Cumberland HDRC

Participant Information Sheet

PROJECT TITLE:

What barriers are there to participation in physical activity groups for disabled adults, in Carlisle?

WHAT IS THE PURPOSE OF THE PROJECT?

Why, after all the research pointing towards the physical and mental health benefits of physical activities/exercise, are we still finding low participation rates within the disabled community? We are wanting to look at how these groups are advertised and how it can be made easier for the disabled community to access these physical activity groups. The project will run for approximately 12 months and it will involve semi-structured interviews and surveys then a written report and analysis from these.

I am conducting this research as a Community Co-Researcher. Community Co-Researchers (CCRs) are hosted by Cumbria CVS and work as part of Cumberland Health Determinants Research Collaboration (HDRC) to design and deliver research focused on tackling health inequalities in Cumberland. Cumberland HDRC is part of and funded by the National Institute of Health and Care Research (NIHR) and hosted by Cumberland Council.

WHY HAVE YOU ASKED ME TO TAKE PART?

You have been invited to participate in this study because you have identified you are within the disabled community and you have the direct experience that is so needed for this research.

WHAT WOULD TAKING PART INVOLVE?

You will be asked a number of questions regarding sports and access to sports being in the disabled community. The interview will take place at The Sands Centre, Carlisle (or online on Teams if easier) and should last approximately 30 minutes, though you will not be actively cut-off if you feel you have more to contribute. The interview will be measured by being audio-recorded and transcribed. If discussing your experiences becomes distressing for you, we can take a break or stop the interview and you can withdraw from the study. There may be some questions you would not like to answer, and that is ok too! An interview structure sheet will be used during our conversation, and I am happy to make this available to you beforehand to ease any anxiety about what you will be asked.

DO I HAVE TO TAKE PART?

It is up to you to decide whether or not to take part. If you do decide to take part, you are still free to withdraw all or any part of your contribution at any time before, during or up to a week after you make your contribution. You can do this without giving a reason and without any impact on any services you are using.

WHAT IF I CHANGE MY MIND ABOUT PARTICIPATING DURING THE STUDY?

Agreeing to participate in this project does not oblige you to remain in the study or to have any further obligations to the project or team. You can withdraw from the study at any time before or during making your contribution, plus for one week after the interview. If you wish to withdraw, please contact Laura Earl, Community Co-Researcher who is conducting the project via email:

Laura.Earl@CumbriaCVS.org.uk

If you withdraw from the study, all the information and data collected from you, to date, will be destroyed in line with your wishes, and your name removed from all study-related files.

WHAT HAPPENS TO MY DATA DURING THE PROJECT?

We will keep all information about you safe and secure in accordance with the General Data Protection Regulation (GDPR) along with the Data Protection Act 2018 (DPA).

What data will be collected?
As part of this project, I will be collecting demographics, survey answers, semi structured interview recordings and transcripts.

Who will see my data?

Only the project team and a trusted transcriber, signed up to the full ethical conditions of the project, will see/hear the raw data you provide; these sound files will not be made available at any time to other individuals or agencies.

All personal details including your name, contact details, signed consent form and demographic information will be kept strictly within the research team and stored on a password protected document on OneDrive. These will be kept separately from your survey and interview responses.

For interview and survey responses, identifying information such as your name, location and exact dates will be removed (redacted). You will be allocated a fake

name (pseudonym). The list of pseudonyms will be stored separately from the study data.

While no raw data will be available to anyone outside of the project team, direct quotations will be used in all outputs from the work and, although redacted, there may be a small chance that someone already familiar with you may recognise you from their content. Redacted transcripts may - in line with some publishers' requirements - also be uploaded in part or in full to an academic data repository.

How will my data be processed and stored?

Cumbria CVS
All data will be stored on the CVS OneDrive, which requires two-factor authentication (2FA), for the duration of the project. Only the CCR project lead will have access to this data. All paper copies collected will be stored securely and shredded within one month of collection. Following project completion, data will be stored in accordance with CVS's data retention policy for a period of 10 years. It is expected that the raw data will be securely deleted as soon as transcription is complete, and by no later than the end of the project. All redacted data will securely be deleted by the end of the project.

Cumberland Council
Cumberland Council is committed to ensuring that your information is used appropriately, in accordance with Data Protection Law and will take appropriate steps to ensure your information is secure, and we will only make it available to those who have a right to see it. We will use your information for the purpose of analysing and producing resources to support service and practice development in the local authority and partners. Where applicable or necessary data will be anonymised to maintain participant confidentiality in line with law and regulation. The Cumberland Council's Privacy Notice which explains how your information is handled can be viewed at:
Privacy Notice

Subject to the details contained within the Privacy Notice you have the right to access the information we hold about you. You can exercise your data protection rights by contacting Cumberland Council's Data Protection team via email:

DataProtection@Cumberland.gov.uk

Or by post:

Data Protection Officer
Cumberland Council
Cumbria House, 117 Botchergate
Carlisle
CA1 1RD.

ARE THERE ANY POSSIBLE RISKS IN TAKING PART?

The only cost to you here would be in the form of your time. There are no significant risks anticipated from your participation in this project, though it is possible that you may find some of the topics for discussion upsetting. If you anticipate anything being tough for you to discuss, you are encouraged to have a friend or family member with you during the interview for support. If you feel that you need a break during your interview, you need only ask for one. If you need to terminate the interview completely, just say so and you'll need to provide no further reason.

