Independent evaluation of the Early Years Conversation Project (EYCP): A two-armed cluster randomised waitlist-controlled trial

Further Appendices (1/5)

Xiaofei Qi, Akansha Singh, Rachel Oughton, Laura Chambers, Rowan Van-Muysen, Dandan Chen, Yuting Guo, Nadia Siddiqui, and Victoria Menzies

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Cohort 1 Setting Information Sheet

Early Years Conversation Project Evaluation Study

Information Sheet for Settings

As part of the Department for Education's (DfE) Early Years Recovery Programme, A Brighter Start Stronger Practice Hub and the Education Endowment Foundation (EEF) are working together to fund early years settings with access to the Early Years Conversation Project (EYCP), an evidence-informed professional development programme. An evaluation team from the University of Durham has been appointed to evaluate the impact of EYCP on how early years professionals support young children's communication and language development. The EYCP is designed and delivered by East London Research School.

We are looking for 112 early years settings that:

- Are located in North and East London (specifically Enfield, Haringey, Waltham Forest, Barking and Dagenham, Havering, Hackney, Tower Hamlets, Islington)
- Are a Private, Voluntary and Independent (PVI) nursery or a state funded school-based nursery offering Free Early Education and Childcare (FEE) for 2-year-olds
- Have a minimum of 8 children aged 2-years-old at the start of September 2023, who will attend the setting for a minimum of 15 hours a week during the 2023-2024 school year. (Children are not eligible if they have significant SEND, which would prevent them from accessing the assessment and/or would be distressed through completing the assessment).
- Will be able to commit to releasing one practitioner who works directly with 2-3-year-olds as the 'EYCP Champion' to attend training sessions throughout the academic year.
- Will be able to commit to releasing the setting manager or the EYFS (Early Years Foundation Stage) lead for 3 training sessions, in addition to supporting the 'EYCP Champion' throughout the project.
- Have not participated in Manor Park Talks or Newham Communication Project
- Are not taking part in the DfE Early Years Professional Development Programme or any other Early Years trials funded by the EEF or similar funder.

What is it?

The EYCP is a nine-month programme, focused on evidence-informed professional development (PD). It has been designed to improve early years professionals' understanding and practice in supporting children's communication and language development.

The EYCP is based on a strong body of research evidence that consistently shows that communication and language approaches benefit young children's learning. Early language ability is one of the strongest predictors of later development through school and in life. Language is essential for thinking, social and emotional wellbeing and learning in all areas of development.

What are the benefits for my setting?

- By taking part in this evaluation study, your setting is adding to the evidence base and knowledge on what works in early years education in England.
- Your setting will receive a promising approach that aims to improve children's communication and language development.

- There are financial incentives for participating (£150 at the start of the project and £250 at the end) and 50% of cover costs for staff attendance at training.
- You will receive the EYCP training for FREE.
- OFSTED also recently supported schools taking part in EEF trials: "... we don't want innovators to see the new framework as a brake. For example, if you are trying out new models as part of Education Endowment Foundation studies, or are working on new approaches to curriculum or teaching or assessment, that will be recognised." Amanda Spielman, HM Chief Inspector of Education, Children's Services and Skills.

What does the Early Years Conversation Project involve?

Early years professionals will receive training to understand and use a set of specific evidence-informed strategies (*ShREC: **Sh**are attention, **R**espond, **E**xpand and **C**onversation, and Interactive book reading)* to promote high-quality multi-turn conversations with all children. They will receive 'wrap-around support' from an experienced mentor to enable them to implement and embed these strategies in everyday practice.

Settings will either receive the EYCP training in the academic year 2023/24 or 2024/25. It will be delivered by experienced early years teachers Fliss James and Melissa Prendergast from the East London Research School.

Participants will receive:

- **Professional development** through a mix of face to face and virtual training. This will involve 1.5 days face to face and 6 hour long pre-recorded modules. The 'EYCP Champion' (room leader or nursery teacher working directly with children aged 2 to 3 years old) will receive all the training. The setting manager or EYFS leader will join them for specific sessions.
- **Specialist mentoring** through a mix of face-to-face and virtual 'hub' meetings. Mentors will run 9 hub meetings across the year with a minimum of 5 support visits from mentors. At the beginning and end of the programme an ITERS-3 (Infant/Toddler Environment Rating Scale) observation of the setting's environment is completed by the mentor to provide formative feedback on progress towards providing a language-rich environment. Hub meetings will be used to build knowledge, revisit learning from the online modules and embed understanding. Mentors will use video to help participants tune in to what the strategies look like, how successfully they use them and the impact on the children. These meetings will provide needs-based support for the 'EYCP Champion' to implement the strategies, overcome barriers, and cascade strategies to their wider team.
- **Access to a dedicated online knowledgebase.** The EYCP online platform will extend PD learning by providing video exemplification, background materials, and information and ideas to support families at home.

What does taking part in the EYCP evaluation study involve?

As part of the evaluation study, 50 settings will be chosen at random to receive the EYCP programme starting in October 2023. The other 50 will continue practice as normal and form the waitlist-control group to receive the EYCP programme the following year. Choosing settings at random will allow the evaluation team to assume that there are no prior differences between settings that could affect the primary outcome, and any effect is due to EYCP being received by the settings chosen. You will find out which group your setting has been allocated to in October 2023, after assessments are completed.

Regardless of whether your setting is randomly allocated to use the EYCP programme in 2023/24 or the following year, we would like you to complete the activities listed below.

- Provide the number of children within your setting who are eligible for the evaluation study (that is, children aged 2-3-years old at the start of September 2023, attending nursery class for at least 15 hours a week)

- Hand-out information sheets and consent forms (paper and/or online forms) to parents/carers of all eligible children and collect completed consent forms. *Parents/carers can withdraw their consent if they change their mind during the evaluation study, without telling the reasons.*
- Support research assistants from the evaluation team to complete two language assessments with the eligible children (in a quiet environment or space in your setting) in September/October 2023 and in June/July 2024.
- Relevant practitioners (the setting manager and 'EYCP champion') will be asked to complete two short surveys: one in September/October 2023, and one in June/July 2024. They may also be asked to participate in one or two interviews/focus groups during the evaluation study between October 2023 and July 2024 (separate consent would be sought for interviews/focus groups).
- For eligible children whose parents/carers have provided consent, we will ask you to share children's personal information, including: forename; surname; date of birth; sex; address, postcode; if English is an Additional Language; eligibility for/receipt of government funded childcare at 2 years of age; Early Years Pupil Premium status (if applicable); nursery attendance pattern; and new nursery destination (if they move during the evaluation study, before June 2024).

No research activities other than receiving the EYCP training will occur in the academic year 2024/25 as a result of the EYCP evaluation study if your setting is in the waitlist-control group.

Data Protection

All information relating to relevant children, staff and your setting in this evaluation study will be treated in the strictest confidence and processed in accordance with General Data Protection Regulations (GDPR).

