

OBTAINING INFORMED CONSENT FROM YOUNG PEOPLE AND PARENTAL CONSENT

Note: Your relevant legal area should review all consent forms and communications.

STEP 1

- Share clear, written information about the youth engagement initiative with all young people (and for under 18s, their parents/carers).
- This should be in plain English and avoid acronyms and technical terms. Use a readability checker to assess the comprehension level.
- Consider the young people's age, and whether information should be translated into diverse languages or provided with visual prompts, or given verbally.

STEP 2

- Ask young people to read and declare they understand what they are consenting to.
- Offer opportunities for young people to ask any questions.
- Collect signed consent forms.
- Consent for online engagement activities can be sought electronically, e.g. through an online survey or via email.

STEP 3

- For participants under 18 years of age, obtain signed parental consent forms from a parent or legal guardian.
- Give parents an opportunity to ask any questions.
- These can be collected physically before an in-person activity, or via email.
- If you are seeking parental consent for young people to complete an online activity, ensure that there is a way that you can verify this, e.g. by direct email with the parent, or phone communication.

STEP 4

- Securely store all signed consent forms.
- Ensure that consent is ongoing by checking in with young people at the beginning of engagement activities. Let young people know they can change their mind about participating at any point, with no consequences.

TEMPLATE: INFORMATION SHEET FOR A YOUNG PERSON

Hi there! Thanks for your interest in the [name of initiative].

Who are we? [Explain your roles and organisation].

What's this about? [Provide 1 – 2 sentences about what you are aiming to do and what will be done achieved as a result].

What will I be asked to do? [Clearly explain what young people will be asked to do, who will be involved and how long it will take].

What are the good things about taking part? [Provide benefits of taking part and honorarium information].

Will it make me feel uncomfortable in any way? [Outline any risks and what young people can do if they feel uncomfortable, for example: Sometimes being around kids you don't know can be uncomfortable. And sometimes talking about online safety can be difficult. If you start to feel uncomfortable for any reason, you can talk to one of the staff in the workshop and they will help you. You can also leave the workshop if you want to. We will tell you about support services that can help you, if you need it]

Can I stop taking part? Yes, you can, and you don't need to tell us why. If you don't want to join in anymore, you or your parent can send an email or call us, or can just let us know during the workshop that you want to leave. This won't change your relationship with the any organisation involved.

What happens to my personal information e.g. my name, email address, responses, photos? [Outline how personal information will be used, how long it will be kept, and how responses will be anonymised]

How can I contact you? If you have questions or want to know more, you or your parent can talk to [insert contact details].

What if I have a complaint? [Insert complaints mechanism].

[Insert Privacy Policy]

TEMPLATE: INFORMATION SHEET FOR A PARENT/CARER

Youth Engagement Initiative Title:

Initiative Summary: Your child is invited to take part in a [insert] being run by the [team/organisation]. This initiative aims to... As a result...

What will my child be asked to do? [Explain what you will ask young people to do, how much time it will take, and who will be involved].

Will other people find out what my child said or did? [Insert how you will protect young people's privacy].

What benefits will my child, and/or the broader community, receive for participating? [Provide benefits of taking part and honorarium information].

Will this involve any risk or discomfort for my child? If so, what will be done to rectify it? [Outline any risks and mitigation strategies].

How do you intend to publish or disseminate the results? [Include details of how and where results will be published, if applicable].

How will the data and information that my child provides be disposed of? [Include details how young people's data and personal information will be stored and deleted].

Can I withdraw my child from the study? Can my child withdraw from the study? Your child's participation is entirely voluntary and they are not obliged to be involved. Your child may withdraw at any time – or you may withdraw your child from the study at any time.

What if I require further information? You are welcome to discuss any questions before deciding if you agree. [Insert contact details].

What if I have a complaint? [Insert complaints mechanism].

[Insert Privacy Policy]

TEMPLATE: CONSENT FORM FOR A YOUNG PERSON

Full name:

If you would like to take part in the [initiative name], agree by ticking all the boxes and signing.

- ☐ I want to take part.
- ☐ I understand that I am being asked to take part in [insert details].
- ☐ I know that I do not have to take part. I know that no-one will not be upset with me if I change my mind at any point.
- ☐ I have had the chance to talk about what I am being asked to do with the organisation that invited me to participate.
- ☐ I give my permission for the things I say, make or do to be used by [details].
- ☐ I understand that the things I say, make or do may be shared in [provide details].
- ☐ [If applicable to the engagement activity] I understand that my identity will be kept secret so no one will be able to find out who I am or what I said.

Signature:

Date:

TEMPLATE: PARENTAL CONSENT FORM

Engagement Title:

I, [FULL NAME], consent for my child [FULL NAME], to participate in the above-named engagement activity.

Please tick all the below boxes if you agree and consent.

- ☐ I have discussed participation with my child and my child voluntarily agrees to their participation.
- ☐ I have read information about the activity and have been given the opportunity to discuss any questions. Any questions have been answered to my satisfaction.
- ☐ What is required of my child and the time involved has been explained to me.
- ☐ I consent for my child's data and information provided to be used for [details].
- ☐ [If applicable] I understand that my child's involvement is confidential and that anonymous information gained may be published.
- ☐ I understand that my child's participation will have no affect on their relationship with the any organisations involved, now or in the future.
- ☐ I understand that I can withdraw my child, or my child can withdraw at any time. I want to take part.

Signature:

Date:

TEMPLATE: PHOTO CONSENT FORM

We would like to take photographs today to be used in [include specific details of how photos will be used and where]. If you agree to your photo being taken and used, please complete the below.

You do not need to give permission. This is not a requirement of participation.

If you do not agree, please let the facilitators know.

Full name:

Please tick all the below boxes if you agree and consent.

- ☐ I agree to be photographed and consent to the use of the photographs in [details].
- ☐ I understand that copyright in the image is owned by [organisation].

Signature:

Date:

[Insert Privacy Policy]