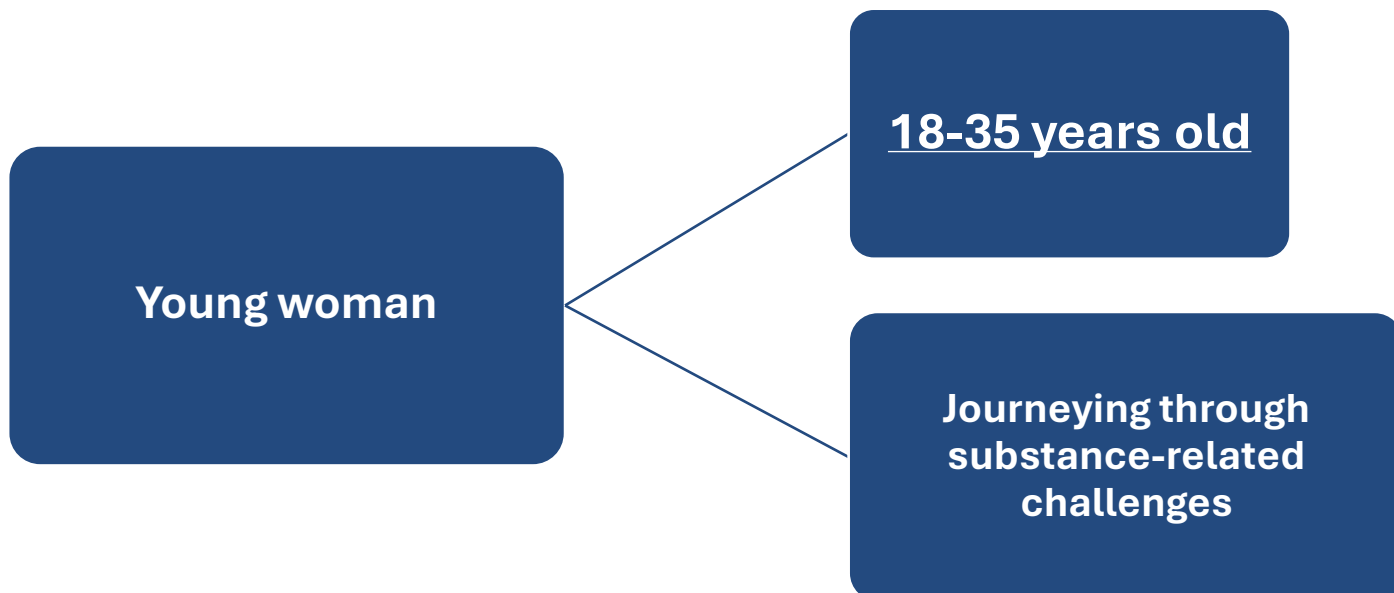
We will use the films as part of an awareness-raising campaign in your community and beyond. We might show them to researchers and leaders in Leeds and in other parts of the UK. We will show them at events and post them on social media and our project website.

How will the films help?

They may help decision-makers and professionals to understand the real-life experiences that young women have around drugs and alcohol. This may help them make decisions that are really beneficial to young women. The films may also help people in local communities talk about this problem in a helpful way.

Who can take part?

You can take part if you:



It is completely up to you if you would like to be involved in the filmmaking. We welcome people with many different backgrounds and experiences.

Can I stop being involved if I want?

Yes absolutely. If you decide you no longer want to carry on, you can stop at any time without giving us a reason. We would still like to use the material you provided and the work you did before you stopped, unless you tell us not to. Please email/call Raginie if you would like to stop. If you rather prefer to convey your decision through your support worker, that is fine too. In any case, we would love it if you can discuss your concerns with Raginie before you decide to withdraw.

What about concealing my identity?

All of this is in your control. During filmmaking, you can decide whether or not you want to be on screen. You can also decide if the film should use a fake name for you. We will conceal places and the names of other people as necessary. Once the film is made, we will check with you before the film is made public. The QR code attached before gives an example of a young woman who decided to conceal her identity in the film she created.



Your name and contact details will be kept safely by the team until the end of the project. Then they will be deleted. We will not tell anyone that you took part. It is up to you if you want to tell anyone. You may choose to add your name in the film credits. If that is the option you would like, your name will be associated with the film.

There are some limits to confidentiality. If you are in need of support, we will talk about this with you and your support worker. If you tell us you are **in danger**, are being **harmed** or are **suicidal** (or at risk of any of these) then we will be obligated to convey this to your support worker. If you tell us about any unlawful intent or activity, we have an obligation to discuss this with your support worker. This does not include use of illicit drugs, but information shared about selling them will need to be reported. We do not seek any such information in the workshops. We will not ask any questions about this. It is up to you what you talk about.

