
Plan Overview

A Data Management Plan created using DMPMelbourne

Title: Listening to quiet voices- The experiences of Aboriginal and/or Torres Strait Islander children and families accessing Play Therapy

Creator: Rhianna Brickle

Principal Investigator: Rhianna Brickle

Data Manager: Professor Cath Chamberlain , Rhianna Brickle

Project Administrator: Rhianna Brickle

Affiliation: The University of Melbourne

Template: University of Melbourne DMP Template

ORCID iD: 0009-0001-9413-7440

Project abstract:

This PhD research explores the lived experiences of Aboriginal and/or Torres Strait Islander children and families accessing play therapy with an Aboriginal Play Therapist (Rhianna Brickle - Pakana woman) on Bunurong Country. Grounded in Indigenous methodologies and child-centred practice, the study privileges Aboriginal voices to inform the development of a culturally responsive therapeutic play model for Aboriginal children.

Caregivers' experiences will be gathered through recorded yarning at intake, throughout the therapeutic process, and at the conclusion of play therapy. Children's experiences will be explored through developmentally appropriate and accessible video-recorded play therapy sessions, recognising play as the child's primary language. Children's play and verbal expressions will be interpreted and analysed for meaning-making, informed by social-emotional wellbeing framework (Gee et al., 2013) and current evidence-based play therapy frameworks. Practitioner auto-ethnography, including reflexive journalling and note-taking, will support meaning-making and ensure culturally informed practice is interwoven with evidence-based approaches. This reflexive process supports ethical accountability, relational practice, and community-grounded research.

By privileging lived experience, relationality, and community engagement, this research seeks to challenge dominant Western therapeutic models and offer a decolonised, strengths-based approach to play therapy. The study acknowledges intergenerational trauma alongside resilience, cultural continuity, and holistic wellbeing. The outcome of this research is the development of a responsive, culturally grounded play therapy model that supports Aboriginal children's social and emotional wellbeing and contributes to the play therapy field through culturally safe, effective, and transformative practice.

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Copyright information:

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Listening to quiet voices- The experiences of Aboriginal and/or Torres Strait Islander children and families accessing Play Therapy - Managing Data @Melbourne

1. Getting Started

Faculty / Department

- Faculty of Medicine, Dentistry and Health Sciences

Melbourne School of Population and Global Health

Indigenous Health Equity Unit

Relighting the Firesticks project MRFF (Grant Number 109227)

Project Start Date

24/03/2025

Project End Date

27/03/2028

2. Developing your DMP (about your data)

What kinds of data will you collect, create or reuse?

Data will be gathered from a range of community-based sources such as:

Audio files of interviews using yarning methodologies that cover experiences of play therapy for Aboriginal parents/cargivers will be collected from those over 18 years of age that have a child or young person in their care (under 18 years of age) that is accessing play therapy.

Audio/Video recordings of child participant and researcher play sessions (50 mins per session for 10-20 sessions per child participant)

Observation notes (digital and handwritten) of child participant within therapy session complying with confidentiality of child under age of 18 years of age that identifies as Aboriginal and/or Torres Strait Islander.

Digital photographs and videos of play therapy session of child participant within therapy session complying with confidentiality if child under age of 18 years of age that identifies as Aboriginal and/or Torres Strait Islander and parent/caregiver (over age of 18)

Digital copies of play assessment materials (digital video, paper forms) completed from parent/caregiver and/or child participant and/or researcher complying with confidentiality.

Also methodologies and workflows related to the research project and handwritten qualitative notes of processes.

What file formats will the data be in?

Digital audio files generated from interviews will be stored as MPEG-4 (.mp4) format.

Observation notes will be stored as MS word or PDF and stored securely.

Digital copies of play assessment materials (paper forms) will be stored as jpeg files with original chips stored securely and archived in line with research storage protocols.

Digital video data files generated will be in an MPEG-4 (.mp4) format. MPEG-4 is an International Standards Organization (ISO) specification and this format is readable by most media players.

Methodologies and workflows and Qualitative handwritten notes will be stored as MS word or PDF

3. Ethics and Legal Issues

How will you manage any ethical issues?

The project will involve interviewing approximately 15-20 individuals (participants). University of Melbourne Ethics will be applied for in early 2026. University of Melbourne Ethics Approval will be provided.

The project involves Aboriginal and/or Torres Strait Islander participants. AIATSIS code of ethics for Aboriginal and Torres Strait Islander research will be followed. The co-investigator and Primary Supervisor are First Nation's researchers and elements of community consultation will be embedded in the research design. Secondary community-based First Nations ethics will be considered for application (pending consideration).

