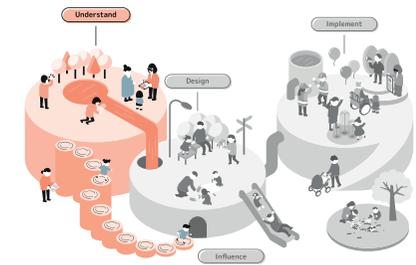


-  Format template
-  Group size individual
-  Time 1-2 hours
-  Facilitation experience beginner



## Consent forms

**What is it?** This tool can be used to develop a consent form that needs to be signed by every adult participant in your engagement activities, and by a child's caregiver before engaging with them. The purpose of a consent form is to establish a clear understanding between the project team and participants on how the data gathered will be used, and for which purposes.

**How to use it?** Copy the text on the right, adding the information in highlighted fields.

Adapt the consent form to your specific needs, whether you are planning to engage children and adults in focus group discussions, surveys, photo contests, workshops or interviews.

**Keep in mind:** Make sure that during the activity children and adults know that they are free to decline a question or withdraw from the activity at any time without any consequences.

Take time to explain your activity and approach, as well as how the information that you collect will be used, stored and presented.

**ADULT PARTICIPANT**

Name of the activity: **Title**  
Where: **Address**  
When: **Date, Start - End time**

You are invited to participate in the **activity Title**. It is being run by **Organiser, facilitator and/or funder**.

**purpose/ aim** The purpose of this **activity** is to **explain activity objectives**.

**why me** You are invited because **fill as per activity, for example "you work in a nursery", "live in the neighbourhood in focus"**. Your participation is completely voluntary, and you could withdraw from the **activity** at any time.

**what do I need to do** The activity consists of **provide a short description of the activity**.

**duration risks** The **activity** will last **fill as per activity, for example "approximately one hour"**, and **does not constitute any** or **includes the following** risks to the participants or to the larger community.

**using the data** Information collected will be used for the purpose of **fill as per activity, for example "understanding and sharing the information about breastfeeding in this neighbourhood"**.

**identification** Information shared in **the activity** and/or noticed by the project team will **explain if the information will be anonymous or public, for example "be held in strict confidentiality"**. Records will be maintained with **fill as per activity, such as "an identification number rather than a name, and no addresses or individual identifier will be collected"**. You have the right to refuse to give any information.

**why take part** Benefits of participating in this activity are indirect, as the project will contribute to knowledge of **fill as per activity**. Results will be published and shared in **fill as per activity**. The benefits may also be direct as **fill as per activity**.

**who to contact** Should you have any questions during any stage of this project, you may contact **fill as per activity, including: contact name, phone number and email**.

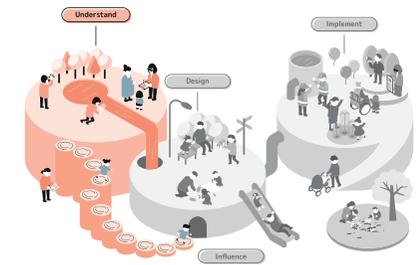
If you agree to participate in this study, please indicate your signed consent bellow:

**Full name** ..... **Contact (phone/email)** ..... **Signature** ..... **Date** .....

(please tick the correct boxes:)

- I wish to receive regular updates about the project and results
- I agree to be photographed or videographed during the activity
- The data collected can be used on project's website
- The work produced during the activity can be used for project's purposes

-  Format template
-  Group size individual
-  Time 1-2 hours
-  Facilitation experience beginner



## Consent forms

**What is it?** This form should be provided to caregivers of all children participating in the activity, before the start.