What should I do next?

You may have some **questions** for us. You can reach out to Raginie via email (r.duara@leeds.ac.uk) or call. If you want to **go ahead and take part**, that's great. You can email or phone Raginie [07395366617]. She will reply telling you when the workshops are and your next steps.

It is no problem if you do not want to be involved.

Thank you for taking the time to read about our study

Study Details



Study title: Enhancing the voice of young women journeying through and beyond problematic substance use: Reverse innovation insights from India to the UK

Dr Raginie Duara, Postdoctoral Fellow, University of Leeds, UK (r.duara@leeds.ac.uk) [Phone no: 07395366617].

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APPENDIX I: Film-making Consent Form (for participants not interviewed)

Study title: Enhancing the voice of young women journeying through and beyond problematic substance use: Reverse innovation insights from India to the UK

It is important that you understand what you are agreeing to in this study. Before the film workshops start, you will be asked if you understand and agree to each of the following. Your verbal answer will be audio-recorded, and you will be given a copy of this sheet to keep.

I have read and understood the study information letter (version 1).
I have had the chance to ask questions about the study and have had helpful answers.
I feel well enough to take part in the filmmaking workshops.
I understand that I will work with the team and possibly other young women to produce short films and can conceal my identity, the identity of others and names of places.
I know that I can choose whether or not to be on screen.
I understand that I can stop taking part in the workshops at any time. I will email/call Raginie to let her know I want to stop but I do not have to say why.
I understand that if I do stop taking part, I can choose whether or not parts of my story will still be in a film.
I understand that the study team will keep my participation confidential. OR I wish to be recognized in the film credits.
I understand how the films will be shared publicly and that I can see the final film and sign a release form if it is okay with me before it can be made public.
I agree to take part in the filmmaking workshops.

The following is required if the consent form has to be read to the participant: I certify that I have read this consent form in full to the participant.

Date

Signature of Researcher or Representative

Study details

Study title: Enhancing the voice of young women journeying through and beyond problematic substance use
Dr Raginie Duara, Postdoctoral Fellow, working for the University of Leeds (UK) and based in Leeds Email: r.duara@leeds.ac.uk
Phone no: 07395366617

Other details Professor Anna Madill, Principal Investigator, University of Leeds, UK (a.l.madill@leeds.ac.uk);
Dr. Netalie Shloim, Co-supervisor, University of Leeds, UK (n.shloim@leeds.ac.uk)

Partner Organisation: Waythrough (mark.crowe@waythrough.org.uk); <https://www.forwardleeds.co.uk/>)

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FILM RELEASE FORM



Thank you for taking part in our filmmaking workshops.

Now that you know what the film is like, please tell us if you are happy for us to use it publicly. This means in exhibitions, on social media and on our project website, for example. We will keep this form private and will not share your name or details with anyone. However, if you have opted to add your name in film credits, your association with the film will be revealed. Your verbal answer will be audio-recorded, and you will be given a copy of this sheet to keep. If you are not okay about the film being used publicly, we can talk this over. You can tell us what you would like us to change.

“I have seen the film # and give my permission for it to be used publicly.”

The following is required if the consent form has to be read to the participant: I certify that I have read this consent form in full to the participant.

Date

Signature of Researcher or Representative

Study details

Study title: Enhancing the voice of young women journeying through and beyond problematic substance use
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Phone no: 07395366617

Other details Professor Anna Madill, Principal Investigator, University of Leeds, UK (a.l.madill@leeds.ac.uk);
Dr. Netalie Shloim, Co-supervisor, University of Leeds, UK (n.shloim@leeds.ac.uk)

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APPENDIX K: The Big Picture: Data Management Plan

(Aspects related to data sharing are highlighted below)

1.0 Assessment of existing data

The UK Data Service offers large scale UK survey data on substance use among young people, but very limited information on substance use among women. Some data are available on the attitudes and experiences of women who are pregnant or mothers, but with little focus on how social and cultural aspects influence women's journey through problematic substance use and recovery. Women experience substance use and recovery differentially to men, biologically and socio- culturally. Data from Office for National Statistics. (2020, 14 October), shows that drug-related deaths for women rose for the 10th year running to 49.1 deaths per million in 2020.

2.0 Description of project data

Data will be generated via: Photo-led interview and timelining with young women; fieldwork on capacity building; and project evaluation. From these, the project will generate **five forms** of data.

