



## **Branksome Hall Diversity, Equity and Inclusion (DEI) Employee Focus Group Consent**

You are invited to participate in a focus group as part of a research study about diversity, equity and inclusion at Branksome Hall.

The goal of this research study is to develop metrics, collect data and report findings that inform the following DEI priorities for Branksome Hall:

- Increase DEI awareness, understanding and action for all constituent groups, through leadership, governance, communications, enrolment management and human resources practices;
- Develop an organizational culture that encourages advocacy, anti-racism/anti-oppression, and values the lived experiences of community members;
- Build employee leadership and capacity through continued learning opportunities to foster classroom and school operational practices that are rooted in anti-racism and anti-oppression education; and
- Build student capacity for advocacy, dialogue and anti-racism/anti-oppression leadership across the school.

The data collected through this focus group will help us more deeply understand employee experiences of diversity, equity and inclusion at Branksome Hall through a structured conversation.

This study is being conducted by Anima Leadership on behalf of Branksome Hall.

Participation in this focus group is voluntary. If you agree to participate in this focus group you would be asked to attend an online focus group session with Anima Leadership. This session will be audio recorded in order to allow the research team to take accurate notes. A professional transcription service (rev.com) will be used to transcribe the focus group discussion in full. You may refuse to answer any questions you don't feel comfortable answering, and you may withdraw your participation at any time and without any consequences. Because you are participating in a group, there are limits to our ability to withdraw your data, should you decide to withdraw. Your participation up to that point will still be audio recorded and transcribed.



Participating in this study will benefit you in that it will help Branksome Hall develop a deeper understanding of the school and develop approaches that would be most beneficial to supporting diversity, equity and inclusion at Branksome Hall, which will in turn improve the experience of all current and future employees and students.

There are some risks associated with participating in a focus group. There is a risk to confidentiality - because the focus group is a discussion in a group setting, it is not anonymous, so other participants will know your identity and what you share in the group. Measures will be taken to make sure that everyone understands and is committed to keeping everything that has been said in the group remains confidential, however despite our best efforts participants may not uphold their commitment to confidentiality even if researchers do. There is an emotional/psychological risk of recounting sensitive experiences around school climate, belonging and exclusion, as well as a social status risk when discussing identity and stigma.

One further risk to consider is that the focus group will be conducted over Zoom, where the platform may collect, retain, and use data from users that the researchers are not aware of nor have control over.

The information you will share with us if you participate in this study will be kept completely confidential to the full extent of the law.

Only the Study Director and Anima researchers will be able to see the focus group data as a whole. Leadership at Branksome Hall will not know if you participated in the focus group. When the full study is completed and the data have been analyzed, study findings will be presented only in summary form and no identifying data would be used in any report. Unattributed verbatim quotes may be used to illustrate important or recurring themes. If the quote potentially compromises your identity, it will not be used. The focus group recording will be deleted after the project is completed.

Confidentiality will be waived if an employee reports serious allegations of workplace violence within the school or expresses a danger to themselves or others. In such an instance, the auditors will provide any relevant information directly to Karen Jurjevich, the school principal or Patricia Dinicolantonio, the Head, Talent Management so that the school is able to follow up with an intervention and according to school practices.



When the full audit is completed and the data have been analyzed, study findings will be presented only in summary form and no identifying data would be used in any report. The focus group recording will be deleted after the project is completed.

If you have any questions about the focus group, please contact Shakil Choudhury, Co-Founder of Anima Leadership at [shakil@animaleadership.com](mailto:shakil@animaleadership.com). If you have questions about the project or your rights as a participant, please contact Mira Gambhir, Head Research and Diversity, Equity and Inclusion at [mgambhir@branksome.on.ca](mailto:mgambhir@branksome.on.ca).

- By signing up to participate in this focus group, you are consenting to participate in this project.
- You consent to being audio recorded