Information provided for this study will be shared securely with evaluation team at Durham University who is the data controller in this evaluation study. The evaluation team will write a report at the end of the evaluation study, to be published by the EEF. They will not mention your nursery, relevant staff or children's name in any report or publication coming from the research. Anonymous data may be kept indefinitely by the Evaluation Team and potentially shared with other research teams. The lawful basis for processing data would be 'Public Task.

The attached EYCP evaluation study privacy notice for setting practitioners [last updated 14th March 2024] describes in detail how we will collect, store, process and share setting data as part of this evaluation study.

At the end of the evaluation study, data will be submitted to the EEF's data archive. At this point, the EEF and its archive manager (FFT Education) are responsible for controlling and processing the evaluation study data.

For the purposes of research and archiving, the evaluation study data will be linked with information about the children from the National Pupil Database (NPD) and shared with the Department for Education, the EEF, the EEF's archive manager, the Office for National Statistics and potentially other research teams.

The attached EYCP evaluation study privacy notice for parents/carers [last updated 14th March 2024] describes in detail how children's data will be collected, stored, processed, and shared as part of this evaluation study.

Has the EYCP evaluation study received ethical approval?

This evaluation study has received ethical approval from the Ethics Committee at Durham University.

Where can I find out the results of this evaluation study?

At the end of the evaluation study a final report is written by the evaluation team. This is due in July 2025 and will be published by the EEF on their website (educationendowmentfoundation.org.uk).

Who do I contact if I have further questions?

Questions about the **EYCP?** Please contact the EYCP delivery team at East London Research School: Melissa Prendergast EYCP Delivery Lead Melissa.prendergast@sheringham-nur.newham.sch.uk Fliss James EYCP Delivery Lead Fliss.james@sheringham-nur.newham.sch.uk East London Research School, Sheringham Nursery School and Children's Centre Sheringham Avenue, London E12 5PB	Questions about the **EYCP Evaluation Study**? Please contact the EYCP Evaluation Team at Durham University: Dr Xiaofei Qi EYCP Project Investigator E-mail: xiaofei.qi@durham.ac.uk Vic Menzies EYCP Project Investigator E-mail: victoria.menzies@durham.ac.uk School of Education Durham University Durham DH1 1TA

Last updated:

This version of Information Sheet for settings [V314032023] was updated on the 14th March 2023.

Next Steps

If your setting would like to participate in the EYCP evaluation study, please read, complete, and sign the 'Memorandum of Understanding: Nursery Agreement' document (version MoU V314032023) and return this as soon as possible by email or post to the EYCP Delivery Team ***by Monday 24th July 2023.***

Cohort 2 Setting Information Sheet

Early Years Conversation Project Evaluation Study

Information Sheet for Settings

As part of the Department for Education's (DfE) Early Years Recovery Programme, A Brighter Start Stronger Practice Hub and the Education Endowment Foundation (EEF) are working together to fund early years settings with access to the Early Years Conversation Project (EYCP), an evidence-informed professional development programme. An evaluation team from the University of Durham has been appointed to evaluate the impact of EYCP on how early years professionals support young children's communication and language development. The EYCP is designed and delivered by East London Research School.

We are looking for 70 early years settings that:

- Are a Private, Voluntary and Independent (PVI) nursery or a state funded school-based nursery offering provision for 2-year-olds
- Are located in the following London boroughs (*Barking and Dagenham, Barnet, Bexley, Brent, Bromley, Camden, City of London, Croydon, Ealing, Enfield, Greenwich, Hackney, Hammersmith and Fulham, Haringey, Harrow, Havering, Hillingdon, Hounslow, Islington, Kensington and Chelsea, Kingston Upon Thames, Lambeth, Lewisham, Merton, Newham, Redbridge, Richmond Upon Thames, Southwark, Sutton, Tower Hamlets, Waltham Forest, Wandsworth, Westminster*).
- Have a minimum of 8 children aged 2–years-old at the start of September 2024, who will attend the setting for a minimum of 15 hours a week during the 2024-2025 school year.
- Will be able to commit to releasing one practitioner who works directly with 2-3-year-olds as the 'EYCP Champion' to attend training sessions throughout the academic year.
- Will be able to commit to releasing the setting manager or the Early Years Foundation Stage lead for 3 training sessions, in addition to supporting the 'EYCP Champion' throughout the project.
- Have not participated in Manor Park Talks, Newham Communication Project or Camden Kids Talk.
- Are not taking part in the DfE Early Years Professional Development Programme or any other Early Years trials funded by the EEF or similar funder.

What is it?

The EYCP is an eight-month programme, focused on evidence-informed professional development (PD). It has been designed to improve early years professionals' understanding and practice in supporting children's communication and language development.

The EYCP is based on a strong body of research evidence that consistently shows that communication and language approaches benefit young children's learning. Early language ability is one of the strongest predictors of later development through school and in life. Language is essential for thinking, social and emotional wellbeing and learning in all areas of development.

What are the benefits for my setting?

- By taking part in this evaluation study, your setting is adding to the evidence base and knowledge on what works in early years education in England.
- Your setting will receive a promising approach that aims to improve children's communication and language development.
- There are financial incentives for participating (£150 at the start of the project and £250 at the end) and 50% of cover costs for staff attendance at training.
- You will receive the EYCP training for FREE.

What does the Early Years Conversation Project involve?

Early years professionals will receive training to understand and use a set of specific evidence-informed strategies (*ShREC: **Sh**are attention, **R**espond, **E**xpand and **C**onversation, and Interactive book reading)* to promote high-quality multi-turn conversations with all children. They will receive 'wrap-around support' from an experienced mentor to enable them to implement and embed these strategies in everyday practice.

Settings will either receive the EYCP training in the academic year 2024/25 or 2025/26. It will be delivered by experienced early years teachers Fliss James and Melissa Prendergast from the East London Research School.

Participants will receive:

- **Professional development** through a mix of face to face and virtual training. This will involve 1.5 days face to face and 6 hour long pre-recorded modules. The 'EYCP Champion' (room leader or nursery teacher working directly with children aged 2 to 3 years old) will receive all the training. The setting manager or EYFS leader will join them for specific sessions.
- **Specialist mentoring** through a mix of face-to-face and virtual 'hub' meetings. Mentors will run 9 hub meetings across the year with a minimum of 5 support visits from mentors. At the beginning and end of the programme an ITERS-3 (Infant/Toddler Environment Rating Scale) observation of the setting's environment is completed by the mentor to provide formative feedback on progress towards providing a language-rich environment. Hub meetings will be used to build knowledge, revisit learning from the online modules and embed understanding. Mentors will use video to help participants tune in to what the strategies look like, how successfully they use them and the impact on the children. These meetings will provide needs-based support for the 'EYCP Champion' to implement the strategies, overcome barriers, and cascade strategies to their wider team.
- **Access to a dedicated online knowledgebase.** The EYCP online platform will extend PD learning by providing video exemplification, background materials, and information and ideas to support families at home.

What does taking part in the EYCP evaluation study involve?

