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**Template: Memorandum of Expectations**

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| This template has been adapted from forms originally developed by staff at the Safer Young Lives Research Centre at the University of Bedfordshire. Those wishing to use this template should reflect on how suitable it may be for their own project and context and make the necessary adaptations. |

**Memorandum of Expectation between [XXX research partner] and [XXX facilitating partner]**

**[Title of project]**

**DATE**

This Memorandum of Expectation has been drafted to set out theexpectations the research partner, XXX have for our facilitating partners who will work collaboratively with us on developing resources for XXX*.* It also sets out expectations that the facilitating partner can expect in return from the research partner, XXX.

As a research centre we believe that it is important to capture the lived expertise of young people who have experienced child sexual abuse and exploitation (CSA/E).

We are therefore committed to finding ethical and meaningful opportunities for young people to share their views and engage in research and resource development that is safe and supported.

Our facilitating partners are being asked to sign this memorandum to acknowledge and agree to the following:

**The research partner, XXXX commits to:**

* Ensuring organisations have all relevant information about the project.
* Ensuring all of the research team at the University have had DBS checks (criminal record checks) and are experienced in designing data gathering activities with young people around sensitive topics.
* Speaking to any young person who would like further information or would like to speak to members of the research team in person.
* Designing the activities in line with the ethical approach devised for this project.
* On receipt of an invoice, providing up to XXX to your organisation to cover costs associated with the workshop/s, staff costs and young people’s costs.
* Sharing the draft and final outputs with your organisation.
* Sending thank you cards, via your organisation, to all young people who take part.

**The facilitating organisation, XXX commits to:**

* Reading in detail the information provided about the project so they understand what is being asked of young people and them as an organisation in supporting young people.
* Making initial contact with young people to share information about the project and helping young people to make an informed choice about participation.
* Talking through the participant information sheet and consent form (that will be supplied by the research team) with young people - paying particular attention to considering the risk of distress from taking part in the activities and the steps around potential disclosures.
* Committing to supporting three staff members to be available during the workshops in order to safely engage young people in the activities. This will include one facilitator, one notetaker and one ‘supporter’ or child protection contact (who does not need to be in the workshop but available to support any young person who may become upset and may need to leave the group discussions).
* Organising and facilitating the workshop/s: this will include practical logistics (e.g. identifying dates and a venue and supplies - stationary, refreshments, transport etc.); reading through the workshop plans in advance and facilitating these; taking notes (either in English or the local language).
* Supporting young people’s participation in the workshop discussions by, for example: helping them complete the consent form; explaining anything that is unclear; encouraging the young people to engage with the content; being flexible to the needs of the group to ensure their participation is meaningful and enjoyable.
* Sending the research team (through an approved mode of transfer) the completed note-taking templates in English and/or images following the workshop/s.
* Being available to offer emotional support if young people become distressed in any way through their participation in the workshop/s.
* Supporting young people to access any other forms of support that may be required.
* Checking in with the young person following their engagement in the workshop/s.
* Committing to support any staff members who are engaged in the workshop/s and may require emotional/ psychological support.
* Providing details of other national organisations and helplines for survivors of CSA/E that participants could contact for additional support.
* Supplying the university with the necessary details to process the payment.
* Abiding by our ethical approaches for the safe and secure transfer, storage and deletion of data.

Signed for and on behalf of:

Position: Click here to enter text.

Date: Click here to enter text.

Signed for and on behalf of:

Position: Click here to enter text.

Date: Click here to enter text.

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| If adapting this template and making it publicly available, then please include a source statement. Suggested statement ‘Adapted from Our Voices (2025) Sample Memorandum of Expectation Template. Safer Young Lives Research Centre, University of Bedfordshire’. |