**CHILD PARTICIPANT**

Name of the activity: **Title**  
 Where: **Address**  
 When: **Date, Start - End time**

Your child is invited to participate in the **activity Title**. It is being run by **Organiser, facilitator and/or funder**.

purpose/ aim The purpose of this **activity** is to **explain activity objectives**.

why your child Your child has been invited because **fill as per activity, for example "live in the neighbourhood in focus"**. Their participation is completely voluntary, and they could withdraw from the **activity** at any time.

what do they need to do The activity consists of **provide a short description of the activity**.

duration risks The **activity** will last **fill as per activity, for example "approximately one hour"**, and **does not constitute any or includes the following** risks to the participants or to the larger community.

using the data Information collected will be used for the purpose of **fill as per activity, for example "understanding and sharing the information about ways of going to school"**.

identification Information shared in **the activity** and/or noticed by the project team will **explain if the information will be anonymous or public, for example "be held in strict confidentiality"**. Records will be maintained with **fill as per activity, such as "an identification number rather than a name, and no addresses or individual identifier will be collected"**. Your child has the right to refuse to give any information.

why take part Benefits of participating in this activity are indirect, as the project will contribute to knowledge of **fill as per activity**. Results will be published and shared in **fill as per activity**. The benefits may also be direct as **fill as per activity**.

who to contact Should you have any questions during any stage of this project, you may contact **fill as per activity, including: contact name, phone number and email**.

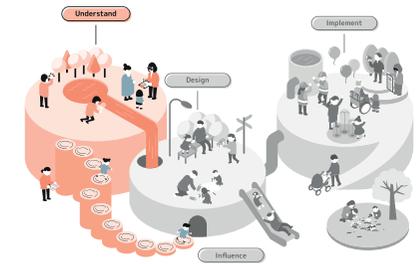
If you agree that your child participates in this study, please indicate your signed consent bellow:

**Full name** ..... **Contact (phone/email)** ..... **Signature** ..... **Date** .....

(please tick the correct boxes:)

- I wish to receive regular updates about the project and results
- My child is allowed to be photographed or videographed during the activity
- The non-identified data (not showing faces or identity in any other way) can be used on project's website
- The work that my child produces during the activity can be used for project's purposes

-  Format template
-  Group size individual
-  Time 1-2 hours
-  Facilitation experience beginner



## Consent forms

**What is it?** In order for minors (younger than 18 years of age) to participate in a research study, parental or guardian permission **must** be obtained. It is good practice to also provide a **Child Assent Form**, and give an opportunity to children to decide whether they want to participate in the activity or not. This is not possible for very young children, and using the Assent Form is the decision that the project team needs to make.

Benefits of the Assent Form are that it gives children the **autonomy** in taking part in the project, and an **active voice**. It demonstrates that young voices are **valued and important**, and shows what good design or research practice looks like.

**How to use it?** The Child Assent Form must be **brief** and contain **simplicistic language**, written in relation to the age level. Using the **illustration**, such as turning the assent form in a comic page, is strongly advised. The template on the right could be modified according to your project.

**Keep in mind:** Give a copy of this form to child's parent or guardian.

### CHILD ASSENT FORM

Name of the activity: **Title**  
Where: **Address**  
When: **Date, Start - End time**

who Hello! I am **your name** from **your organisation**.

purpose/ aim I am doing this **activity** to figure out **explain activity objectives, for example "why deaf children don't play outside very often"**.

why me We are asking you to take part because **fill as per activity, for example "you live in this neighbourhood"**.

what do I need to do We will ask you to **provide a short description of the activity**. We will keep all your answers private and will not show them to **fill as per activity, for example "your teacher/guardian", "your friends"**.

duration discomfort The **activity** will last **fill as per activity, for example "approximately one hour"**. We do not think that any big problems will happen to you during this project, but you might **include the possible discomfort such as "feel sad to think about this"**.

why take part You can feel good about helping us to **fill as per activity, for example "design spaces in which deaf children like to play"**.

obligatory information You should know that:

- You **do not have to be in this study** if you do not want to. You won't get into any trouble with **teacher/ guardian** if you say no.
- You **may stop** being in the study at any time.
- Your **parent/guardian** was asked if it is OK for you to be in this study.
- You can ask any questions you have, now or later. If you think of a question later, you or your parents can contact me at **provide contact information**.

Do you understand what this project is about?	YES	NO
Have you asked all the questions you want?	YES	NO
Have you had your questions answered in a way you understand?	YES	NO
Are you happy to take part?	YES	NO

**If any answers are NO, or you don't want to take part, DON'T SIGN YOUR NAME!**  
If you DO want to take part, you can write your name below:

Full name ..... Date .....

Project member's name ..... Signature ..... Date .....