As part of the evaluation study, 35 settings will be chosen at random to receive the EYCP programme starting in November 2024. The other 35 will continue practice as normal and form the waitlist-control group to receive the EYCP programme the following year. Choosing settings at random will allow the evaluation team to assume that there are no prior differences between settings that could affect the primary outcome, and any effect is due to EYCP being received by the settings chosen. You will find out which group your setting has been allocated to in October/ November 2024, after assessments are completed.

Regardless of whether your setting is randomly allocated to use the EYCP programme in 2024/25 or the following year, we would like you to complete the activities listed below.

a safeguarding incident they will submit an anonymized safeguarding incident report to EEF covering any safeguarding concerns that have come up during the course of programme or evaluation delivery.

Settings should inform any members of the delivery team and evaluation team who are visiting the school about the school's safeguarding processes and provide details of the school staff member whom they should contact should a safeguarding disclosure need to be made. They should ensure that members of the delivery team and evaluation team are never left unsupervised with children. A member of setting staff should always be present to supervise activities.

Has the EYCP evaluation study received ethical approval?

This evaluation study has received ethical approval from the Ethics Committee at Durham University.

Where can I find out the results of this evaluation study?

At the end of the evaluation study a final report is written by the evaluation team. This is due in July 2026 and will be published by the EEF on their website (educationendowmentfoundation.org.uk).

Who do I contact if I have further questions?

Questions about the **EYCP training programme?** Please contact the EYCP delivery team at East London Research School: Melissa Prendergast EYCP Delivery Lead Melissa.prendergast@sheringham-nur.newham.sch.uk Fliss James EYCP Delivery Lead Fliss.james@sheringham-nur.newham.sch.uk Meher Faisal EYCP Project Manager meher.faisal@sheringham-nur.newham.sch.uk East London Research School Sheringham Nursery School and Children's Centre Sheringham Avenue London E12 5PB	Questions about the **EYCP Evaluation Study**? Please contact the EYCP Evaluation Team at Durham University: EYCP evaluation team eycp.evaluation@durham.ac.uk Dr Xiaofei Qi EYCP Project Investigator xiaofei.qi@durham.ac.uk Vic Menzies EYCP Project Investigator victoria.menzies@durham.ac.uk School of Education Durham University Durham DH1 3LE

Last updated:

This version of the Information Sheet for settings [V529012024] was updated on the 29th Jan 2024.

- Provide the number of children within your setting who are eligible for the evaluation study (that is, children aged 2-years old at the start of September 2024, attending nursery class for at least 15 hours a week)
- Hand-out information sheets and consent forms (paper and/or online forms) to parents/carers of all eligible children and collect completed consent forms. *Parents/carers can withdraw their consent if they change their mind during the evaluation study, without telling the reasons.*
- Support research assistants from the evaluation team to complete two language assessments with the eligible children (in a quiet environment or space in your setting) in September/October 2024 and in June/July 2025.
- Relevant practitioners (the setting manager and 'EYCP champion') will be asked to complete two short surveys: one in September/October 2024, and one in June/July 2025. They may also be asked to participate in one or two interviews/focus groups during the evaluation study between Nov 2024 and July 2025 (separate consent would be sought for interviews/focus groups).
- For eligible children whose parents/carers have provided consent, we will ask you to share children's personal information, including: forename; surname; date of birth; sex; address, postcode; if English is an Additional Language; eligibility for/receipt of government funded childcare at 2 years of age; Early Years Pupil Premium status (if applicable); nursery attendance pattern; and new nursery destination (if they move during the evaluation study, before June 2025).

No research activities other than receiving the EYCP training will occur in the academic year 2025/26 as a result of the EYCP evaluation study if your setting is in the waitlist-control group.

Data Protection

All information relating to relevant children, staff and your setting in this evaluation study will be treated in the strictest confidence and processed in accordance with General Data Protection Regulations (GDPR).
Information provided for this study will be shared securely with the evaluation team at Durham University who is the data controller in this evaluation study. The evaluation team will write a report at the end of the evaluation study, to be published by the EEF. They will not mention your nursery, relevant staff or children's name in any report or publication coming from the research. Anonymous data may be kept indefinitely by the evaluation team and potentially shared with other research teams. The lawful basis for processing data would be 'Public Task'.

The attached EYCP evaluation study privacy notice for setting practitioners [last updated 29th Jan 2024] describes in detail how we will collect, store, process and share setting data as part of this evaluation study.

At the end of the evaluation study, data will be submitted to the EEF's data archive. At this point, the EEF and its archive manager (FFT Education) are responsible for controlling and processing the evaluation study data.

For the purposes of research and archiving, the evaluation study data will be linked with information about the children from the National Pupil Database (NPD) and shared with the Department for Education, the EEF, the EEF's archive manager, the Office for National Statistics and potentially other research teams.

The attached EYCP evaluation study privacy notice for parents/carers [last updated 29th Jan 2024] describes in detail how children's data will be collected, stored, processed, and shared as part of this evaluation study.

Safeguarding

All members of the delivery team and evaluation team visiting the school will ensure they are familiar with the school's safeguarding procedures and have received appropriate training on safeguarding protocols. In the event of

Memorandum of Understanding

Education Endowment Foundation | Durham University | A Brighter Start – East London's Early Years Stronger Practice Hub | The East London Research School

Early Years Conversation Project (EYCP) Evaluation Study

Memorandum of Understanding: Nursery Agreement

Below we summarise the requirements of settings taking part in the EYCP evaluation study. This form is to be completed by the nursery manager/head teacher or the EYFS lead. Please read these carefully and, if you are happy to take part, please initial beside each statement and complete the relevant sections overleaf.

1.	I confirm we have read the Early Years Conversation Project Evaluation Study Information Sheet for settings (Document version v314032023) and have had the opportunities to ask questions.	Initials
2.	I confirm we will nominate an 'EYCP Champion' (practitioner who works directly with 2–3-year-olds) who will undertake the professional development, attend hub meetings and work with their mentor to run EYCP within the setting (that is regardless of whether our setting is randomly allocated to use the EYCP programme in 2023/24, or the following year). I understand that the nominated 'EYCP Champion' will act as a key point of contact for the Evaluation Team and the Delivery Team.	Initials
3.	I confirm that our setting manager/head teacher or EYFS Lead will be released to attend the required training sessions and support the 'EYCP Champion' to complete the EYCP programme.	Initials
4.	I confirm that my nursery staff will have access to the technology required for the online workshops (email address and computer or tablet with high internet speed) and video feedback sessions (device for recording and uploading videos) as outlined in the information sheet, in order for them to participate.	Initials
5.	I confirm that our setting is committed to completing the EYCP programme regardless of whether our setting is randomly allocated to use the programme in 2023/24, or the following year.	Initials
6.	I confirm that our setting is committed to implementing the techniques learned through the EYCP professional development programme with all relevant children in the setting for the academic year in which we receive the training	Initials
7.	I agree to share with the EYCP delivery team (from the East London Research School) and the Evaluation Team Evaluation Team (from Durham University) the number of 2–3-year-old children that attend our setting (those who would be due to start nursery in September 2023) and attend nursery class for a minimum of 15 hours per week.	Initials
8.	I agree to distribute information sheets and consent forms to parent/carers of all eligible children, and facilitate the collection and return of at least 8 completed consent forms to the Evaluation Team (a courier collection will be arranged if applicable).	Initials
9.	I agree to share with the Evaluation Team requested details about participating children as specified in the setting information sheet (Document version v314032023), whose parents/carers have provided consent.	Initials