(1) **Photo-led interview images** will be either *participant-generated* images (anticipated to be photographs taken on smartphones) and/or *participant-collated* images (e.g., from personal archives, the internet, magazines). We estimate a project total of 100-150 images (i.e. ~10 per participant).

(2) **Timeline** will be participant-generated during the course of the interviews representing timeline of events with images (participant-brought) placed on it.

(3) **Audio and transcribed interview data** from Photo-led interview (n~12) in English. Audio interview data will be recorded on high quality digital recorders and will be transferred to UoL OneDrive as soon as possible, after which the data will be deleted from the recorder. Interviews will be transcribed using Adobe PremierePro, a non-cloud-based software that ensures all files remain securely stored on the encrypted device used for transcription. Once transcription is complete, the files will be transferred to the UoL secure OneDrive.

(4) **Video recording** of the timeline produced during the photo-led interview (n~12) capturing movements along the timeline (focus solely on timeline).

3.0 Data management, quality, documentation and curation

3.1 File Formats

We adhere to UK Data Service UKRI guidance on file formats.

(1) **Images:** Participant-generated digital images will be printed with copies for the participants and project. Participants' *collated* non-digital images will be either photographed (via the PF's smartphone) or scanned by the PF before interview end, and uploaded for project storage by the PF. These, along with photo of the timeline (via PF's smartphone), will be stored as TIFF or JPEG depending on curation and reproduction needs. The PF will assign unique identifiers and time stamps to mark when in the interview each image was discussed / referenced.

(2) **Audio and transcribed interview data** will be deleted from the recorder following safe upload and storage of the master files. These will be assigned unique identifiers by the PF and stored as Waveform Audio Format files or Free LossLess Audio Codec. Transcription will be in MS Word files.

(3) **Video data** will be deleted from the device following safe upload and storage of the master files. These will be assigned unique identifiers by the PF and stored as MPEG-4 Part-14 files.

(4) **Field records** on capacity building activities will be MS Word files.

(5) **Evaluation data** will be stored as MS word or excel files.

At **project end**, for long term preservation, Word documents will be converted to plain text and PDF-A by the Fellow.

3.2 Anonymisation procedures

Participant **personal data** will be anonymised by the Fellow generating the data. Data will be assigned a unique identifier by the Fellow, known only to the Research Team. Interview **transcripts** will have direct and indirect identifiers (age, community, family, etc.) and any other sensitive material removed prior to storage. Images will be stored for analysis in original form. However, prior to **images** entering public domain (if consent is given), identifying features of people or other identifying markers, and any potentially sensitive material will be removed.

3.2 Quality assurance

With regards to the qualitative data, the PF will: (i) check the accuracy of transcription against audio; (ii) ensure document coversheets for each participant have correct identifiers and consent record for data to

enter the public domain; (iii) ensure anonymization and obscuring, cross-checked by a supervisor; (iv) assign participant-brought image to a participant code and to a time point in the transcript where it was discussed, sample to be cross-checked by supervisors; (v) with the supervisors, follow published guidelines for thematic analysis (Braun & Clarke, 2006); (vi) complete audit tables; and (vii) with supervisors, use quality evaluation frameworks for interview research (Leonikdaki, 2015) and qualitative analysis (Tracy, 2010).

3.3 Data documentation standards

Each dataset will be accompanied by contextual descriptions and metadata, meeting UK Data Service standards and FAIR principles, operationalised in a protocol established by Research Team early in the project. PI will have oversight, Research Team members responsible for following protocol wrt the data they generated. For qualitative data, we will follow standardised protocols and report **substantive and methodological context** data were generated in to support appropriate interpretation, although it is acknowledged that full complexity cannot be objectively archived. Contextual descriptions and metadata will include: project aims, objectives, investigators and funders; work strands; structure of data files; descriptions of data provenance; methods used for data generation (including recruitment processes, ethical safeguards and interview schedules); data preparation procedures (including transcription, checking, anonymising, obscuring and/or cleaning); descriptions important to appropriate data interpretation; image tagging with description of images given by participants. The Fellow will document publications, presentations and other research outputs that explain or draw on the data.

3.4 Data Storage

The Research Team will store data (i.e. the participant-brought images, timelines and all interview audios and transcripts) on UoL OneDrive (backed up daily) in password-protected files, accessible by the University of Leeds Research Team (i.e., Fellow and the two supervisors). Should the need arise, sensitive data can be shared through OneDrive using encryption. For all data storage, we will use a consistent system of file naming and an organised folder structure. The Research Team will establish a protocol for **version control and edit histories**, and the PI will have responsibility for **master file** protection and master file destruction at the designated time. The Fellow will allocate edit or read-only permissions. We will apply the UoL's 'Risk Assessment for Security of Data' at key points throughout the project.

