

**HCD PHASES**

**Tip #1**

**Tip #2**

**Tip #3**

**Tip #4**

**Tip #5**

**Tip #6**

**Tip #7**

**Tip #8**

**Planning**

Ensure all team members are trained in human subjects research, including child and youth safeguarding measures to ensure a safe environment for children and young people.

Develop and submit a protocol for submission to an Institutional Review Board (IRB) local to the site(s) of activities. IRB review and approval is a critical step in protecting the safety of human research subjects, particularly when working with young and/or vulnerable populations. This review mechanism ensures that HCD teams are working to adhere to and promote ethical standards with respect to informed consent, voluntary participation, and safety among research participants.

Ensure there is a clear strategy to actively and continuously engage young people throughout the project lifecycle. Engagement strategy might include outlining roles/ responsibilities and opportunities for growth/ advancement, depending on the training and experience young people have been provided.

During the planning phase, project teams should map the different populations who may be engaged throughout the project, and identify any additional measures that need to be taken or training needs for the team. Examples might include additional training and accommodations in: research methods when doing HCD in a humanitarian or post-conflict context; training on child protection for young people with disabilities; and training in trauma-informed methods when working with violence survivors. Assess whether you have the expertise on your team or whether you need external advice or capacity building to ensure safeguarding and protection of all young people engaged.

Conduct carefully planned, visible community sensitization to create awareness about the project and intended outcomes. Ensure that formal and informal leaders are involved in any key decision points, provide input on potential risks to participants, and have provided visible consent and support for the project. Leverage community expertise to identify unforeseen risks to young people and maximize the acceptability of the program activities to protect participant involvement from community backlash.

Understand local traditions or restrictions for reproducing personal images (photo or video) of participants and make a plan to comply with them to the best of a project's ability.

Map appropriate social/medical support services that participant interviewees can be connected to if requested (e.g., FP, GBV, mental health counseling). This is especially important if the research topic is highly sensitive and post-interview counseling support might be needed. Ensure that all team members are aware of the safeguarding protocol for the project so that they know how to refer young people appropriately.

Ensure project team understands that photos can only be taken and used with specific consent from the young participants.

**Research**

Understand national and local policies that impact young people's access to quality and comprehensive ASRH information and services. For example, this might include understanding legal requirements around parental consent to access contraception prior to prototyping.

With local partners, develop a detailed risk and mitigation plan for research participants, team members, and the community at large. This should include strategies to prevent the physical, sexual, or emotional abuse of young people and a clear protocol on how to respond to any disclosure of abuse or potential risk of abuse by participants. All staff should be trained on this protocol and a designated Safeguarding and Protection Lead nominated for the project. This staff member should have completed training in safeguarding and protection of young people.

Steps should be taken to ensure that the environment in which research is being conducted protects young people's privacy, confidentiality, and safety. All research staff should sign confidentiality agreements and be screened for potential biases or prejudices that might lead to stigmatization of young people. Research should be conducted in a private space, where the conversation cannot be overheard. When necessary, to protect participants safety, one to one interviews are preferable to focus group discussions where sensitive or stigmatizing topics are being discussed. Participants should be assured of confidentiality throughout the process and of their right to refuse to answer questions or terminate the interview at any time without reason.

Ensure that strong data protection measures, such as de-identified data and use of secure servers, or encrypted drives, are in place to safeguard user identity. If data which identifies participants is used, ensure the team have a strategy for the access and eventual destruction of these datasets.

Ensure that all potential participants provide freely given (written or verbal) consent prior to their enrollment in research activities. During the informed consent process, participants must be fully informed of the purposes of the research, the measures that will be taken to ensure their confidentiality, the expected duration of the research activity, a description of all foreseeable risks or discomforts to participants, and information about any compensation and benefits.

Ensure that any compensation or benefits are given prior to the onset of the interview, so that participants are not coerced or pressured to sit through a potentially uncomfortable interview to receive their compensation if it's being given at the end. Compensation should be carefully benchmarked to local norms, to ensure that it is not coercive but also appropriately compensates participants for their time. Consideration should be made to how the compensation is delivered to avoid risks to participants (e.g., discreet delivery of envelopes rather than openly distributing cash in public).

If the research focuses on highly sensitive topics that could be triggering or re-traumatizing (e.g., sexual abuse, unsafe abortion, mental health challenges), make sure the research team conducting interviews is trained on appropriate techniques in trauma-informed interviewing and de-escalation. Links to locally appropriate resources should be provided verbally and in written format to participants. Participants should be provided with a contact person where they can ask follow-up questions about the project and seek advice as needed.

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**Prototyping**

For each prototype, determine and document the relative risk for participants (especially young people). Ensure that the prototype features and process of testing mitigates these risks. Ensure that individuals have access to supportive services and resources that they may need either during or at the conclusion of the prototyping time period. Develop a plan for how the project team will monitor and report risk throughout prototyping.

Ensure that prototype content is evidence-based and factually accurate in order to prevent the spread of misinformation.

Ensure that rough prototyping is done with participants in closed and private sessions, and that participants have given full consent and are aware that this product or service is not final or live.

Do not test rough prototypes in ‘live’ settings (e.g. with real clients in a health facility) so as not to give the impression that prototypes are final or “implementation-ready.”