10. I agree to provide information and facilitate the activities required for this evaluation study, including completing surveys, observations, interviews, and videos with relevant staff, and supporting the administration of the assessments during September 2023 and July 2024.	Initials
11. I understand that the Delivery Team and Evaluation Team will store information collected from staff and children securely and that findings in reports will be anonymised.	Initials
12. I understand that this evaluation study has been reviewed by and received ethics clearance through the Durham University School of Education Research Ethics Committee.	Initials
13. I understand that my nursery's participation is voluntary and that I am free to withdraw at any time, without giving any reason.	Initials
14. I agree to notify the Delivery team and the Evaluation Team, at the earliest opportunity, if our setting has any issues that could affect the continuation of the EYCP programme within our setting, if we are allocated to follow the programme in 2023-2024. If our setting chooses to withdraw from the EYCP programme, where possible we agree to still allow assessment data to be collected for the evaluation.	Initials
15. I agree for this setting to take part in the EYCP evaluation study and accept the terms and conditions outlined in the Memorandum of Understanding: Nursery agreement document (document version MOU**V314032023).**	Initials

Please complete the below information in block capitals

Nursery /school name: _____

Nursery/school address: _____

Nursery/school postcode: _____

Nursery/School Unique establishment number (URN) (if known/available) _____

Nursery manager/EYFS Lead **print name:** _____

Nursery manager/EYFS Lead **signature:** _____ Date: ____/____/_____

Email address: _____Telephone number: _____

Name of nominated EYCP Champion: _____

Email address: _____

Is your setting part of a nursery chain or a multi-academy trust (please cross)?

Yes☐ No☐ Not Applicable☐

Please estimate the number of 2-year-olds you will have in your setting during the 2023/24 academic year who will attend for at least 15 hours per week and start nursery class in September 2023: _____

Please estimate the number of 2-year-olds who are eligible for Free education and childcare in your setting, starting nursery class in September 2023: _____

Please select the provision type of your nursery setting (please cross 1 box):

☐Private/independent

☐Voluntary

☐Nursery class in a primary/infant school (state funded)

☐Maintained nursery school or children's centre

Thank you for agreeing to take part in this evaluation study. Please sign and send a scanned copy or a copy with electronic signature (both sides) to EYCP Delivery Team
By Email: nazneen.patel@sheringham-nur.newham.sch.uk
or by post to the below address by

Early Years Conversation Project Delivery Team
East London Research School,
Sheringham Nursery School and Children's Centre
Sheringham Avenue,
London E12 5PB

Last updated:

This version of Memorandum of Understanding: Nursery Agreement [MOUV314032023] was updated on the 14th March 2023.

Cohort 1 Privacy notice for settings

Early Years Conversation Project Evaluation Study Privacy Notice for Settings

Durham University

Durham University's responsibilities under data protection legislation include the duty to ensure that we provide individuals with information about how we process personal data. We do this in a number of ways, one of which is the publication of privacy notices. This privacy notice provides a general description of the broad range of processing activity as well as tailored privacy notices covering some specific processing activity.

To ensure that we process your personal data fairly and lawfully we are required to inform you:

- Why we collect your data
- How it will be used
- Who it will be shared with

We will also explain what rights you have to control how we use your information and how to inform us about your wishes. Durham University will make the Privacy Notice available via the website and at the point we request personal data.

Our privacy notices comprise two parts – a generic part (i.e., common to all of our privacy notices) and a part tailored to the specific processing activity being undertaken.

PART 1 – GENERIC PRIVACY NOTICE

Please access our General Privacy Notice online (last updated Jan 2023).

PART 2 – TAILORED PRIVACY NOTICE

This section of the Privacy Notice provides you with the privacy information that you need to know before you provide personal data to the University for the particular purpose(s) stated below.

Project Title: Early Years Conversation Project (EYCP) Evaluation Study

This evaluation study collects personal data to support the evaluation of the EYCP. The EYCP is a professional training programme for staff working in nurseries which has been developed by and is delivered by the East London Research School (ELRS). The EYCP aims to improve language and communication skills for children aged 2-3 years who are in nursery by changing nursery staff practice. To investigate whether the EYCP works, this evaluation study will look at:

- how the EYCP helps children's language and communication skills
- how the EYCP helps practitioners' knowledge and practice
- how well the EYCP is delivered
- the views of nursery staff and parents about the EYCP.

To do this we will collect data as described throughout this privacy notice from people taking part in the evaluation study.

The evaluation study aims to provide high quality evidence about the effectiveness of the EYCP and the delivery of the programme.

Type(s) of personal data collected and held by the evaluation team and method of collection:

Working together on the above evaluation study, the evaluation team at Durham University and delivery team at the ELRS will collect personal data about you and other nursery staff throughout the evaluation study through a variety of methods. Some data will be used for the delivery of the EYCP only (collected by the ELRS team) and this data is not covered by this privacy notice.

Data for the evaluation study will either be collected from you directly by the University of Durham evaluation team or collected by the ELRS delivery team and then shared with the evaluation team.

For the purposes of data protection legislation, the ELRS is a data controller for the personal data they process as part of the delivery of the EYCP. You can access the delivery team's privacy notice through this link [here].

The University of Durham evaluation team and the ELRS delivery team are joint data controllers for any personal data collected and used as part of the evaluation study of the EYCP. This means they are jointly responsible for deciding how any personal data is used and for keeping it safe. This privacy notice only covers data processed for the evaluation study.

We will collect personal data through:

- Documents and other communication completed when signing up to the evaluation study
- Surveys completed as part of the evaluation study
- EYCP training and delivery records
- Asking you to complete the Observing Language Pedagogy (OLP) tool
- Audio and/or visual recordings, and written transcripts of in-person or remote interviews/focus groups (where relevant)
- Observations of EYCP training and support sessions
- EYCP mentors providing information about delivery in settings

The personal data collected as part of the evaluation study will include:

- Name, setting you work at, role in setting, number of hours worked in setting, email address and setting phone number
- Role in evaluation study
- Previous experience in early years education, qualifications, previous CPD, your normal practice regarding language teaching in the setting
- Your confidence in supporting children's language development
- Your pedagogical knowledge of language (collected using the OLP measure)
- Views of the EYCP delivery and impact it has had
- Records of your delivery of the EYCP and the training you have attended
- Audio/video recordings of interviews/focus groups
- Transcripts of interviews
- Observations of your training and your classroom practice

Not all data will be collected from all participants. The setting information sheet provides more information on who will be asked to provide information.