4.0 Data archiving and sharing

The PI will store project evaluation data for 3 years and remainder of data on UoL OneDrive for 5 yrs. We have planned data sharing from outset of project planning.

4.1 Permission for sharing

Most of the data will be suitable for sharing given our consent procedures, our data anonymization procedures and the detail of our contextual and metadata. Our planned consenting procedure will explain to participants that they will have the **option to exclude** their anonymised data (transcripts and images) entering the public domain, i.e. (i) on ReShare or in published reports, and/or (ii) in public events, social media and on website. They will be able to opt in or out of either or both of these two domain categories, and both for images (on a case-by-case basis) and narrative. This is an important offer given the likely perceived inequalities in power between the researcher and the researched, as well as likely fears about being investigated and documented. Participants will be asked to make a final decision on data sharing by PF at interview end (considering their disclosures). However, participants will also be informed that they can decide to remove their data any time after that and the research team will comply, given there is control over the research output. PF will collect consent through audio-recording, both for participation in interview as well as filmmaking. We will not share the participant-brought images, timelines or interview data without participant consent and / or where we believe anonymisation does not fully protect the individual or poses a risk to others.

4.2 Timelines and accessibility

PF will deposit the data for archiving and re-use with UK Data Service ReShare and within three months of the end of the award, with a 12 month embargo for public access to permit the Research Team to publish. Prior to archiving, data files will be converted by the Fellow to suitable open formats for long term preservation as described above. Non-sensitive information such as the field notes will be **open-data**, however they will not contain any information in which individuals may be identifiable. It is likely that the anonymised interview data will also be made open access via an official data repository such as ReShare but PI will review with the UK Data Service whether a safeguarded position is more suitable once the full extent of the data is known, and its accordance with the ICO's Code of Practice on Anonymisation. If a safeguarded option to adopted, we will establish a data sharing agreement for sensitive elements of the data (aligned with our approved ethics protocol and participant consent). PI will publish our data sharing policy on our project website, along with the location of the data in ReShare at project end. This location will also be reported in publications arising from the project. PI will ensure accurate project reporting on Researchfish. The Research Team will test the discoverability of the data to ensure effective metadata.

5.0 Copyright and Responsibilities

The intellectual property of the data generated will remain with the UoL. Study-wide data management will adhere to the UoL Data Management Policy & Procedures (<https://library.leeds.ac.uk/research-data-policies>) and Data Security Policy (http://it.leeds.ac.uk/info/116/policies/249/information_protection_policy). Study-wide data management will be the responsibility of the Research Team, supported by UoL Research Data Leeds Service. Metadata will be created by the PI. Data quality assurance will be managed by the Research Team with ultimate responsibility held by the PI. The data management plan will be reviewed during the life of the project to ensure the success of the long-term strategy.

References

- Braun, V., & Clarke, V. (2006). Using thematic analysis in psychology. *Qualitative Research in Psychology*, 3, 77-101.
- Leonidaki, V. (2015). Critical appraisal in the context of integrations of qualitative evidence in applied psychology: The introduction of a new appraisal tool for interview studies. *Qualitative Research in Psychology*, 12, 435-452.
- Tracy, S. J. (2010). Qualitative quality: Eight “big-tent” criteria for excellent qualitative research. *Qualitative Inquiry*, 16, 837-851.

Appendix L Fieldwork Risk Assessment (Medium Risk Activities)

