

Action Research/Lesson Study Ethics Checklist (study-plan-do-review)

To ensure you are planning for an ethically appropriate research project, check that you can select 'yes' or not applicable (NA) to each statement below.

STUDY: Evidence base

The researcher(s) have ensured this project is underpinned by a credible evidence base and/or appropriate research literature.	Yes/No/NA
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PLANNING THE RESEARCH: Information sharing

The researcher(s) have shared information that clearly explains to the Headteacher/Principal, relevant school/FE setting staff, and relevant parents/carers:	
<ul style="list-style-type: none"> the aims, purpose and methods of this research. 	Yes/No/NA
<ul style="list-style-type: none"> the timeframe for conducting the research (who, what, when, where, how). 	Yes/No/NA
<ul style="list-style-type: none"> the way that data gathered for this project will be stored. 	Yes/No/NA
<ul style="list-style-type: none"> the length of time that data will be stored. 	Yes/No/NA
<ul style="list-style-type: none"> whom the data will be shared with. 	Yes/No/NA
<ul style="list-style-type: none"> the names of the staff leading this research. 	Yes/No/NA
The researcher(s) have shared accessible information about this research project with relevant children/young people?	Yes/No/NA

PLANNING THE RESEARCH: Informed consent

The researcher(s) have gained the consent of the Headteacher/Principal, relevant school/FE setting staff, and relevant parents/carers to conduct this research.	Yes/No/NA
Using an accessible format, the researcher(s) have gained the consent of the children/young people to conduct this research. NB – it is not necessary to gain consent for activities that would typically be conducted in school, i.e., a Maths lesson	Yes/No/NA

DOING THE RESEARCH: Data gathering

The researcher(s) have ensured the data collection methods used in this research are adequate and not excessive.	Yes/No/NA
The focus of this research is driven by a desire to improve the outcomes of children with SEND; honesty, transparency, and integrity are of paramount concern, as is the well-being of all those involved.	Yes/No/NA
Participants' right to withdraw from the research is embedded as a principle. The date from which the research will be published (and participants cannot be guaranteed complete withdraw) will be clearly communicated by the researcher(s).	Yes/No/NA
The researcher(s) have appropriate processes for storing and sharing the data (all data that identifies individuals will be stored in a password-protected system, or in a locked cupboard).	Yes/No/NA

REVIEWING THE RESEARCH: Analysis

The researcher(s) will only share data which identifies others, in accordance with their general professional standards.	Yes/No/NA
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REVIEWING THE RESEARCH: Dissemination

At the point of research dissemination, all data which identifies others, including an organisation such as a school/FE setting will be anonymised (unless specifically asked not to do so, or with the explicit permission of the setting's Headteacher/Principal).	Yes/No/NA
At the point of dissemination, the researcher(s) will utilise respectful language.	Yes/No/NA
The researcher(s) have secured consent to disseminate and publish this research from the Headteacher/Principal, relevant school/ FE setting staff, and relevant parents/carers, and as appropriate from relevant children and young people.	Yes/No/NA