

# **Good practices in child protection and intimate partner violence response: a participatory approach**

## **DATA MANAGEMENT PLAN (DMP)**

Authors:

Annalisa Cecconi, University of Bologna, ORCID 0009-0004-8850-2722

Cinzia Albanesi, University of Bologna, ORCID 0000-0001-8240-6159

Carlo Tomasetto, University of Bologna, ORCID 0000-0002-1350-1387

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## General information

Applicant: Annalisa Cecconi

Project: Good practices in child protection and intimate partner violence response: a participatory approach

Project funding: EU-Next Generation EU funds, Missione 4 Componente 1 CUP J33C23002280002

Version of DMP: 1<sup>st</sup>

## Data description and collection or re-use of existing data

The project is framed within an action-research framework (Carr & Kemmis, 1986; Lewin, 1946), combining the production and application of knowledge in a simultaneous and cyclical manner (Bristol & Ponte, 2013). It aims to build on the professional experiences brought by participants to co-construct new knowledge and identify good practices for the prevention and mitigation of secondary victimization in the context of child protection. At the same time, it seeks to raise awareness, provide training on the topic, and enhance self-efficacy in participants, with the ultimate goal of improving the support provided to women and minors by services. The project will be structured in a series of meetings divided into three main phases (introduction, analysis of the phenomenon, and co-construction of best practices) with a group of approximately 20–25 service providers from public services within the psycho-social and educational area.

A qualitative methodology will be adopted, and new data will be collected through the following methods:

- Participant observation: detailed notes will be taken during meetings using a grid to record dimensions such as interest and participation levels, individual and collective expressions of reflection, and signs of change;
- Focus groups: Sessions will be focused on knowledge of the phenomenon, strategies to address it, and related challenges. They will be audio-recorded and analyzed using thematic analysis (Braun & Clarke, 2006, 2019).
- World Café (Brown & Isaacs, 2005; Lohr et al., 2020): This participatory methodology involves structured small-group conversations (at “tables”) aimed at sharing ideas and co-constructing knowledge. Participants will discuss guiding questions and produce concept maps to visually represent the connections between emerging themes. Such maps/visual materials will be analyzed.
- Reflective diaries: Each participant will receive a ‘diary’ to be completed after each meeting, answering open-ended questions about individual impressions of the session and expectations for the next one. Diaries will be pseudonymized and analyzed using thematic analysis.
- Final questionnaire: An open-ended questionnaire will be administered at the end of the project, pseudonymized, and analyzed thematically. It will cover the following topics: evaluation of the program, perception of change in professional practice, self-efficacy, and the perceived applicability of the program’s outcomes in participants’ professional contexts.

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The research will take place between the months of January and June 2026 by the research team composed by Annalisa Cecconi, Cinzia Albanesi, and Carlo Tomasetto (Dipartimento di Psicologia Renzo Canestrari, Università di Bologna).

Table 1 synthetizes the data's characteristics.

**Table 1 - Summary of data formats**

Type of data	Formats used during data processing	Formats for sharing, reuse and preservation
Focus groups guide	Microsoft word (.docx)	Plain text (.txt)
Recordings of the focus groups discussions	WAV, MP3	Audio recordings will be destroyed after transcripts to guarantee anonymity of participants
Transcripts of the focus groups	Microsoft word (.docx)	PDF
World Cafè guide	Microsoft word (.docx)	Plain text (.txt)
Concept maps/visual material from the World Cafè	Picture (.jpeg)	PDF
Participant observation grid	Microsoft word (.docx)	Plain text (.txt)
Fieldnotes of the participant observation	Microsoft word (.docx)	PDF
Reflective diary guide	Microsoft word (.docx)	Plain text (.txt)
Reflective diary answers	Microsoft word (.docx)	PDF
Final questionnaire guide	Microsoft word (.docx)	Plain text (.txt)
Final questionnaire answers	Microsoft word (.docx)	PDF
Thematic analysis file	NVivo file (.nvp)	NVivo file (.nvp)

### Documentation and data quality

A 'readme' file in txt format (see Annex II) for each dataset will be deposited. Each readme file will contain details regarding data content and structure, data collection, processing and analysis methodologies, quality assurance, dataset authorship.

The expected size of the data is around 50 MB for the audio recordings and the Thematic analysis file, and 40-50 KB for each text file. Considering the early stage of the project, the effective size may vary with respect to what is declared in the present document. Potential variations will be addressed in further versions of this document. The data produced can be of interest to different potential users inside and outside the project.