Fieldwork Project Details	
Faculty School/Service	Faculty of Medicine and Health/ School of Psychology
Location of Fieldwork	The fieldwork will involve interviews to be taken in the UK within the premises of our third sector Partner Organization (Waythrough) and their associates in Leeds and Bradford. Filming workshops with young people will also be conducted on the premises of Waythrough and their associates.
Brief description of Fieldwork activity and purpose	<p>This research is funded by the UK Research and Innovation and the Principle Investigator is Professor Anna Madill.</p> <p>Dr Raginie Duara is the project Postdoctoral Fellow. Dr Duara completed her PhD at the UoL under the lead supervision of Professor Madill and, as part of her PhD as well as previous project (The Big Picture), conducted very similar fieldwork in the UK and India. She is therefore very familiar with the research method and the region in which she is working.</p> <p>Ethical approval for the study will be secured from the School of Psychology Ethics Committee as is the required procedure.</p> <p>Duara will conduct photo-led interviews with ~12-15 young women, 18-35 years old, journeying through problematic use of substance. Our Partner Organization will provide us with access to relevant participants and help us to recruit. Respective support worker will first discuss the study with potential participants. Willing participants will be invited to discuss the study further with Duara over e-mail, by phone, or meeting in a private room at one of the premises of Waythrough and its associates. Discussion will include the researcher explaining the collecting of photos and procedures of consent and interview. Information for the study will be collected using one-to-one interviews supported by discussion associated with the photos brought by the participants and timeline created by participants during the interview (on a chart). Interviews will be conducted in a private room at one of the premises of Waythrough and its associates, and audio-recorded with participant consent.</p> <p>Participants and other similar young women will be invited to take part in filmmaking workshops to make short films about their journey through problematic use of substance as part of our impact activities. Workshops will be led by Duara who is also experienced in filmmaking with vulnerable young people. Filmmaking workshops will take place at one of the premises of Waythrough and its associates.</p>
Fieldwork itinerary <i>e.g. flight details, hotel address</i>	Duara, the Postdoctoral Fellow, will for the fieldwork travel within the city where she lives – Leeds, UK. – as well as in Bradford where some of Waythrough associated service centres are located, and will be using cab services (like Uber) for transportation. She will provide the PI with her itinerary on a regular basis and always let the PI know where and when she is working with participants. Participant contact will be on the premises of third sector organisation with whom we are working – Waythrough – who will provide Duara with an induction, including health and safety procedures. Duara will have access to organisation staff during participant contact, although will be interviewing in a private room within the organisation. She is an experienced interviewer and will take all reasonable safety precautions. Waythrough is experienced in supporting young people and adults in achieving their goals around alcohol and/or drug issues through a range of treatments and will provide Duara with support and advice as required.

The following are the possible locations where interviews and filmmaking workshops will take place:

Service Addresses (Leeds and Bradford)

Forward Leeds Hubs (for more information see [Locations - Forward Leeds](#))

Forward Leeds, 3 Armley Court, Armley Road, LS12 2LB

Forward Leeds, 74 Kirkgate, Leeds, LS2 7DJ

Forward Leeds, Irford House, Seacroft Crescent, LS14 6PA

5Ways to Wellbeing @the Recovery Academy, 43 Westfield Road, Leeds, LS3 1DG

New Vision Bradford

See also [Locations - New Vision Bradford](#)

10 Currer Street, Bradford, BD1 5BA

Unity House, 30 Manningham Lane, Bradford, BD1 3DN

6 & 11 Temple Street, Keighley, BD21 2AD

Organiser Details

Fieldwork Activity Organiser /
Course Leader

Contact details

Name, email, telephone

Professor Anna Madill (UoL), +(44) 07929 339982, email.

A.L.Madill@leeds.ac.uk

Dr. Mark Crowe (Waythrough), +(44) 07714 766 714, email

Mark.Crowe@waythrough.org.uk

Additional contact details will be shared between personnel and the PI when available.

Departmental Co-ordinator

Supervisor/Department Coordinator: Prof. Anna Madill a.l.madill@leeds.ac.uk

Supervisor/Coordinator (School of Healthcare): Dr. Netalie Shloim
n.shloim@leeds.ac.uk

Administrative support: Louise Walton l.j.walton@leeds.ac.uk

Health and Safety Advisor: Neil Lowley n.a.lowley@leeds.ac.uk

Nature of visit

*Size of Group, lone working, staff,
postgraduate, undergraduate*

Duara, Postdoctoral Fellow, will conduct the interviews on a one-to-one basis but within organisation setting. Some lone working may be required wrt to travelling to the organisation. A total of around 12-15 interviews is planned. Most 'office work' will be conducted in the UoL, office space provided within School of Psychology premises.

Duara will conduct film-making workshops with young women on the premises of Waythrough and its associates, will involve individual or small group workshops (2-6 young women, based on participant preference) aged 18-35 years.

Participant Details

*Attach information as separate list if
required*

Contact details

Name, Address, email, telephone, Next of Kin contact details

Dr. Raginie Duara, School of Psychology, University of Leeds, Woodhouse, Leeds LS2 9JT r.duara@leeds.ac.uk

Female, Phone no. +447466669254

HAZARD IDENTIFICATION

Identify all hazards specific to fieldwork trip and activities, describe existing control measures and identify any further measures required.

HAZARD(S) IDENTIFIED

CONTROL MEASURES

(e.g. alternative work methods, training, supervision, protective equipment)

Nature of the site

School, college, university, remote area, laboratory, office, workshop, construction site, farm, etc

All in urban settings and insitutional/organisational contexts.

