

General guidance for Study Coordinators

You should avoid potentially risky places and situations. These include places with few or no people, alleyways and shortcuts. Particular care should be taken during the hours of darkness, when only areas considered safe should be visited. Safe areas are those which are frequented at the time of visit and which can be accessed easily by public transport or car.

You should appear professional and confident while being sensitive to the participant's wishes. You should make it clear that the participant is valued as a person.

The participant will have been told that he can withdraw from the study at any time. Any indication of refusal should be respected. You should not attempt to change the participant's mind. Contradiction or confrontation should always be avoided.

You will be provided with a mobile phone and a personal alarm.

You should inform the project manager of your precise whereabouts when doing fieldwork and when each session has been completed.

Procedure for keeping in touch with the research team

- When you make an appointment to meet with a participant, please send a text message OR call the research team phone on *<phone number>*

Please provide:

Date and time of appointment

Participant's name and study ID

Venue (give full address if visiting a participant's home)

- On the day of the appointment, please send a text message to the research team phone ... when you have completed the session. If you do not send a message:
 - The research team will call you ten minutes after the session was due to end
 - If you do not answer the call, the research team will contact the venue
 - If contact cannot be made, the police will be contacted

Note: If the session is in someone's house it is essential that you phone immediately when the session is over

- If you feel there is a risk to your safety, politely end the session and leave the venue
- If you fear for your safety at any point during a session call 999