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## **Storage and backup during the research process**

Data will be stored in OneDrive (provided by the University of Bologna) and backed up on the personal laptop and on a hard disk of one of the researchers (Annalisa Cecconi). In the event of an incident, having an offline and online copy of the data should ensure the recovery of the data. Data will be organized in two main folders: "data collection tools", "collected data" and "data analysis". The first will contain the following files: focus groups guide, world Cafè guide, participant observation grid, reflective diary guide, final questionnaire guide. The second folder will contain further folders named and containing, respectively: recordings of the focus groups discussions, transcripts of the focus groups, concept maps/visual material from the World Cafè, fieldnotes of the participant observation, reflective diary answers, final questionnaire answers. The third folder will contain the thematic analysis file. A different folder, password-protected, will also contain a file with participants' information (age, study and training field, gender identity, professional role), associated with a numerical code (e.g., Participant 1, cisgender woman, 40, trained in social work, working as social worker) and containing no personal data (e.g., names).

Different access to the data will be applied: recordings will be available only to one of the researchers (Annalisa Cecconi) and will be deleted as soon as they will be transcribed; transcripts of the focus groups, concept maps, fieldnotes and the analysis file, which won't contain identifying data such as the name of the participant, but represent still sensitive data, will be available only to the research team (Annalisa Cecconi, Cinzia Albanesi, Carlo Tomasetto). The sharing of the other files (focus group guide, world Cafè guide, participant observation grid, reflective diary guide, final questionnaire guide) as openly accessible is currently under consideration.

## **Legal and ethical requirements, codes of conduct**

The approval of the ethical committee of University of Bologna was required for this research and the request has been approved in November, 2025. The research will be conducted according to University of Bologna's Regulation for research integrity<sup>1</sup>, Policy on research data management<sup>2</sup> and Guidelines for research data management<sup>3</sup>.

Informed consent to participation and data processing will be collected from every participant and deposited in a secure locker in a locked room in one of the University buildings. The file containing participants' information (but no personal data) will be stored in the personal laptop of one of the researchers (Annalisa Cecconi) in a different folder than the research data folder, and it will be password protected.

## **Data sharing and long-term preservation**

Materials that do not contain any direct identifying information (e.g., participants' names), while still constituting sensitive data (namely: recordings of the focus groups discussions, transcripts of

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<sup>1</sup> Available at: <https://normateneo.unibo.it/regolamento-sull'integrità-della-ricerca>

<sup>2</sup> Available at: <https://www.unibo.it/it/allegati/policy-di-ateneo-per-la-gestione-dei-dati-della-ricerca/@@download/file/Policy-Ateneo-per-la-gestione-dei-dati-della-ricerca.pdf>

<sup>3</sup> Available at: <https://www.unibo.it/it/ricerca/open-science/linee-guida-di-ateneo-per-la-gestione-dei-dati-della-ricerca>

the focus groups, concept maps/visual material from the World Cafè, fieldnotes, reflective diary answers, final questionnaire answers) will be available only to the research team and won't be shared, because of the risk of identifying the participants. The sharing of the data collection tools (focus group guide, world Cafè guide, participant observation grid, reflective diary guide, final questionnaire guide) is currently under consideration. The thematic analysis file can contain sensitive data as well, and therefore won't be shared; nevertheless, parts of the analysis can be shared under reasonable request directly to the authors.

As for the preservation, recordings will be deleted as soon as the transcripts are completed; all other materials will be stored in the institutional repository OneDrive.

All other datasets will have different times of realization and eventual sharing:

- The focus groups guide was realized in October 2025 and its sharing is currently under consideration.
- The recordings of the focus groups discussions will be realized between February and June 2026, and won't be accessible.
- The transcripts of the focus groups will be realized between February and June 2026, and won't be accessible.
- The World Cafè guide was realized in October 2025 and its sharing is currently under consideration.
- The concept maps/visual material from the World Cafè will be realized between February and June 2026, and won't be accessible.
- The participant observation grid was realized in October 2025 and its sharing is currently under consideration.
- The fieldnotes of the participant observation file will be realized between February and June 2026, and won't be accessible.
- The reflective diary guide was realized in October 2025 and its sharing is currently under consideration.
- The reflective diary answers file will be realized between February and June 2026, and won't be accessible.
- The final questionnaire guide was realized in October 2025 and its sharing is currently under consideration.
- The final questionnaire answers file will be realized in June 2026 and won't be accessible.
- The thematic analysis file will be realized between March and September 2026 and won't be openly accessible.