Waythrough is a charity organisation providing support services for adults and young people who need support with their drug and/or alcohol use and related areas.

Office site with space for workshops.

Duara is an experienced researcher using photo-led interviewing methods, including in the UK and India. Project administration will be conducted as far as possible by the Fellow with support of the School of Psychology Bus Ops team, UoL. Other administrative and organisational support is also provided by UoL.

Equipment is purchased, checked, and encrypted where required in the UK.

Face-to-face participant contact will be restricted to spaces provided on the premises of the organisation supporting this research.

It will be usual for participant contact to take place in daylight hours and during normal working hours. Any divergence from this will be discussed and planned in advance and procedures put in place to minimise risks.

Duara will provide the PI an itinerary of her participant contact in advance and any identified risks discussed and procedures put in place to minimise these. Duara will take responsibility to inform the PI of her whereabouts – particularly when her work involves participant contact – and will keep them in touch with any change of plan or later than predicted return home.

Duara will take responsibility for securing adequate induction and health and safety briefing with any organisation with which she is working. This will include awareness of how to contact staff in an emergency when on the premises and how to report to them a young woman at risk if this is revealed during participant contact on their premises. Waythrough is also an advisor with respect to the latter.

Process

Operating machinery, electrical equipment, driving vehicles, handling or working with animals etc

Battery digital audiorecorder
Laptops
Scanner
Office printer
Portable printer
Flimmaking equipment

There should not be any significant risks in participant contact. Some of the topics that will be discussed may be upsetting or difficult, however participants are under no obligation to discuss anything they do not wish to and a support worker will be available to talk to in case of any discomfort felt as a result of project involvement. Duara is supported by local organisation, in particular, Waythrough who is very experienced in working with young and vulnerable people in the UK.

Duara will ensure that equipment is working safely before commencing any field work.

Laptops and audio-recorders will be encrypted. Research data will be transferred to secure storage as soon as possible following its collection.

Transport

Mode of transport

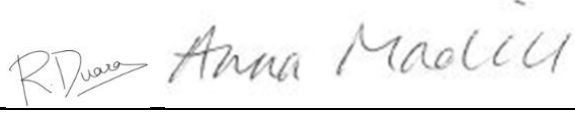


Private transport: private car

Given travel will be within normal working hours on public roads it is not anticipated to pose any greater than normal risk. Duara will be using public services or Uber to commute to our Partner organisation, Waythrough and its associates in Leeds and Bradford.

Equipment <i>manual handling risks, operation of machinery, tools, use of specialist equipment etc</i>	<p>Training on the use of all equipment is provided where needed and on-going support and advice available via e-mail and Skype and in person where possible. Equipments have been safety checked at the UoL. Duara will practice using the equipment prior to any participant contact.</p> <p>The equipment poses no more risk than usual for handling or carrying electronic small devices. Minimal equipment will be carried on a regular basis: three digital audio-recorders, a mobile phone, and laptop. The equipment will be carried in a suitable backpack adapted for the equipment that is secured.</p> <p>Duara will take all reasonable precautions to carry only what is safe from university to location of workshop in any one trip and to obtain help from organisation staff as necessary.</p>
<p>Manual handling</p> <p>Use of specialist filming-equipment</p>	
Violence <i>potential for violence (previous incidents etc)</i>	<p>Participants meeting inclusion criteria will have been recommended for the study through a support worker, predominantly one working with the potential participant and the Fellow will make initial contact with potential participants via telephone or email if not through personal introduction within an organisational context.</p> <p>When meeting face-to-face with participants, the Fellow will inform the PI of her specific whereabouts and approximate time of return. She will inform the PI when she is on her way home or if she is delayed. Contact with participants will be within an organisational setting and the Fellow will make sure that she is familiar with local safety procedures and that at least one member of staff is available nearby in case she needs to seek help or advice.</p> <p>Fellow will be carrying a suitably charged mobile phone at all times.</p>
<p>None foreseen and no previous incidents in similar circumstances</p>	
Individual(s) <i>medical condition(s), young, inexperienced, disabilities etc</i>	<p>Potential participants will first engage with their support worker in Waythrough, who will discuss study details before they make a choice to take part in the research. Only if the young woman feels well enough to take part, she will be contacting Duara over phone, email or face-to-face in the premises of Waythrough and its associates. The support workers are experienced and familiar with the needs of the participants, who will also be available to talk about any concern the participant may have regarding their participation before, during or post-interview, e.g., impact or consent related. If a participant is revealed to be at risk, Duara will seek advice from the organisation's support worker who recommended the young woman. This obligation is made clear in the recruitment information and will be reiterated to each participant at multiple points in the recruitment process.</p>
<p>Participant demographic is young women aged 18-35 journeying through problematic use of substance.</p>	
Work Pattern <i>time and location e.g. shift work, work at night</i>	<p>The Fellow will undertake her work during normal weekday working hours the location varying on the basis of task. Office work – writing, administration, data analysis, etc. – will be undertaken at the UoL or home with basic office equipment and sundaries provided via the grant. Participant contact will be within Waythrough, our partner organisation, and its associates. The Fellow will be responsible for undertaking induction procedures in Waythrough.</p>
<p>Whenever feasible, week days during daylight hours.</p> <p>Office work at University of Leeds.</p>	
<p>Participant contact and staff development workshops in our partner organisation, Waythrough.</p>	
Other <i>e.g. temperature, humidity, confined spaces</i>	<p>Interaction with participants will be in English. A budget has been provided for refreshments during workshops and to reimburse travel, including travel for a carer/support worker if required. This will involve</p>

