

NEUROX YOUNG PEOPLE'S ADVISORY GROUP (YPAG) TERMS OF REFERENCE

PRINCIPLES OF GOOD INVOLVEMENT

Our inclusive YPAG ethos

- We promise to build a **safe, supportive, empathic environment** that encourages, welcomes and benefits a wide range of young people (YP), with a variety of experience, backgrounds, abilities and individual characteristics to get involved in research.
- We are committed to find ways to **widen involvement** of different YP in our research
- We **do not 'target'** any particular identities
- To make sure our work is meaningful, we will work with specific groups of young people

What is the NeurOX YPAG approach?

- Accessible** – Attractive, flexible and accommodating to many different YP, and their needs
- Sustainable** – Motivate YP to get involved and stay involved
- Transparency and trust** – Being clear on what is involved and why, and building trusting relationships

What are our working principles?

- **Work together**
- **Share decision making**
- **Be transparent and honest**
- **Value differences in skills and knowledge**
- **Build and keep good relationships**

We stick to these for all advisory and co-production work

What are the benefits of being involved in the YPAG?

Type of activity	Payment	Other benefits
Attend open or public meetings or events as a participant*	No	Personal knowledge and experience
Active development of research: offering YPs lived knowledge/experience/skills	Yes	Experience of research, support CV/Personal Statement/Career
Training without outputs that directly contribute to a specific project (facilitation, interviewing)	No	Personal and career development, support sustainability of YPAG and open further opportunities for YP
Training with outputs that directly benefit the research study	Yes	Personal and career development and research experience (applied skills)

BENEFITS AND USEFUL PAYMENT INFORMATION

How much will I be paid?

- YPAG members will receive £10 per hour (or £70 per day) reimbursement for their first Year with the YPAG.
- YPAG members who have been with the YPAG for more than 1 year, and have shown commitment to develop their skills and experience will receive £15 per hour, alongside other benefits. They may be asked to support the facilitators in designing and running sessions.

How does payment work?

We offer vouchers or direct to bank payment

- You do not have to accept payments, or you can request lower amount than offered.
- Payments and reimbursement are made in an open and consistent way.

To receive vouchers we will ask the type of voucher you prefer.

To receive payment directly to your bank, we will send a form requesting your bank details and check you are ok for these to be stored by us.

Payment direct to your bank may take 3-4 weeks.

How much work am I expected to do?

- Prior to starting a session, project or meeting, the YPAG coordinator will estimate the number of hours involved: to include preparation, attendance, and post-meeting work.
- YPAG members should state if they would like to do any additional voluntary work.

Receiving benefits

This shouldn't affect your involvement BUT if you think this may affect you, please contact the YPAG coordinator who will try and help you.

Can I include YPAG in my CV & personal statement?

Yes. The YPAG co-ordinator records and tracks our involvement for each project. They can provide this to YPAG members to use in personal statements & CVs. The coordinator can provide references if required for YPAG members.

Tax and National Insurance

- You are responsible for your own tax – ensuring that any income tax due on payments is paid.
- Most young people will not need to do anything as you are likely to be under the taxable 'threshold' (the amount of annual income when you have to start paying tax).
- You do not need to pay tax on the reimbursed expenses.
- The YPAG coordinator can help you.

AGREED RESPONSIBILITIES

What each YPAG member will do...

1. Respecting each other's perspectives and experiences.
2. Keeping personal experiences shared by other members confidential. (You don't have to share your experiences either!)
3. Consistently, and punctually, attending sessions.
4. Committing to being an active member of the group until notice is given by either the YPAG member or researcher (up to the age of 25 years)
5. Giving as much notice as possible if you are unable to make a meeting.
6. Engaging in sessions to the best of your ability and taking on different roles within, and after each session.
7. Keeping in touch, replying promptly, and completing tasks, if required, between meetings.
8. Keeping the meeting confidential by not taking screenshots or recording the sessions.
9. Providing YPAG facilitators (or the designated YPAG member – see terms of reference) with honest feedback about the session.
10. Use of your camera is generally better for everyone, particularly in small breakouts, but is optional – whatever you feel more comfortable with at first. The more you use it, the easier it gets.
11. Wear appropriate clothing whilst in the zoom meeting.
12. Mute yourself if there is background noise so as not to distract others in the meeting.

What the Researchers will do...

1. Respect the knowledge and individual and collective experiences that every YP brings to the YPAG
2. Be open about the aims of the sessions and research studies, and levels of involvement
3. Support YP to develop autonomy in the agreed roles
4. Facilitate decision making
5. Be mindful of accessibility to include as many different YPs voices as possible
6. Make sure that everyone has a chance to have their voice heard.
7. Provide training as needed.
8. Provide each YPAG member with reimbursement.
9. Provide additional reimbursement and facilitate additional optional activities.
10. Keep personal experiences shared by YPAG members confidential.
11. Ensure personal data is protected.
12. Disclose whether the meeting is being recorded at the beginning of the session.
13. Update YPAG members on research studies and data they are involved in.
14. Facilitate and notify YPAG members of additional opportunities.
15. Make it engaging and fun!
16. Provide screen breaks for digital meetings and during physical meetings providing lunch/ snacks!

How do I give feedback?

- You will be asked frequently to reflect and consider the progress of the YPAG in its key focus activities, and its overall direction. We really value feedback on what you are interested in being involved in and how your experiences have been so we can find out what the impact is for you too.
- We will all be responsible for looking at the results and finding ways to best use feedback in future sessions and research projects

SAFETY, CONSENT, DATA, COMPLAINTS

What happens if researchers are worried about someone's safety?

Researchers have a duty of care if they are concerned about you or someone else. They will first talk about the concerns, reassure you and try to signpost you to the help you need. They will give you the details of trained professionals to talk to, but they would also need to contact some external services if:

- you ask us to
- we believe your life, or someone else's life is in danger
- you're being hurt by someone in a position of trust who is able to hurt other children like a teacher, religious leader, sports coach, police officer or doctor
- you tell us that you're seriously hurting another person
- you tell us about another child who's being hurt and is not able to tell someone or understand what is happening to them
- we're told we have to by law, for example for a court case.

Personal data

The reasons researchers keep your personal data are:

1. To contact you - email and/or What's APP - which you prefer
2. To pay direct to your bank

We store these on secure University servers, only the Oxford Health BRC manager has access. Each year when you agree to the terms of reference, we ask if you agree to these.

How do I make a complaint?

if you feel comfortable, you can raise any complaints or concerns by contacting Vanessa Bennett (vanessa.bennett@psych.ox.ac.uk).

A YPAG designated contact person will be appointed and communicated to YPAG members each year: in case you do not feel comfortable sharing your concerns with research facilitators.

If you feel more comfortable raising a concern outside of the YPAG facilitator group, you can contact Alexandra Almeida (alexandra.almeida@psych.ox.ac.uk) who is the Oxford Health BRC PPI Manager, or Ilina Singh (ilina.singh@psych.ox.ac.uk) who is the PPI Senior Lead. If you wish to make a complaint to some one independent of, or about, the Neurosec team or Group, you can contact Philly White (hrmanager@psych.ox.ac.uk)

Consent and my identity

- If you are under 16 years we will need parental consent to be involved and to allow us to use your photos, video and/or name in any materials or social media.
- We will always check and provide a consent form for any media work - it is your choice how you share your identity.