Lawful Basis for processing activities:

Under data protection legislation, we need to tell you the lawful basis we are relying on to process your data. The lawful basis we are relying on is public task (GDPR Article 6 (1) (e): the processing is necessary for an activity being carried out as part of the University's public task, which is defined as teaching, learning and research. This evaluation study is classified as research.

How personal data is stored:

All personal data will be held securely and strictly confidential to the evaluation study's evaluation and delivery teams. Hard copies of personal data will be stored in locked storage units in offices at Durham University or at ELRS. Where possible hard copies will be scanned/uploaded and stored with other evaluation study electronic data and hard copies destroyed once appropriate checks are made. Electronic data will be stored electronically on encrypted servers and electronic devices authorised by Durham University and ELRS.

Survey data and some online data collection tools may be temporarily stored on survey software websites where these websites have been approved by Durham University. Data will be downloaded from the sites and stored with other electronic data after the data collection period. Data on the survey websites will be deleted at the end of the evaluation study.

For audio recordings of interviews/focus groups using a Dictaphone, data will be stored briefly on unencrypted audio recording devices. At the earliest point possible after recording, these recordings will be transferred securely to encrypted servers and deleted from the device – Dictaphones will be kept securely. Video recordings created through online video calling software will be saved on Durham University encrypted data storage and only accessible to those involved in the recording. Audio and visual recordings will be deleted once transcripts have been made and checked.

How personal data is processed:

The evaluation team and delivery team use the personal data collected in this evaluation study to conduct research evaluating the implementation and impact of the EYCP as part of an evaluation study funded by the Education Endowment Foundation (EEF).

Data collected as part of this evaluation study will be put into a data spreadsheet or database which will be used for analysis of the evaluation study data. Access to this data will be restricted to the evaluation study's evaluation team and delivery team.

We will use names and contact details for communication purposes in the delivery of the evaluation study and to match the data collected at different timepoints.

We will use the information collected about your background, role in the setting, experience, your confidence and normal practice to understand the context for the delivery of the EYCP and any factors that may have an impact on how it is delivered. We will also look at whether there are changes in your confidence and understanding of supporting language development and your pedagogical knowledge of language (using the OLP measure) from the beginning of the evaluation study to the end of the evaluation study which may be due to the programme. We will use records of your attendance at training and your setting's delivery of the programme, along with your views on the programme, to understand how the EYCP is implemented and look at the impact it has had in your setting and across all the settings taking part.

Interview/focus group recordings will be transcribed either internally or using an approved external transcription service. Once the recordings have been transcribed and checked the recording will be deleted. The data from the interviews will be analysed alongside other data collected and the key themes drawn out.

All information provided will be analysed together with data from other practitioners in the evaluation study to investigate the delivery and impact of the EYCP. The interpretation of this evaluation study

data will feed into our end of evaluation study report to be published on the EEF's website. We may also write and publish other academic papers and disseminate the findings through other media. No individuals will be identified in any publication.

Withdrawal of data

You can request withdrawal of your data until it has been fully anonymised. Once this has happened it will not be possible to identify you from any of the data we hold.

Who the evaluation team shares personal data with:

The evaluation team at Durham University and delivery team at ELRS will share personal data from this evaluation study with each other as is necessary to conduct the evaluation study, for analysis of the evaluation study data and for writing of the report. Data will be shared securely using encrypted shared data space hosted by Durham University. A signed data sharing agreement in place between both institutions holds both teams to the same high standards of data handling and security.

Data may be shared with third party services for processing of data for transcription purposes as described above or through the use on online platforms hosting survey services. These third-party services will only be used with approval from Durham University.

Data from the OLP tool along with a study identifier for individuals and some background information (practitioner experience, qualifications, role in setting, setting characteristics) will be shared with researchers at the University of Oxford in order for them to provide scoring information to the Durham University evaluation team. The University of Oxford will not receive the names and the settings of the people for whom they are processing the data. The University of Oxford team will also process the OLP data shared with them to improve their learning and understanding of the OLP tool.

No personal information will be shared outside of the EEA (European Economic Area).

Please be aware that if you disclose information which indicates the potential for serious and immediate harm to yourself or others, the evaluation team may be obliged to breach confidentiality and report this to relevant authorities. This includes disclosure of child protection offences such as the physical or sexual abuse of minors, the physical abuse of vulnerable adults, money laundering, or other crimes covered by prevention of terrorism legislation. Where you disclose behaviour (by yourself or others) that is potentially illegal but does not present serious and immediate danger to others, the researcher will, where appropriate, signpost you to relevant services, but the information you provide will be kept confidential (unless you explicitly request otherwise).

How long personal data is held by the evaluation team:

The personal information we hold about you will be anonymised or destroyed within 5 years of the end of the evaluation study by April 2030.

Can I withdraw from my data being processed for this study?

You can withdraw from your data being processed as part of the evaluation study up to the point that we have analysed your data along with that of others in the evaluation study. If you choose to withdraw your data from being processed as part of the evaluation study, you can still participate in the programme. The EEF, the University of Durham and the ELRS appreciate setting and staff support in collecting the data outlined in this privacy notice as it is important for the validity of the EYCP

evaluation study. Should you withdraw from the evaluation study, any personal data you have provided up to that point will still be used unless you indicate otherwise.

How to object to the processing of your personal data for this project:

If you have any concerns regarding the processing of your personal data, or you wish to withdraw your data from the evaluation study, contact Xiaofei Qi (xiaofei.qi@durham.ac.uk) or Vic Menzies (victoria.menzies@durham.ac.uk) at Durham University by email.

The evaluation team at Durham University will then liaise with the delivery team at ELRS regarding the processing of your data.

Further information:

If you have questions or concerns about how your data will be used for the evaluation study of the EYCP, please get in touch by email with Xiaofei Qi (xiaofei.qi@durham.ac.uk) or Vic Menzies (victoria.menzies@durham.ac.uk) who are the lead researchers on the evaluation study.

Last updated:

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was updated on the 14th March 2023.

Cohort 2 Privacy notice for settings

Early Years Conversation Project Evaluation Study
Privacy Notice for Settings

Durham University

Durham University's responsibilities under data protection legislation include the duty to ensure that we provide individuals with information about how we process personal data. We do this in a number of ways, one of which is the publication of privacy notices. This privacy notice provides a general description of the broad range of processing activity as well as tailored privacy notices covering some specific processing activity.

To ensure that we process your personal data fairly and lawfully we are required to inform you:

- Why we collect your data
- How it will be used
- Who it will be shared with

We will also explain what rights you have to control how we use your information and how to inform us about your wishes. Durham University will make the Privacy Notice available via the website and at the point we request personal data.

Our privacy notices comprise two parts – a generic part (i.e., common to all of our privacy notices) and a part tailored to the specific processing activity being undertaken.

PART 1 – GENERIC PRIVACY NOTICE

Please access our General Privacy Notice online (last updated Jan 2023).

PART 2 – TAILORED PRIVACY NOTICE

This section of the Privacy Notice provides you with the privacy information that you need to know before you provide personal data to the University for the particular purpose(s) stated below.