Comfort of participants within the premises of Waythrough and its associates.	only small amounts of cash with no 'float' given that the cash is to reimburse short journey expenses and will be no more than a person might normally carry.
Additional Control Measures	
Pre-departure Briefing <i>Carried out and attended</i>	The Fellow has attended briefing in the UK including training in filmmaking. She is already an expert and practised in the method of data collection to be used in this research and has conducted this kind of study in the UK as part of her PhD.
Training <i>Identify level and extent of information; instruction and training required consider experience of workers</i> Researcher trained to PhD level. Advanced level training in photo-led interviewing required. Intermediate level training in filmmaking required.	The Fellow has PhD level (advanced) training and experience in photo-led interviewing and has conducted interviews with young people in India and the UK as part of her PhD in UK. She will be supervised throughout this project by the PI and Col. Although the Fellow had training in filmmaking as part of a project she was involved in prior to this, she will obtain any additional training as required during the course of the project.
Supervision <i>Identify level of supervision required e.g. full time, Periodic telephone/radio contact</i> Periodic, e-mail, Skype, some in person	Periodic supervision is required for the Fellow. This will be conducted via e-mail and Teams.
Other Controls <i>e.g. background checks for site visits</i>	Background check of Waythrough has been conducted as part of UoL Due Diligence procedures. Fellow will visit the organisation prior to participant contact to check suitability for interviewing and workshops.
Identify Persons at Risk <i>This may include more individuals than the fieldwork participants e.g. other employees of partner organisations</i> <i>Copy of other Organisation's risk assessment attached?</i>	The organisation associated with this project is an expert in working with vulnerable young people. There is negligible risk to individuals in the organisation through their association with this project and will be doing so as normal aspect of their daily work.
Additional Information <i>relevant to the one working activity including existing control measures; information instruction and training received, supervision, security, increased lighting, emergency procedures, first aid provision etc.</i>	Any accidents or incidents occurring to the Fellow or in association with the project will be reported to the PI and SoP H&S coordinator as soon as possible. Such incidents will also be reported to the relevant person with the organisation within which the accident or incident occurred.

Residual Risk <i>Is the residual risk acceptable with the identified controls?</i>	Yes	Yes acceptable
	No	

Assessment carried out by	Name:	Dr. Raginie Duara and Professor Anna Madill
	Signature:	
	Date:	23 rd October 2024
Names of person(s) involved in Fieldwork <i>N.B: This can take the form of a signed class register when large group work</i>	Name:	Dr. Raginie Duara
	Signature:	
	Date:	23 rd October 2024
Fieldwork Activity Organiser / Course Leader e.g. PI, etc	Name:	Professor Anna Madill
	Signature:	
	Date:	23.10.24

Subject to Amendments and signatures

Business Operations Coordinator HS: Neil Lowley

Signed: 

Dated: 5th November 2024

APPENDIX M: Draft Interview Topic Guide

Enhancing the voice of young women journeying through and beyond problematic substance use

Thank you for coming to this interview. I'd like to hear your story as far as possible in your own words. You sent me and have brought some pictures to help me understand your thoughts and feelings about young women journeying through problematic substance use. Do you have any questions about the study before we start?

As we talk, please remember the following:

- try not to use people's names if you are talking about things they might not want other people to know (for example, they sometimes use drugs);
- be vague about dates and places to avoid it being too obvious who you might be talking about;
- a reportable criminal activity for us would be the selling but not the using of illegal drugs.