### **Data management responsibilities and resources**

Annalisa Cecconi, Cinzia Albanesi, and Carlo Tomasetto will be responsible for data capture, metadata production, data quality, storage, backup, data archiving and sharing.

Annex I: Datasets tables

<b>num</b>	<b>status</b>	<b><i>Dataset title: Focus groups guide</i></b>
<b>ID [ID type]</b>		
<b>Chosen repository</b>		Institutional OneDrive repository
<b>Version</b>		1
<b>Team in charge</b>		Annalisa Cecconi, Cinzia Albanesi, Carlo Tomasetto
<b>Creator/s</b>		Annalisa Cecconi
<b>Contributor/s</b>		Annalisa Cecconi
<b>Contact Person/s</b>		Annalisa Cecconi
<b>Contents</b>		Guide of the focus groups discussions
<b>Data format</b>		.txt
<b>Data volume</b>		50 KB
<b>Accessibility</b>		Under Consideration
<b>Related publication/s</b>		

<b>num</b>	<b>status</b>	<b><i>Dataset title: Focus groups transcripts</i></b>
<b>ID [ID type]</b>		
<b>Chosen repository</b>		Institutional OneDrive repository
<b>Version</b>		1
<b>Team in charge</b>		Annalisa Cecconi, Cinzia Albanesi, Carlo Tomasetto
<b>Creator/s</b>		Annalisa Cecconi
<b>Contributor/s</b>		Annalisa Cecconi
<b>Contact Person/s</b>		Annalisa Cecconi
<b>Contents</b>		Verbatim transcripts of the focus groups

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num	status	<b>Dataset title: Focus groups transcripts</b>
<b>Data format</b>		.pdf
<b>Data volume</b>		500 KB
<b>Accessibility</b>		Not accessible
<b>Related publication/s</b>		

num	status	<b>Dataset title: World Cafè Guide</b>
<b>ID [ID type]</b>		
<b>Chosen repository</b>		Institutional OneDrive repository
<b>Version</b>		1
<b>Team in charge</b>		Annalisa Cecconi, Cinzia Albanesi, Carlo Tomasetto
<b>Creator/s</b>		Annalisa Cecconi
<b>Contributor/s</b>		Annalisa Cecconi
<b>Contact Person/s</b>		Annalisa Cecconi
<b>Contents</b>		Guide of the World Cafè activity
<b>Data format</b>		.txt
<b>Data volume</b>		50 KB
<b>Accessibility</b>		Under Consideration
<b>Related publication/s</b>		

num	status	<b>Dataset title: World Cafè concept maps</b>
<b>ID [ID type]</b>		
<b>Chosen repository</b>		Institutional OneDrive repository
<b>Version</b>		1
<b>Team in charge</b>		Annalisa Cecconi, Cinzia Albanesi, Carlo Tomasetto

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<b>num</b>	<b>status</b>	<b><i>Dataset title: World Cafè concept maps</i></b>
<b>Creator/s</b>		Annalisa Cecconi
<b>Contributor/s</b>		Annalisa Cecconi
<b>Contact Person/s</b>		Annalisa Cecconi
<b>Contents</b>		Concept maps and other visual materials resulting from the World Cafè activity
<b>Data format</b>		.jpeg (pictures)
<b>Data volume</b>		500 KB
<b>Accessibility</b>		Not accessible
<b>Related publication/s</b>		

<b>num</b>	<b>status</b>	<b><i>Dataset title: Participant Observation grid</i></b>
<b>ID [ID type]</b>		
<b>Chosen repository</b>		Institutional OneDrive repository
<b>Version</b>		1
<b>Team in charge</b>		Annalisa Cecconi, Cinzia Albanesi, Carlo Tomasetto
<b>Creator/s</b>		Annalisa Cecconi
<b>Contributor/s</b>		Annalisa Cecconi
<b>Contact Person/s</b>		Annalisa Cecconi
<b>Contents</b>		Participant observation note-taking grid
<b>Data format</b>		.txt
<b>Data volume</b>		50 KB
<b>Accessibility</b>		Under Consideration
<b>Related publication/s</b>		