Project Title: Early Years Conversation Project (EYCP) Evaluation Study

This evaluation study collects personal data to support the evaluation of the EYCP. The EYCP is a professional training programme for staff working in nurseries which has been developed by and is delivered by the East London Research School (ELRS). The EYCP aims to improve language and communication skills for children aged 2-3 years who are in nursery by changing nursery staff practice. To investigate whether the EYCP works, this evaluation study will look at:

- how the EYCP helps children's language and communication skills
- how the EYCP helps practitioners' knowledge and practice
- how well the EYCP is delivered
- the views of nursery staff and parents about the EYCP.

To do this we will collect data as described throughout this privacy notice from people taking part in the evaluation study.

The evaluation study aims to provide high quality evidence about the effectiveness of the EYCP and the delivery of the programme.

Type(s) of personal data collected and held by the evaluation team and method of collection:

Working together on the above evaluation study, the evaluation team at Durham University and delivery team at the ELRS will collect personal data about you and other nursery staff throughout the evaluation study through a variety of methods. Some data will be used for the delivery of the EYCP only (collected by the ELRS team) and this data is not covered by this privacy notice.

Data for the evaluation study will either be collected from you directly by the University of Durham evaluation team or collected by the ELRS delivery team and then shared with the evaluation team.

For the purposes of data protection legislation, the ELRS is a data controller for the personal data they process as part of the delivery of the EYCP. You can access the delivery team's privacy notice through this link [here].

The University of Durham evaluation team and the ELRS delivery team are joint data controllers for any personal data collected and used as part of the evaluation study of the EYCP. This means they are jointly responsible for deciding how any personal data is used and for keeping it safe. This privacy notice only covers data processed for the evaluation study.

We will collect personal data through:

- Documents and other communication completed when signing up to the evaluation study
- Surveys completed as part of the evaluation study
- EYCP training and delivery records
- Asking you to complete the Observing Language Pedagogy (OLP) tool
- Audio and/or visual recordings, and written transcripts of in-person or remote interviews/focus groups (where relevant)
- Observations of EYCP training and support sessions
- EYCP mentors providing information about delivery in settings

The personal data collected as part of the evaluation study will include:

- Name, setting you work at, role in setting, number of hours worked in setting, email address and setting phone number
- Role in evaluation study
- Previous experience in early years education, qualifications, previous CPD, your normal practice regarding language teaching in the setting
- Your confidence in supporting children's language development
- Your pedagogical knowledge of language (collected using the OLP measure)
- Views of the EYCP delivery and impact it has had
- Records of your delivery of the EYCP and the training you have attended
- Audio/video recordings of interviews/focus groups
- Transcripts of interviews
- Observations of your training and your classroom practice

Not all data will be collected from all participants. The setting information sheet provides more information on who will be asked to provide information.

Lawful Basis for processing activities:

Under data protection legislation, we need to tell you the lawful basis we are relying on to process your data. The lawful basis we are relying on is public task (GDPR Article 6 (1) (e): the processing is necessary for an activity being carried out as part of the University's public task, which is defined as teaching, learning and research. This evaluation study is classified as research.

How personal data is stored:

All personal data will be held securely and strictly confidential to the evaluation study's evaluation and delivery teams. Hard copies of personal data will be stored in locked storage units in offices at Durham University or at ELRS. Where possible hard copies will be scanned/uploaded and stored with other evaluation study electronic data and hard copies destroyed once appropriate checks are made. Electronic data will be stored electronically on encrypted servers and electronic devices authorised by Durham University and ELRS.

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The evaluation team and delivery team use the personal data collected in this evaluation study to conduct research evaluating the implementation and impact of the EYCP as part of an evaluation study funded by the Education Endowment Foundation (EEF).

Data collected as part of this evaluation study will be put into a data spreadsheet or database which will be used for analysis of the evaluation study data. Access to this data will be restricted to the evaluation study's evaluation team and delivery team.

We will use names and contact details for communication purposes in the delivery of the evaluation study and to match the data collected at different timepoints.

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No personal information will be shared outside of the EEA (European Economic Area).

Please be aware that if you disclose information which indicates the potential for serious and immediate harm to yourself or others, the evaluation team may be obliged to breach confidentiality and report this to relevant authorities. This includes disclosure of child protection offences such as the physical or sexual abuse of minors, the physical abuse of vulnerable adults, money laundering, or other crimes covered by prevention of terrorism legislation. Where you disclose behaviour (by yourself or others) that is potentially illegal but does not present serious and immediate danger to others, the researcher will, where appropriate, signpost you to relevant services, but the information you provide will be kept confidential (unless you explicitly request otherwise).

How long personal data is held by the evaluation team:

The personal information we hold about you will be anonymised or destroyed within 5 years of the end of the evaluation study by April 2030.

Can I withdraw from my data being processed for this study?

You can withdraw from your data being processed as part of the evaluation study up to the point that we have analysed your data along with that of others in the evaluation study. If you choose to withdraw your data from being processed as part of the evaluation study, you can still participate in the programme. The EEF, the University of Durham and the ELRS appreciate setting and staff support in collecting the data outlined in this privacy notice as it is important for the validity of the EYCP

evaluation study. Should you withdraw from the evaluation study, any personal data you have provided up to that point will still be used unless you indicate otherwise.

How to object to the processing of your personal data for this project:

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Further information:

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Last updated:

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was updated on the 14th March 2023.

Cohort 1 parent and carer information sheet and consent form

Early Years Conversation Project Evaluation Study

Information for Parents and Carers

What is the Early Years Conversation Project evaluation study?

Your child's nursery is taking part in an evaluation study to understand whether the Early Years Conversation Project can help children's communication and language skills.

You are receiving this information sheet as your child is 2 years old and attends nursery for at least 15 hours per week at the start of September 2023. This information sheet provides you with details about what the evaluation study will involve for you and your child.

The Early Years Conversation Project (EYCP) is a programme of professional development that has been designed by East London Research School. The professional development supports nursery staff to learn practical strategies to help how they communicate with children. These strategies support nursery staff to respond to children during everyday routines, play and learning experiences throughout the day. The overall aim is to develop children's communication and language skills.

How will we find out if the Early Years Conversation Project works?

The Education Endowment Foundation (EEF) have funded the Evaluation Team (who are based at the University of Durham) to run this evaluation study.

To find out how well the EYCP works, nurseries will be randomly assigned to either receive EYCP this school year (2023/2024) or next school year (2024/25). There will be an equal chance of being allocated to each group, with half the nurseries in each group.

The evaluation team will compare children's language development in nurseries that have done EYCP this year, with the language development of children in nurseries that have not taken part in EYCP this year (who will take part the following year).

This type of research is called a randomised wait-list controlled trial.

What does the EYCP evaluation study involve?

If your child's nursery is chosen at random to receive EYCP in the academic year 2023/24, two staff members at your child's nursery will receive training from the programme providers at ELRS.

Staff will attend training, receive support from mentors, have access to online resources and will work with other staff in the nursery to help them to learn and use new strategies to develop the children's communication and language skills.

You can ask your child's key person any questions you may have about the EYCP. If you would like more information, please contact the team using the details at the end of this information sheet.