Child and young person participation in project will be managed by proven and peer-reviewed child participation guidelines, child consent and parent/guardian consent.

Inclusion and exclusion criteria for participants will also manage potential ethical issues related to child guardianship and parental consent (i.e child protection involvement).

How will you manage copyright and Intellectual Property Right (IPR) issues?

The research may involve utilising Assessment materials related to paper based play therapy assessments that are trademarked and copyrighted works. Permission will be sought by the publisher to undertake and embedding assessment elements/language and findings within the project.

A bibliography of all copyright works will be included in the final research output.

4. Organising, Storing and Backing-up your Data

How will you store and backup your data during the project?

Any data collected by the research project will be stored on the University departmental share drive, which is backed up by University IT systems. The data will be stored on share drive with access to be granted to those listed in ethics application only (PI and Supervisory team) and password protected with two-factor authentication for confidential storage related to any data in media files, metadata, personal data of participants).

While in the field, data will be stored on a laptop as well as an external drive owned and stored securely by Researcher. Field data will be transferred to the departmental share drive as soon as possible (within 5 working days)

Any raw data paper copies of assessment materials, child/parent consent and handwritten notes will be made digital and uploaded onto the departmental share drive as soon as possible and the paper destroyed through confidential waste managed by the University of Melbourne.

Researcher Rhianna Brickle will be responsible for any storage and backup of data and backup will be automated and manually checked every 7 days.

How will you manage access and security?

All data collected in this research project will be sensitive in nature, according to the Research Data Classification Framework this data can be classes as significant- as it may relates to age, cultural background and key medical/developmental information of children and young people. This will require strict protection in terms of access and security and de-identification of data.

The data will be stored on the departmental share drive that is restricted to researcher and supervisory team only (individuals referenced in ethics application only). It will be password protection with two factor authentication. Raw data will be kept in locked filing cabinet until uploaded in digital format onto share drive and then destroyed using University Melbourne confidential waste services. Only researcher and supervision team will have access to this data and two-factor authentication will be utilised.

De-identification of all data materials will minimise risk to individual and community due to identifiable data related to culturally sensitive information and generic information related to participants. De-identification processes will be clearly outlined in participant consent forms.

5. Documenting and Describing your Data

What documentation and metadata will accompany the data?

Qualitative research documentation formats will be followed including all documentation and meta data will be stored on restricted share-drive that utilises file name conventions of file storage using standard date format YYYYMMDD accompanied by description and related participant de-identifiable ID/reference (if applicable). and consistent structure so files are easily identifiable and accessible to restricted parties.

How will the consistency and quality of the data be controlled?

For qualitative semi-structured interviews ('yarning') will be recorded and stored in .MP4 file format. Each interview will be transcribed verbatim with consistent anonymisation and timestamping in word

doc using software Otter.ai (compliant with MDHS School General Data Protection Regulations) and audio and transcript double-checked to ensure consistency and verbatim transcription and may be shared back to direct participant to comply with Indigenous Data Governance and Sovereignty procedures to ensure it reflects participant recollection of their views/voice and experience.

Each interview will be recorded in a spreadsheet with de-identifiable participant ID/reference numbers (also recorded via excel spreadsheet with informed consent procedures), total recorded time of interviews for consistency and all files using consistent naming conventions for access.

Video or any multimedia will be stored securely in .MP4 format and files are to be recorded in excel spreadsheet with video length, time/date of recording and participant reference number.

Data management tools of NVivo will be used to code interview transcripts and audio transcripts of any video or multimedia.

Any artwork/still images of play spaces/participant requested images will be recorded in spreadsheet with accompanying photograph and accompanying by standard lists of time/date of creation, participant reference number and any other applicable references for consistency and faulty of

6. Sharing and Preserving your Data

How will you share your data?

Due to the sensitive and confidential nature of the content, only de-identified metadata will be shared to public outside of the Primary Investigator Rhianna Brickle and Supervisory Team and participants (to comply with 'publishing sensitive data guideline form The Australian research Data Common). Any requests for data can be made to the Primary Investigator and Supervisory Team members for review. Publishing of sensitive data consents will be sought from ethics application.

Adult participant transcripts of audio recorded interviews may be shared back to individual participants via a restricted separately created share-point folder to be shared only accessible to named participant to comply with Indigenous Data Governance and Sovereignty procedures to ensure it reflects participant recollection of their views/voice and experience.

