



Family Matters acknowledges and supports the need for research into all areas of Family Therapy consistent with our charity objects registered with the Charities Commission.

The governing documents of good practice that all prospective researchers need to be conversant with are the current versions of the Family Matters Research Policy, the Association for Family Therapy Code of Ethics and policy of the National Research Ethics Service (NRES). The rights and dignity of participants must be respected at all times.

All research will be conducted to high ethical standards and have scientific value to add appropriately to existing knowledge bases within the context of social responsibility. The safety of individuals, families and staff involved in research is paramount in terms of their confidentiality, valid and informed consent, freedom to disengage, debriefing of participants, support for any distress caused, and feedback of results.

All research proposals must be approved by appropriate applicable bodies – ethical, regulatory, legal or otherwise. Researchers must comply with the decisions of such bodies. Proposals will need to be complementary to existing organisational policies such as health and safety, raising concerns at work, financial management, equality and diversity.

Family Matters receives regular requests to assist research from qualified and student researchers both external and internal to the organisation. However as a small organisation demands may exceed what is feasible so we will be unable to proceed with all research requests. The Board of Trustees is responsible for the final approval of all research activities and no activity may commence prior to such approval.

Project monitoring by Family Matters is a pre-requisite to any research activity that involves our organisation. The Trustees reserve the right to terminate without notice any research activity in the interests of client and staff safety.

Researchers should ensure that all research projects have sufficient arrangements for insurance and indemnity throughout the research process and supply confirmatory documentation.

#### Application for research activity

Initial exploratory discussions will occur with either the CEO or Clinical Manager by appointment. They will decide if a project has viability and invite the researcher to make a formal application.

The formal application will include the following information:

1. Contact details, job title and CV of all researchers including any academic supervisors
2. The research question, title and proposed time scale
3. Evidence to support the scientific value of the research
4. Mode of ethical approval including timescales
5. Methodology including time and cost implications for Family Matters
6. Risk assessment to minimise harm to participants

7. Consent process including recording and review of such
8. Confidentiality safeguards including storage and destruction of data
9. Monitoring process including by Family Matters
10. Dissemination of results

Applicants need to be prepared to meet with the Board of Trustees at their quarterly meetings to present their proposal.

The decision of the Board of Trustees will be final.