

Plan of Information sheet and consent form for children / young people

Introductory paragraph – who you are and why you are writing

Introduce the project – who wants to hear – why – what about- how the information will be used – what might happen as a result

What involvement will mean – description of the actual consultation – times, venue, activities - support available for special needs - describe follow up and how they will find out about what happened/changed as a result

Request for child/young person to take part – emphasise:
Participation is voluntary and they may withdraw at any time
Confidentiality in the context of current child protection policies
Their contribution will be greatly valued so efforts will be made to ensure participation is enjoyable and/or beneficial

Thank person for considering the proposal – provide response details, where and when to return consent form. Provide contact details for further information if needed.

Consent part of form:

Name Age Gender School and/or any other necessary information

Contact details if other than school

Consent to take part and for their contribution,
written/drawn/verbal, to be used, anonymously by ...[specify]... in reports/presentations

Consent for publicity around the event – photos in papers etc

Parental consent (if required)

Any additional support needs

Thanks

Repeat return details for consent form