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## Escalating concerns template

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| The escalating concerns template can be adapted and used in situations where researchers discover something concerning. Escalating concerns normally occurs if data collection discovers a serious health issue, identifies unprofessional behaviour by a health care worker, and/or uncovers serious criminal activity (e.g. people trafficking). Researchers need to be aware of the steps that need to be taken in these situations and need to informed potential participant(s) about the need to escalate these concerns if they occur.  Where the concerns are in relation safeguarding, researchers should follow the procedure set out in the University’s [Safeguarding Policy](https://www.gcu.ac.uk/__data/assets/word_doc/0026/258227/Safeguarding_PolicyV1.0.docx). |
| Name of study: |
| Participant initials/ID: |
| Date and time of interview: |
| Researcher/interviewer: |
| Others involved (if applicable): |
| Type of interview (e.g. individual telephone interview): |
| Location of interview (e.g. MS Teams, participant’s home): |
| Did the interview highlight any health, legal, or professional concerns? Yes/No (delete as appropriate) |
| (If applicable) At what point in the data collection were to concerns identified (e.g. during interview): |
| (If applicable) What concerns were identified (e.g. disclosed serious criminal activity): |
| Steps to take when escalating concerns |
| Tell the person you have concerns and tell them what those concerns are. Give them time to talk and listen to what they have to say.  Tell them you will have to inform the chief investigators and/or your academic supervisor.  Explain the concerns might also have to be raised with other services (e.g. GP, police).  Ask if they would like to take a break or discontinue the interview.  Ask them if they would like you to contact someone for them.  Ask them if they would like signposting to relevant services or supports (have a list of useful resources available).  Report the incident to the chief investigator/academic supervisor.  Avoid giving advice or your opinion.  Consider whether changes need to be made to prevent it from happening in other interviews. |