What does the evaluation study involve for my child?

We would like your child to complete two short, child-friendly language assessments which will be introduced to the child as a game. They involve looking at pictures and responding to props. We will do these in October/November 2023 and again in June/July 2024. A trained research assistant from the evaluation team will visit your child's nursery to do these. If your child does not want to take part

on the day, they do not have to. Your child's key person or a familiar staff member will be available during the assessment to ensure your child feels comfortable. All research assistants have Disclosure and Barring Service (DBS) clearance, have completed safeguarding training, and are used to working with young children.

In the year the nursery receives EYCP, the nursery staff will be using the programme across the whole nursery. This means all children in the nursery will benefit from EYCP, even if you choose for them not to take part in the evaluation study.

What does the evaluation study involve for me?

We will ask you to complete two surveys (online or on paper) about your child. These surveys will ask you to provide further information about the words your child knows and uses. The first survey will also ask about your child's background including the languages spoken at home and parent qualifications and the child's nursery attendance pattern. The first survey will be completed in October 2023, and the second will be completed around June/July 2024.

We will offer you a £15 high street or local grocery store voucher after completing each survey as a thank-you gift for participating in the research.

When signing up to the project we will ask you to provide:

- your child's name, date of birth, address, sex, free childcare and education status at age 2, your name, phone number, email address, home address and postcode.

To enable us to complete the assessments, we may ask you to provide us with information on your child's new nursery destination should they leave before June/July 2024

We also ask for your permission for your child's nursery to share with us:

- your child's name, date of birth, sex, child's nursery attendance pattern, free childcare and education status at age 2, Unique Pupil Number (UPN; if available)

What do I need to do now?

If you are happy for your child to take part in the EYCP evaluation study, please fill in the form at the end of the document as soon as possible.

If you complete and return a consent form and then change your mind, you are free to withdraw your child at any time without having to say why. You can tell your child's nursery, who will communicate this to the evaluation team, or can contact the evaluation team from Durham University directly using the contact details provided.

If you do not complete a valid consent form, assessments will not be carried out with your child for the evaluation and no information about your child will be shared with the Evaluation Team.

Data Protection

All information relating to you and your child will be treated in the strictest confidence and processed in accordance with General Data Protection Regulations (GDPR). Information provided will be shared securely with researchers at Durham University. Evaluation team from Durham University will write a report at the end of the evaluation, to be published by the EEF. They will not mention your child's nursery or your child's name in any report or publication coming from the research.

Please see the Privacy Notice included as part of this pack of documents for details about how your child's data will be treated.

At the end of the project, data will be submitted to the EEF's Data Archive. At this point, EEF and the Department for Education will be data controllers and contractors appointed to manage the Data Archive will be data processors. The evaluation data will also be linked with information about the children from the National Pupil Database (NPD), Department for Education, the EEF's archive manager and, in an anonymised form, with the Office for National Statistics, the UK Data Archive, and potentially other approved researchers.

Can I have my child's assessment results?
If your child completes the assessments, you can contact the evaluation team to obtain the results of your child's assessments if you wish. The evaluation team will be able to give you the 'raw' assessment scores and will not be able to provide any interpretation of them.

Where can I find out the results of this evaluation study?

At the end of the project a final report is written by the Evaluation Team. This is due in July 2025 and will be published by the EEF on their website (educationendowmentfoundation.org.uk).

Who do I contact if I have further questions?

Questions about the **Early Years Conversation Project?**	Questions about the **EYCP Evaluation Study**?
Please contact the EYCP team at East London Research School: Melissa Prendergast or Fliss James Deputy Directors East London Research School E-mail contact through: rizwana.rahman@sheringham-nur.newham.sch.uk East London Research School, Sheringham Nursery School and Children's Centre, Sheringham Avenue, London E12 5PB	Please contact the EYCP Evaluation Team at Durham University: Dr Xiaofei Qi or Vic Menzies EYCP Project Investigators E-mail: eycp.evaluation@durham.ac.uk School of Education, Confluence Building Durham University, Stockton Road, Durham, DH1 3LE

Early Years Conversation Project Evaluation Study
Consent Form for Parents and Carers

If you are happy for your child to participate in the evaluation of the Early Years Conversation Project, please read each of the following statements and please initial the boxes. Fill in the other details and return this form to your child's nursery setting.

If you would prefer to complete an online version of this form, then go to:

https://tinyurl.com/ywmeu3jj

Alternatively, scan the QR code below using your camera on a mobile device.

Forms should be returned as soon as possible but by the 20th October 2023 at the latest.

- I have read and understood the information sheet and privacy notice for the EYCP evaluation study. I have had the opportunity to ask questions and my questions have been answered. Initials
- I agree for my child to take part in the language assessments for the project while at nursery and for my child's nursery to share information with the evaluation team about my child for this project. Initials
- I agree to fill in two short surveys at the beginning of the project and end of the project about my child. Initials
- I agree that the evaluation team can contact me directly for information about my child needed for the project. Initials
- I understand that the evaluation team will share identifiable information about my child with the Department for Education for the purposes of linking to information held about my child in the National Pupil Database and with the Office for National Statistics (ONS) for analysis and data archiving purposes. Initials
- **I agree that my child and I will take part in the EYCP evaluation study.** Initials

Please complete the below information in block capitals:

Child's first name: _____

Child's surname: _____

Child's Date of Birth: d d / m m / y y y y

		/			/	2	0		

Child's nursery name: _____

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Is your child *eligible* to receive government funded free childcare and education at 2 years old? (you may have received a letter from your local council telling you about this) (please cross)?

Yes ☐ No ☐ Don't Know ☐

Does your child spend a minimum of 15 hours at the nursery setting each week (please cross)?

Yes ☐ No ☐

Parent/Carer Contact Telephone/Mobile Number: _____

Parent/Carer Contact Email Address: _____

Parent/Carer Contact Postal Address: _____

Post Code: _____

Full Name of Parent/Carer (*please print*) Signature of Parent/Carer

Print name	Signature

Today's Date

d d / m m / y y y y

		/			/	2	0	2	3

Now that you have completed this form, please now complete the Parent Carer Questionnaire included within this pack.

5

Cohort 1 parent and carer privacy notice

Early Years Conversation Project Evaluation Study Privacy Notice for Parents/Carers

Durham University

Durham University's responsibilities under data protection legislation include the duty to ensure that we provide individuals with information about how we process personal data. We do this in a number of ways, one of which is the publication of privacy notices. This privacy notice provides a general description of the broad range of processing activity in addition there are tailored privacy notices covering some specific processing activity.

To ensure that we process your personal data fairly and lawfully we are required to inform you:

- Why we collect your data
- How it will be used
- Who it will be shared with

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Our privacy notices comprise two parts – a generic part (i.e., common to all of our privacy notices) and a part tailored to the specific processing activity being undertaken.

PART 1 – GENERIC PRIVACY NOTICE

Please access our General Privacy Notice online (last updated Jan 2023).

