**Protocol for Conducting Interviews in Participants Homes**

This safety protocol includes the following:

* What to do before the interviews in a participant’s home.
* What to do during interviews in a participant’s home.
* How to check in with your monitor (designated person) before and after interviews in a participant’s home.

**Before the Home Visit – Research Manager and Monitor:**

**Confirmation with the monitor (designated person):** Before interviewing participants in their own homes the interviewer must first obtain permission from their research manager and have a monitor (designated person) assigned.

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| **Pre Interview Checklist with the research manager and monitor (designated person):** |
| * Designated person to act as monitor has been confirmed |
| * The researchers interview, travel and accommodation itinerary must be communicated with the research manager and their monitor |
| * The researcher must ensure they carry a mobile phone and personal alarm at all times. The phone is to be kept switched on at all times so that their monitor can contact them |
| * Interview schedule given to monitor and research manager (Date and interview times – including start and expected finish times; names, addresses and telephone numbers of people being interviewed) |
| * Prior to each interview - the researcher must confirm with their designated person the time which they intend to visit the participant home and confirm the time which the interview is expected to end |
| * Local person (Principal, teacher) to be informally made aware of researchers interview schedule (with respect to privacy and confidentiality). This person’s contact details are to be communicated to the monitor and research manager. |

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| **Post-Interview Checklist with the research manager and monitor (designated person):** |
| * Immediately on completion of each interview, the researcher must call their designated person to inform them that the interview has been completed and they have left the participants home If the researcher prefers to call in to a household member or friend, then this should be agreed with the research manager, whose responsibility it is to ensure researcher safety. |
| * The designated person may be required to be on duty outside normal office hours to receive the call and to follow-up if no call arrives |

**Before the Home Visit – Participants: :** Prior to the home visit, the interviewer should check the following information with the participant (parent or teacher) and pass it on to the monitor:

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| **Pre- Interview Checklist with the participant** |
| * Availability of street parking |
| * Location of entry door (front, back, side) |
| * Confirm that both participants (parent and student) will be present in the home during the interview time and will be in view during each interview |
| * How many other people home during the home visit? Who are they? |
| * What is their relationship to the participants? |
| * Will they be sitting in on the interviews? |
| * Are there any pets at the home? |
| * Will they pose a risk? (e.g., vicious dogs, overfriendly large dogs) Can they be restrained or kept separate during the interview? |

**Confirmation of home visits – participants (teacher or parent):** Telephone the participant the day before or on the day of the appointment to confirm the arrangements and check that they are in a receptive state of mind.

In addition, the following precautions are to be taken when conducting interviews at participants’ homes:

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| **Interview Checklist during home interview:** |
| * Confirm that both participants (parent and student) will be present in the home during the interview time and will be in view during each interview (no closed doors) |
| * Park where you can’t be obstructed from leaving or parked in |
| * Check pets are restrained or kept separate during the visit |
| * Carry ID (although do not show ID containing an address or phone number) |
| * Check consent remains valid |
| * Check who else is at the premises |
| * Identify exit routes |
| * Do not sit with your back to the door, keep doorways clearly in sight and the exit doors easily reachable. Make sure you are in a public area of the house. |

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| **During the Interview Checklist:** |
| * Be prepared to deal with the effects of the interview on respondents, and be ready to spot signs that the participant is becoming upset or angry. |
| * Be prepared to acknowledge and contain participants emotions |
| * Be familiar with and prepared to use strategies to manage sensitive topics such as, protective interrupting and guiding the discussion back to one step removed or a change of topic (protective interrupting involves the researcher interrupting the participant who begin to disclose private information) |
| * Prior to the commencement of the interview ensure the participants have information and contact details of appropriate referral and counselling services such as, Kids Helpline and Lifeline |
| * Be prepared to make a quick decision to withdraw, offering an appropriate reason, and leave if necessary, notifying the monitor immediately. |