WHAT ARE THE POSSIBLE BENEFITS OF TAKING PART?

By sharing your experiences with us, you will be helping Cumberland HDRC and Cumberland Council to better understand access to physical activity within the disabled community.

WILL I BE REIMBURSED FOR ANY OUT-OF-POCKET EXPENSES AND/OR INCONVENIENCES ASSOCIATED WITH PARTICIPATION IN THIS PROJECT?

No

WHAT WILL HAPPEN WITH THE RESULTS OF THE RESEARCH PROJECT?

Health Determinants Research Collaborations (HDRCs) boost research capacity and capability within local government. They aim to create a culture of local authorities always using evidence findings when it comes to making decisions. Cumberland HDRC is working to improve the evidence base on which to make policy decisions in important areas that impact on health and health inequalities. This includes carrying out research where evidence isn't already available. This approach helps improve health and means better outcomes for the public. This project is part of this work and the results will be shared within Cumberland Council and added to the Evidence Hub.

The results of this study will be firstly published as a formal report which will be available on the Cumberland Council's Evidence Hub and Cumberland HDRC project webpages. It is then expected that they will be presented at national / international conferences and written-up as articles for peer-reviewed academic journals. We may also use evidence from this study for teaching purposes.
You will be sent a one-page summary of the findings as soon as the project is complete, and notified of when any public outputs become available, including those stored in Cumberland Council's Evidence Hub.

WHO HAS APPROVED THIS PROJECT?

This project has been approved through Cumberland Council's Research Governance process and reviewed by Cumberland HDRC.

SAFEGUARDING AND CHILD PROTECTION

If what is said in the interview makes me think that you, or someone else, is at significant risk of harm, I will have to break confidentiality and speak to another professional within our team about this, which in the first instance will be my line manager in accordance to CVS Safeguarding Policy. If possible, I will tell you if I must do this.

HOW CAN I FIND OUT MORE INFORMATION ABOUT TAKING PART?

You can contact Laura Earl, Community Co-Researcher who is conducting the project via email:

Laura.Earl@CumbriaCVS.org.uk

By emailing the team directly, you will be breaking anonymity.

WHAT IF I WANT TO COMPLAIN ABOUT THE RESEARCH

If you have any concerns about the way in which the project has been conducted, or you wish to make a complaint, you can use the Cumberland Council's complaints procedure available here:
How to make a complaint | Cumberland Council

THANK YOU

Thank you for taking time to read this Participant Information Sheet.

DATE

This Participant Information was last updated on: 16/10/2026

Cumberland HDRC

Participant Consent Form

TITLE OF PROJECT: What barriers are there to participation in physical activity groups for disabled adults, in Carlisle?

If you are happy to participate in the project as outlined on the Participant Information Sheet, please initial each line as appropriate or leave a blank space for which you prefer not to give consent, and then sign this form at the end:

1.	The project staff member has given me my own copy of the Participant Information Sheet, and I have had the opportunity to read and consider the information.
2.	I have been given the opportunity to ask any further questions and have had these questions answered to my satisfaction.
3.	I understand that participating in the project involves a 30 minute long interview at the Sands Centre, Carlisle.
4.	I have been given information about how my data will be stored and used during and after the end of the research, and I have read and understood this.
5.	I understand that the project team will be taking audio recordings and I give my consent for these audio recordings to be reproduced for educational and/or non-commercial purposes, in academic publications, reports, presentations, websites and exhibitions connected to the project.
6.	I understand that the findings will form part of Cumberland Council's evidence base and my data may be quoted in academic publications, articles and reports, related to the research project.
7.	I understand that my taking part is voluntary; I can withdraw from the project at any time before or during participation, and I do not have to give any reasons for why I no longer want to take part *(and this will be without any impact on any related services I am using)*. I have read and understood the Participation Information Sheet about the implications of withdrawing at different points during the life of the project.
8.	I understand that if I want to withdraw from the project, I can withdraw up to one week after my interview by contacting Laura Earl, Community Co-Researcher by email: **Laura.Earl@CumbriaCVS.org.uk**

Please sign here if you wish to take part in the project and feel you have had enough information about what is involved:

Role	Name	Signature	Date
Participant			
Parent / guardian if under the age of 16			
Project staff			

What barriers are there to participation in physical activity groups for disabled adults, in Carlisle?

I would love to hear from those with physical disabilities who would like to make a change, regardless of how active you currently are!

What am I researching?

I am researching the possible barriers the physically disabled face when participating in physical activity. I am interested to hear from people with physical disabilities who are willing to chat to me about physical activity, what barriers you face, or have overcome when participating in physical activity. It doesn't matter how active you currently are. As somebody who was once very active before becoming disabled 2 years ago, I understand the barriers we face every day and am passionate about making physical activity accessible for all.

What to expect

- ✓ A 20-30 minute informal interview
- ✓ Online via Microsoft Teams or in person at The Sands Centre, Carlisle
- ✓ At a time and date convenient for you

This research is a chance for your voice to be heard. The findings from this research will be shared with various organisations throughout Cumberland to help understand your experiences and implement change.

If you would like to know more about me, my journey, experiences in the disabled community and my research, head over to Cumberland HDRC's Facebook page to watch my videos.

Interested in taking part?

Email Laura Earl, Community Co-Researcher for more information

Laura.Earl@CumbriaCVS.org.uk

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