

Manchester Institute of Education - Conducting Fieldwork Alone

Nominated Contact Checklist and Role

It is important that your nominated contact is fully briefed about your fieldwork visits and what their role is. Below is a checklist of information you need to provide to your contact about your fieldwork visits. This is followed by a description of their role and what they should do if they cannot contact you as planned.

Checklist of details needed by your nominated contact

Your itinerary and appointment times - name, address and telephone contact of interviewee(s) / destination.	
Overnight accommodation details where applicable.	
Your mobile telephone number.	
Time you leave the University/ home for each visit.	
How you intend to get to each interview location (car registration if appropriate).	
Time of each interview and expected duration of the visit.	
Contact information for the Head of MIE/Head of MIE Administration for cases of emergency.	

You are required to have a nominated contact to ensure that a trusted third party knows of your whereabouts during fieldwork visits. It is their role to raise the alarm if they are unable to contact you if you fail to contact them as indicated in the fieldwork schedule you have provided to them.

During fieldwork

1. You must contact your nominated person **when you arrive** at the interview/fieldwork location. In the presence of the interviewee, you should inform them where you are, and who you are with.
2. **Once the interview has been completed**, you should contact your nominated person to let them know you have left safely. If the interview is going on longer than anticipated, you should contact your nominated person to inform them.

Nominated contact's role

If you should **fail to make contact at the specified time** the nominated person should:

- ring you **half an hour after** the scheduled finish time.
- If there is no answer, they should **ring again 30 minutes later**.
- If there is still no reply, they should **inform the Head of MIE/ Head of MIE Administration**.

Where the nominated contact has been unable to get in touch with you, the Head of MIE/ Head of MIE Administration may then authorise two members of MIE staff to go to the interview location to check on your safety. If this is not practical, e.g. the fieldwork is taking place out of the Manchester area, or overseas, then the local police for the area will be informed.