Participants will be able to request their own personal data and any requests will be made to the Primary Investigator or Supervisory Team and can be collated and shared via a restricted separately created sharepoint folder to be shared with participant with permissions and only accessible to named participant.

To maintain confidentiality of child participants, no child play therapy session video or audio data related transcripts can be shared with parent/legal guardian without child consent and this will be outlined in participant informed consent and participant information sheets. If child participant requests to view their own video/audio/media data this will collated and shared via a restricted separately created sharepoint folder to be shared with participant and/or legal guardian with permissions and only accessible to named participant.

Are there any restrictions on data sharing required?

Primary Investigator will ensure data not be made available until they have published their PhD project.

Due to the sensitive nature of the content, only metadata will be made publicly accessible after the project and requests for metadata can be made to the Primary Investigator and Supervisory Team

members by participants only to comply with Indigenous Data Governance and Sovereignty procedures and Publishing sensitive data from Australian Research Data Commons

Listening to quiet voices- The experiences of Aboriginal and/or Torres Strait Islander children and families accessing Play Therapy - Further DMP Questions

1. Ethics Approval

Does this project require animal or human ethics approval?

Yes, the planned project will require Human Ethics approval. Approval will be sought from University of Melbourne and a yet to be established Aboriginal community organisation/body to support ethical working alongside the proposed research population.

2. Data Collection and Analysis

How will you ensure your research is reproducible?

Due to qualitative nature of this project reproducible research is not applicable

3. Data Storage - Digital Data

Describe the volume of digital data that is expected to be generated in MB, GB, TB etc.

Estimation is based on typical video quality and uncompressed audio (1080 p video and WAV audio)

Video: approx 315 GB (*approx 7 child participant video recording of 60 mins of 20 sessions)

Video Transcripts: 16.8MB (*approx 7 child participant video recording transcripts of 60 mins of 20 sessions)

Audio: (WAV or MP4): 6.35 GB (*approx 10 x 1 Hour audio recordings of two person participant/PI interviews)

Audio Transcripts: 0.0012 GB (approx 10 x 1 Hour audio transcripts of recordings of two person participant/PI interviews)

Images: 0.15 GB (*approx 50 jpeg images of artwork/still images of play spaces or participant forms or documents)

-approx* total 321.52 GB

Storage type, location and backup

Data will be stored on secure, restricted accessed sharepoint file with two-factor authentication.

Backups will be stored on separate password protection sharepoint folder
INSERT SHAREPOINT FILE PATH

Access, confidentiality and security

Data will only be accessible to PI and Supervisory Team (only researchers named on approved ethics application).

Data is restricted in access due to confidentiality and sensitive nature of content.

To comply with Indigenous Data Sovereignty individual adult participants can request access to their data and this will be complied by PI and shared view restricted share-point folder to individual participant as necessary.

Security risks could include:

Breaches of Participant Confidentiality through external software - counter measures include de-identification of participant data prior to exporting into software (using Participant ID/Reference Number only in external software such as NVivo and Otter.ai

Breaches of sharepoint files- counter measures include two factor authentication utilised and restricted access to files by those researchers named in ethics application

Storage of pre-existing data

Not applicable

4. Data Storage - Non-Digital Data

Non-digital data types

Non-digital data types for this project include:

- Participant Consent Forms (parent/carer or legal guardian) approx.15-20
- Child informed consent forms approximately 15-20
- Adult Participant Information Sheet
- Child Participant Information Sheet (Audio/video version also for child accessibility)
- Data sharing consent and information form (for dissemination of participant data during research output
- Physical Art.craft artefacts and associated photographs
- Therapeutic play therapy progress notes (physical and via secure share-point documents)

All the above data will be stored securely on restricted access share-point with two factor authentication

Storage location

Restricted access to proposed researched listed on approved ethics application will only have access to data that will be stored securely, using two factor authentication on Sharepoint

Physical location include on-site at Level 5 Bouverie Street Melbourne School of Population and Global Health

AND

Therapeutic Play therapy setting of Level 1, 278-280 Seaford Road Seaford- Unimelb VPN of Pali Alto GlobalProtext will be used to access sharepoint and upload research data while on this site.

Safeguards and requirements

Confidentiality of participant data will be required for storage. All Participants will be provided an alias (de-identified participant reference number) for any storage of data or uploads to external software (nVivo and Otter.ai)

Participant reference numbers and correlated confidential information will be collated on a Deccal spreadsheet and stored in password protected file on restricted sharepoint.