PART 2 – TAILORED PRIVACY NOTICE

This section of the Privacy Notice provides you with the privacy information that you need to know before you provide personal data to the University for the particular purpose(s) stated below.

Project Title: Early Years Conversation Project (EYCP) Evaluation Study

This evaluation study collects personal data to support the evaluation of the EYCP. The EYCP is a training programme for staff working in nurseries which has been developed by and is delivered by the East London Research School (ELRS). The EYCP aims to improve language skills and other outcomes for children aged 2-3 years who are in nursery by changing nursery staff practice. To investigate whether the EYCP works, this evaluation study will look at:

- how the EYCP helps children's language skills
- how the EYCP helps practitioners' knowledge and practice
- how well the EYCP is delivered
- the views of nursery staff and parents about the EYCP.

To do this we will collect data as described throughout this privacy notice from people taking part in the evaluation study.

The evaluation study aims to provide high quality evidence about the effectiveness of the EYCP and the delivery of the programme.

Type(s) of personal data collected and held by the researcher and method of collection:

Working on the above evaluation study, the evaluation team at Durham University will collect personal data about you and your child at different times throughout the evaluation study. When signing up to the evaluation study (either through an online survey or paper signup form) we ask you to provide:

- your child's name, date of birth, address, sex, details of the languages spoken at home, child's attendance pattern and information about the words known and used by your child
- your name, phone number, email address, home address and postcode.

We will also collect information about your child from your child's nursery. This information will include details about your child (including date of birth, sex, nursery attendance data, eligibility for Free education and childcare at 2 years, Early Years Pupil Premium status (if applicable), Unique Pupil Number (UPN; if available) and name and address of new nursery if your child moves nurseries during the evaluation study.

Research assistants from the evaluation team will visit your child's nursery to assess your child's language and communication skills at the beginning of the evaluation study in September/October 2023 and at the end of the evaluation study in June/July 2024. The scores from these assessments will be used in the evaluation study.

We will ask you to complete two surveys (online or on paper) about your child. One will be completed in September/October 2023, and one will be completed around June/July 2024. These surveys will ask you to provide further information about the words your child knows and uses. Your responses from these surveys will be used in the evaluation study.

Lawful Basis for processing activities:

Under data protection legislation, we need to tell you the lawful basis we are relying on to process your data. The lawful basis we are relying on is public task (GDPR Article 6 (1): the processing is necessary for an activity being carried out as part of the University's public task, which is defined as teaching, learning and research. This evaluation study is classified as research.

How personal data is stored:

All personal data will be held securely and strictly confidential to the evaluation team. Hard copies of personal data will be stored in locked storage units in offices at Durham University. Where possible hard copies will be scanned/uploaded and stored with other evaluation study electronic data and hard copies destroyed once appropriate checks are made. Electronic data will be stored electronically on encrypted servers and electronic devices authorised by Durham University.

Survey data may be temporarily stored on survey software websites where these websites have been approved by Durham University. Data will be downloaded from the sites and stored with other electronic data after the data collection period. Data on the survey websites will be deleted at the end of the evaluation study.

How personal data is processed:

The evaluation team uses the personal data collected in this evaluation study to conduct research evaluating the implementation and impact of EYCP as part of an evaluation study funded by the Education Endowment Foundation (EEF).

Data collected as part of this evaluation study will be put into a data spreadsheet or database which will be used for analysis of the evaluation study data. Access to this data will be restricted to the evaluation study's evaluation team.

We will use names and contact details for communication purposes in the delivery of the evaluation study and to match the data collected at different timepoints.

We will use information about your child's attendance at nursery to plan appropriate times for the assessments as well as to aid our understanding of the effect of the EYCP.

All information collected about you and your child, as detailed in the previous sections, will be analysed together with data from other children in the evaluation study to investigate the impact of the EYCP on children's language development. The results of this evaluation study will be used to write an evaluation report and other academic publications. No individual child, parent/carer or nursery will be identified in any report or publication.

Withdrawal of data

You can request withdrawal of yours and you child's data until it has been fully anonymised. Once this has happened it will not be possible to identify you from any of the data we hold.

Who the evaluation team shares personal data with:

The evaluation team at Durham University and the delivery team at ELRS will share personal data from this evaluation study with each other as is necessary to conduct the evaluation study, for analysis of the evaluation study data and for writing of the report. Data will be shared securely using encrypted shared data space hosted by Durham University. A signed data sharing agreement in place between both institutions holds both teams to the same high standards of data handling and security.

Data may be shared with third party services for processing of data for transcription purposes as described above or through the use on online platforms hosting survey services. These third-party services will only be used with approval from Durham University.

At the end of the evaluation study, your child's personal data will be submitted to the EEF's data archive. At this point, the EEF and its archive manager are responsible for controlling and processing the evaluation study data. Your child's name, date of birth, postcode, setting, and UPN (where applicable) will be used to link to their record in the Department for Education's National Pupil Database (NPD). Further matching to NPD and other administrative data may take place during subsequent research. Anonymous data may be provided to approved researchers for other research purposes. For further information about how your child's data will be stored and processed in the EEF data archive please see https://educationendowmentfoundation.org.uk/privacy-notices/privacy-notice-for-the-eef-data-archive.

No personal information will be shared outside of the EEA.

Please be aware that if you or your child discloses information which indicates the potential for serious and immediate harm to yourself or others, the evaluation team may be obliged to breach confidentiality and report this to relevant authorities. This includes disclosure of child protection offences such as the physical or sexual abuse of minors, the physical abuse of vulnerable adults, money laundering, or other crimes covered by prevention of terrorism legislation. Where you disclose behaviour (by yourself or others) that is potentially illegal but does not present serious and immediate

danger to others, the researcher will, where appropriate, signpost you to relevant services, but the information you provide will be kept confidential (unless you explicitly request otherwise).

How long personal data is held by the evaluation team:

The personal information we hold about you will be anonymised or destroyed within 5 years of the end of the evaluation study by April 2030.

Can I withdraw from my data or my child's data being processed for this study?

You can withdraw from your data or your child's data being processed as part of the evaluation study up to the point that we have analysed your data along with that of others in the evaluation study. If you choose to withdraw your data from being processed as part of the evaluation study, your child can still participate in the programme in nursery. Should you withdraw from the evaluation study, any personal data you have provided up to that point will still be used unless you indicate otherwise.

How to object to the processing of your personal data for this study:

If you have any concerns regarding the processing of your personal data, or you wish to withdraw your data from the evaluation study, contact Xiaofei Qi (xiaofei.qi@durham.ac.uk) or Vic Menzies (victoria.menzies@durham.ac.uk) at Durham University by email.

The Evaluation Team at Durham University will then liaise with the Delivery Team at ELRS regarding the processing of your data.

Further information:

If you have questions or concerns about how your data will be used for the evaluation study of the EYCP, please get in touch by email with Xiaofei Qi (xiaofei.qi@durham.ac.uk) or Vic Menzies (victoria.menzies@durham.ac.uk) who are the principal investigators for the evaluation study.

Last updated:

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was updated on the 14th March 2023.