If the prototypes contain sensitive content, take steps to prevent leakage of materials outside of your prototyping session.

Ensure that no pictures of youth can be interpreted as sexualized, degrading or shaming in any way. Do not use photographs of young people in prototype materials without explicit written consent for use of their image for that purpose, even if those materials are intended to be discarded.

**Implementation**

Implementing partners must conduct a risk assessment to determine the potential safeguarding and protection risks that may emerge during the pilot and implementation period. Part of implementation planning should include an escalation plan for when safeguarding or protection concerns or disclosures arise. Escalation plans should revisit the mapping of supportive services previously carried out in the planning phase and identify referral agents that are verified, accredited, and can be easily leveraged. Populations who are especially at risk should be mapped with distinct safeguards identified to support their safety.

Ensure that all implementation staff that may come into contact with young people in their role during implementation have been trained on child protection and safeguarding. Plan for annual refreshers if the implementation period exceeds one year.

Ensure implementation staff who support direct service delivery to young people have access to specialist advice, support and regular opportunities to update their skills and knowledge.

Ensure implementation partners also have robust safeguarding policies and practices in place. They should also maintain a risk register that can be used to identify and mitigate risks as they arise.

**Evaluation**

Ensure that strong data protection measures, such as de-identified data and use of secure servers, or encrypted drives, are in place to safeguard user identity. If data which identifies participants is used, ensure the team have a strategy for the access and eventual destruction of these datasets.

Impact evaluation of interventions should include ongoing inquiry to identify and address any unintended harms or risks of the program to users. Process evaluation might also include monitoring of how safeguarding and protection measures have been implemented throughout the design and implementation phase.

## Links to relevant open-source resources (e.g. case studies, checklists, tools, trainings)

### Child Protection and Safeguarding

Free Course (Harvard) Child Protection: Children's Rights in Theory and Practice

<https://www.edx.org/course/child-protection-childrens-rights-in-theory-and-pr>

Protecting Children in Humanitarian Settings

<https://www.edx.org/course/protecting-children-in-humanitarian-settings?index=product&queryID=baff87c200e43960e2d2a9ff71a053e4&position=2>

Link To Unicef's Agora Platform With Free Safeguarding Training

<https://agora.unicef.org/local/catalogue/index.php?query=child%20protection>

Free Course: International Women's Health and Human Rights

[https://www.coursera.org/learn/womens-health-human-rights?ranMID=40328&ranEAID=D8u8CTDRU0o&ranSiteID=D8u8CTDRU0o-XhwLwkPQ6lbyuC3xe7N\\_jw&siteID=D8u8CTDRU0o-XhwLwkPQ6lbyuC3xe7N\\_jw&utm\\_content=10&utm\\_medium=partners&utm\\_source=linkshare&utm\\_campaign=D8u8CTDRU0o](https://www.coursera.org/learn/womens-health-human-rights?ranMID=40328&ranEAID=D8u8CTDRU0o&ranSiteID=D8u8CTDRU0o-XhwLwkPQ6lbyuC3xe7N_jw&siteID=D8u8CTDRU0o-XhwLwkPQ6lbyuC3xe7N_jw&utm_content=10&utm_medium=partners&utm_source=linkshare&utm_campaign=D8u8CTDRU0o)

The Alliance for Child Protection in Humanitarian Action

<https://alliancecpha.org/en/online-learning-materials/online-short-course-researching-gender-based-violence-methods-and-meaning>

Researching Gender-Based Violence: Methods and Meaning

<https://alliancecpha.org/en/online-learning-materials/online-short-course-researching-gender-based-violence-methods-and-meaning>

How To Explore Taboo Topics With Young People During Design Research

<https://www.ylabsglobal.org/blog/how-to-explore-taboo-topics-with-young-people-during-design-research>

### Trauma-Informed Design

Trauma-Informed Youth-Centered Health Design

<https://yth.org/projects/tiychd/>

Navigating The Ethical Maze: Storytelling For Organizations Working With Vulnerable Populations

<https://www.forensichealth.com/2018/04/05/navigating-the-ethical-maze-storytelling-for-organizations-working-with-vulnerable-populations/>

Training: Trauma-Informed Design Research

<https://socialdesignsydney.com/training-trauma-informed-design-research-practice-process-methods/>

Trauma-Informed Design: Understanding Trauma And Healing

<https://uxmag.com/articles/trauma-informed-design-understanding-trauma-and-healing>

Trauma-Informed Design Research, Jax Wechsler

<https://uxdesign.cc/trauma-informed-design-research-69b9ba5f8b08>

### Ethics

The Commitment To Ethics in Youth-Powered Design

<https://www.psi.org/news/the-commitment-to-ethics-in-youth-powered-design/>

The Design Ethics of Youth Engagement

<https://www.psi.org/2018/08/hcd-ethics-youth/>

Ethical Research Involving Children

<https://www.unicef-irc.org/publications/pdf/eric-compendium-approved-digital-web.pdf>

“Guidance On Ethical Considerations In Planning And Reviewing Research Studies On Sexual And Reproductive Health In Adolescents”

<https://www.who.int/publications/i/item/guidance-on-ethical-considerations-in-planning-and-reviewing-research-studies-on-sexual-and-reproductive-health-in-adolescents>