Before we start the interview, I would like to audio-record your consent. I will read out the conditions of consent and ask you to confirm each. You have a copy of these to keep. When we start the interview, I'll ask some basic information about yourself – but nothing that will make you identifiable. I want to remind you, though, that you don't have to answer any of my questions and can leave at any point.

I am starting to audio-record now. TAKE CONSENT Thank you. We will start the interview now.

Interview structure	Questions
Demographics	Do you mind telling me how old you are? Are you currently employed? / What is it you do? What three words best describe who you are today? Thank you.
Introduction	Here is a chart with a line drawn across. You can use this to mark important events in your journey. You can either mark as you talk to me about it, or you may choose to complete marking your whole timeline before starting to talk. As you share your picture and your thoughts and experiences associated with it, please feel free to place them in the relevant space in your timeline. How would you like to start?
Prompt	Can you tell me a bit about this image?
The photographs	Can you tell me what this picture means to you? Does this photo represent a particular moment, feeling, or part of your journey? What emotions and thoughts come to mind when you look at this photo? How does this link with your experience of substance use?
Prompts	Which picture would you like to share next? What were your worries at this point? What difficulties were you facing here? What responsibilities did you have at this point in your life? What were your relationships with other people like at this point in your life? How did you cope with that? Do you have any regrets about that?
Concluding questions	Did other people understand what you were going through? How are young women who use drugs and alcohol treated by other people? Who makes these kinds of judgement? (peers?, family?, teachers?) What was most helpful to you during these difficult times? How would you try and help a friend who had started using drugs or alcohol? What advice would you give to other young women who are trying to tackle alcohol and drug use?

<p>The process of taking photographs/ selecting images</p>	<p>How did you find the process of taking photographs and selecting images? How did you feel about using photos and the timeline to reflect on your journey? What were the positives? What did you find difficult? How could we improve the process? Is there a photograph you wish you had taken but haven't? Were you able to express everything you wanted in these images? Do you think visual storytelling could be helpful for others going through similar experiences?</p>
<p>Check-in</p>	<p>Having shared your pictures how are you feeling now?</p>

APPENDIX N: WAYTHROUGH ASSOCIATED ADDRESSES FOR DATA COLLECTION

The following are various possible locations where interviews and filmmaking workshops will take place:

Service Addresses (Leeds and Bradford)

Forward Leeds Hubs (for more information see [Locations - Forward Leeds](#))

Anne-Marie McMullan (Area Manager)
Forward Leeds
3 Armley Court
Armley Road
LS12 2LB

Damien Frain (Area Manager)
Forward Leeds
74 Kirkgate
Leeds
LS2 7DJ

Cath Brogan (Area Manager)
Forward Leeds
Irford House
Seacroft Crescent
LS14 6PA

5Ways to Wellbeing @the Recovery Academy
43 Westfield Road,
Leeds,
LS3 1DG

New Vision Bradford

See also [Locations - New Vision Bradford](#)

Sean Ridley (Area Manager)
10 Currer Street
Bradford
BD1 5BA

Unity House
30 Manningham Lane
Bradford
BD1 3DN

6 & 11 Temple Street
Keighley
BD21 2AD

Appendix P: Photo activities for participants to familiarise with the use of photos to express and share experiences

1. Display all the photos and ask to **'Pick a photo that shows how you feel right now.'**

Follow-up question: 'Which aspects of the photo capture this feeling?'

Padlet link: <https://universityofleeds.padlet.org/rduara1/pick-a-photo-that-shows-how-you-feel-right-now-leyoar6900ow2v2m>

2. Show three photos and ask: **'Choose one of the three. What do you think might be happening just outside what is shown in the photo?'** Reinforces that photos don't need to show everything to be meaningful.

Padlet link: <https://universityofleeds.padlet.org/rduara1/outside-the-frame-86rwb6tj792klf0y>

3. Share three images and ask, **'Choose one that you like. What about that photo do you like? If this picture would have been presented in a museum or in a show, what would be written underneath it'**
Discuss how captions can guide the interpretation. Highlight the power of words in shaping the meaning behind a photo.

Padlet link: <https://universityofleeds.padlet.org/rduara1/museum-exhibit-2a4ec86olwnagts>

4. Potential activity to support understanding of how timeline and photos can work together:
Share 14 unrelated photos and ask the participant to **choose 4 or more and arrange them into a meaningful story.**

Ask: ***"Can you tell me the story you have put together using these photos?"***

Highlights the power of sequence, inspiring participants to think about storytelling through multiple photos.

Padlet link: <https://universityofleeds.padlet.org/rduara1/create-a-story-using-4-or-more-images-ehobeu6ttwis2avr>