Other requirements

All non-digital data will be made digital in immediately or within 5 days of creation and stored securely on restricted sharepoint.

Any remaining non-digital information that cannot be made digital (such as child artworks) will be stored securely in locked cabinet on research site in Seaford Vic or on site at University of Melbourne in locked cabinet with participant reference number only securely recorded on corresponding artwork.

5. Intellectual Property, Copyright and Ownership

Contracts and agreements

This research project was funded through the Research Training Program (RTP) and throughout the Relighting the FireSticks Project funded through Medical Research Futures Fund

Ownership

All research and data, including copyright will be owned by the Aboriginal and Torres Strait Islander community if which the data is collected due to Indigenous Data Sovereignty policies that support Aboriginal and/or Torres Strait Islander people to control, manage and own their own data about their peoples, cultures, lands and knowledges. Corresponding with the AIATSIS Code of Ethics, the PI Rhianna Brickle will be custodian of this data and copy with University of Melbourne data management and governance protocols related to Indigenous Data Sovereignty.

Pre-existing data

Not applicable

6. Data documentation and management

Naming conventions and filing structures

Qualitative research documentation formats will be followed including all documentation and meta data will be stored on restricted share-drive within clearly labelled file system. All stored data will utilise file name conventions/file storage using prefix file_participant ID_DDMMYYYY_filetype and/or version (if applicable). Consistent structure will ensure files are easily identifiable and accessible to restricted parties.

Example of naming convention of Participant video record of a Play Therapy Session:

ParticipantID09_VideoRecordSession02_v2_20261107

Version control

Regular backups will be employed with physical data backups weekly

Consistent File storage and naming formats will utilise prefix file_author_DDMMYYYY_filetype

Archive folders will be retained within restricted sharepoint folder for any unused or deleted files or data for preservation and replica of results

7. Post-project data retention, sharing and destruction

Data to retain

Post thesis adult data will be kept for a minimum of 5 years after the last publication through depositing of research data at University of Melbourne Records Retention and Disposal Authority in database.

Any data collected related to participant accessible data (of their own personal data) can be accessed for up to 5 years and accessible through request to PI or Supervisory team.

For child/minors data- in line with The Australian Code for Responsible Conduct of Research and the University of Melbourne Records Retention and Disposal Authority Guideline- any data directly related to research involving minors/child participation and information will be maintained for a minimum of 15 years after the child reaches age of 18.

Child Participant ages and their related data will be shared and uploaded to the University of Melbourne Record Retention archive and stored accordingly and this will be accessibly shared for child and adult participant information sheets provided at commencement of research participation. A database for long term storage such as ATTICA accessed through University of Melbourne will be stored.

Pre-existing data

Not applicable

Duration

Adult Participant Data will be kept for a minimum of 5 years after the last publication through depositing of research data at University of Melbourne.

Expected date of disposal of data for adult participants is 28 March 2033.

Adult methods of disposal will be a once-off destruction of digital records held in drives or non-Records Managed SharePoint sites and will follow the University of Melbourne Protocol of Proof Of Destruction approval, approved plan shared with Records and Information and Delete of Records from Drivers and non RMSP sites.

For child/minors data- in line with The Australian Code for Responsible Conduct of Research and the University of Melbourne Records Retention and Disposal Authority Guideline- any data directly related to research involving minors/child participation and information will be maintained for a minimum of 15 years after the child reaches age of 15.

Child Participant ages and their related data will be shared and uploaded to the University of Melbourne Record Retention archive and stored accordingly and this will be accessibly shared for child and adult participant information sheets provided at commencement of research participation.

Expected date of disposal of child records will vary based on child participant ages.

Minor/child disposal will be Once off Destruction of digital records held in systems or databases and will follow the University of Melbourne Protocol of Proof Of Destruction approval, approved plan shared with Records and Information and Delete of Records from system or database.

Any hardcopy paper records that could not be made digital will be destroyed using the Once-Off Destruction of hardcopy paper records procedure on the University Records website.

Non-digital data

Storage type	Name	Location	Costs
Locked cabinet	Locked Cabinet 1	IHEU, Level 5 Bouverie Street Carlton	No associated costs
Locked Cabinet	Locked Cabinet 2	Level 1, 278-280 Seaford Road Seaford VIC	No Associated Costs

Digital data

Storage type	Repository name	Location	Costs
Cloud based storage	Sharepoint	Hosted by Microsoft and accessed via UNIMELB 365 account	Included in university license (no cost)

Licencing

Not applicable unless requested by ethics application

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