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<b>num</b>	<b>status</b>	<b><i>Dataset title: Fieldnotes</i></b>
<b>ID [ID type]</b>		
<b>Chosen repository</b>		Institutional OneDrive repository
<b>Version</b>		1
<b>Team in charge</b>		Annalisa Cecconi, Cinzia Albanesi, Carlo Tomasetto
<b>Creator/s</b>		Annalisa Cecconi
<b>Contributor/s</b>		Annalisa Cecconi
<b>Contact Person/s</b>		Annalisa Cecconi
<b>Contents</b>		Field notes taken during participant observation.
<b>Data format</b>		.pdf
<b>Data volume</b>		200 KB
<b>Accessibility</b>		Under Consideration
<b>Related publication/s</b>		

<b>num</b>	<b>status</b>	<b><i>Dataset title: Reflective diary guide</i></b>
<b>ID [ID type]</b>		
<b>Chosen repository</b>		Institutional OneDrive repository
<b>Version</b>		1
<b>Team in charge</b>		Annalisa Cecconi, Cinzia Albanesi, Carlo Tomasetto
<b>Creator/s</b>		Annalisa Cecconi
<b>Contributor/s</b>		Annalisa Cecconi
<b>Contact Person/s</b>		Annalisa Cecconi
<b>Contents</b>		Guide consisting of open-ended questions for the reflective diary completed by participants after each meeting

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<b>num</b>	<b>status</b>	<b><i>Dataset title: Reflective diary guide</i></b>
<b>Data format</b>		.txt
<b>Data volume</b>		50 KB
<b>Accessibility</b>		Under Consideration
<b>Related publication/s</b>		

<b>num</b>	<b>status</b>	<b><i>Dataset title: Reflective diary answers</i></b>
<b>ID [ID type]</b>		
<b>Chosen repository</b>		Institutional OneDrive repository
<b>Version</b>		1
<b>Team in charge</b>		Annalisa Cecconi, Cinzia Albanesi, Carlo Tomasetto
<b>Creator/s</b>		Annalisa Cecconi
<b>Contributor/s</b>		Annalisa Cecconi
<b>Contact Person/s</b>		Annalisa Cecconi
<b>Contents</b>		Participants' responses to the open-ended questions included in the reflective diary guide
<b>Data format</b>		.pdf
<b>Data volume</b>		200 KB
<b>Accessibility</b>		Not accessible
<b>Related publication/s</b>		

num	status	<i>Dataset title: Final questionnaire guide</i>
<b>ID [ID type]</b>		
<b>Chosen repository</b>		Institutional OneDrive repository
<b>Version</b>		1
<b>Team in charge</b>		Annalisa Cecconi, Cinzia Albanesi, Carlo Tomasetto
<b>Creator/s</b>		Annalisa Cecconi
<b>Contributor/s</b>		Annalisa Cecconi
<b>Contact Person/s</b>		Annalisa Cecconi
<b>Contents</b>		Guide consisting of open-ended questions for the final questionnaire to be completed by participants at the end of the project
<b>Data format</b>		.txt
<b>Data volume</b>		50 KB
<b>Accessibility</b>		Under Consideration
<b>Related publication/s</b>		

num	status	<i>Dataset title: Final questionnaire answers</i>
<b>ID [ID type]</b>		
<b>Chosen repository</b>		Institutional OneDrive repository
<b>Version</b>		1
<b>Team in charge</b>		Annalisa Cecconi, Cinzia Albanesi, Carlo Tomasetto
<b>Creator/s</b>		Annalisa Cecconi
<b>Contributor/s</b>		Annalisa Cecconi
<b>Contact Person/s</b>		Annalisa Cecconi
<b>Contents</b>		Answers to the open-ended questions of the final questionnaire
<b>Data format</b>		.pdf

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<b>num</b>	<b>status</b>	<b><i>Dataset title: Final questionnaire answers</i></b>
<b>Data volume</b>		200 KB
<b>Accessibility</b>		Under Consideration
<b>Related publication/s</b>		

<b>num</b>	<b>status</b>	<b><i>Dataset title: Thematic analysis file</i></b>
<b>ID [ID type]</b>		
<b>Chosen repository</b>		Institutional OneDrive repository
<b>Version</b>		1
<b>Team in charge</b>		Annalisa Cecconi, Cinzia Albanesi, Carlo Tomasetto
<b>Creator/s</b>		Annalisa Cecconi
<b>Contributor/s</b>		Annalisa Cecconi
<b>Contact Person/s</b>		Annalisa Cecconi
<b>Contents</b>		NVivo qualitative analysis of the interviews including generated themes and codes
<b>Data format</b>		.nvp
<b>Data volume</b>		40 MB
<b>Accessibility</b>		Not accessible with the possibility of sharing parts of it under reasonable request directly to the authors
<b>Related publication/s</b>		

## Annex II: “README” file template

A “README” file is a document that will be deposited containing relevant information about dataset authorship, terms of reuse and responsibilities, explaining dataset content and structure, collection procedures and analysis (such as file specifics, methodologies, codebooks of variables, data sources, and further necessary notes). The template of the README file is shown here.

### README file

Dataset Title: “[insert title as defined in the DMP]”

Dataset Author/s: **Name Surname** (Affiliation), ORCID (if available);

[Add one or more creators, if present]

Dataset Contributor/s: **Name Surname** (Affiliation), ORCID (if available);

[Add one or more contributors, if present. Otherwise, cancel this line]

Dataset Contact Person/s: **Name Surname** (Affiliation), ORCID (if available), email;

[Add one or more contact person]

Dataset License: this dataset is distributed under a (**INSERT LICENSE**)

[Insert the chosen license as indicated in the DMP: e.g. “this dataset is distributed under a Creative Commons Attribution 4.0 International (CC BY 4.0) license, <https://creativecommons.org/licenses/by/4.0/>”]

Publication Year: (**insert YEAR**)

Grant Agreement num. [insert grant agreement number]; [insert project website url]

### Dataset Contents

The dataset consists of:

[Indicate the files that compose the dataset and their name and format.

**WE STRONGLY SUGGEST YOU TO FOLLOW THE EXAMPLES PROVIDED FOR THE FILE NAMING, MATCHING THE DATASET FILENAME WITH THE README ONE**

In the following examples the datasets were composed by only one file. In case the dataset consists of more files you can name them as described and put them in a compressed folder. In this case readme file name should match the compressed folder name]

EXAMPLE1

- 1 textual qualitative file saved in .rtf format

“ProjectAcronym\_WP3\_T3-2\_ItalyInterviews\_20161221\_v01.rtf”

[structure of the filename “ProjectAcronym\_insert WP number\_insert Task number, e.g. T3.2\_insert Content Describing Keywords\_insert date YYYYMMDD\_insert version, if needed.format”

Suggested format:

-for textual qualitative data .rtf or .txt

-for tabular quantitative and qualitative data .csv

avoid proprietary formats such as .doc/.docx and .xls/.xlsx]

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- 1 README file  
“**README\_ProjectAcronym\_WP3\_T3-2\_ItalyInterviews\_20161221\_v01.rtf**”  
[Same naming as the dataset file. Preferred format .rtf/.txt, allowed format .pdf]

#### EXAMPLE2

- 1 tabular quantitative file saved in .csv format  
“**ProjectAcronym\_WP7\_T7.3\_Questionnaire\_Sweden\_20170905.csv**”
- 1 README file  
“**README\_ProjectAcronym\_WP7\_T7-3\_Questionnaire\_Sweden\_20170905.rtf**”

## Dataset Documentation

### *Abstract*

[Insert a brief abstract describing the content of the dataset]

### Content of the files:

- file **[Insert filename]** contains ...

[Provide a brief description of the content of the file/s. This is an example of how you could start]

- file **[Insert filename]** contains ...

### *File specifics*

[Provide useful info regarding file conversion etc... (Optional)]

Please indicate instruction/technical info in order to allow potential users to correctly visualize and reuse your data (e.g. specific software, ...).

In case of data converted in open formats it could be useful to provide some further information. For example if you deposit for long term preservation a .csv file derived from an excel you can describe the conversion. Here is an example of description of conversion using libre office calc software:

*To create the .csv files, “LibreOffice Calc” version: 5.1.4.2 (portable) was used, with the following specifics:*

- *Character set Europa occidentale (Windows-1252/WinLatin1)*
- *Field delimiter « , » (comma)*
- *Text delimiter « “ ” (quotes)*

### *Notes*

[Related to the whole dataset or to single files of a multi-file dataset (Optional)]

### *Data sources*

[Optional]

### *Methodologies*

[If necessary to understand how to reuse data]

### *Codebook of variables*

[If necessary to understand the meaning of the variables]