CONSULTATIONS ON <NAME OF PROJECT>

# Information sheet for parents and carers

### About the Consultations/Project

The <*name of your organisation*> is inviting your child to have a say about <*focus of consultations*>.

We want to find out <*purpose of consultations*>. This information will be used to <*what information will be used for*>.

We are asking you and your child if it’s okay for your child to take part in this consultation/project.

### What will be involved?

We will visit your child’s school/centre/home <*or wherever project will take place*> during <*specify when*>.

At this time your child will <*specify what child will take part in, focus group, survey, interview etc*>. It will last no longer than <*specify amount of time*>.

### What if I don’t want my child to take part in the consultations/project?

That’s ok, it is not compulsory. Both you and your child have to agree to your child taking part. You can let your child’s school/centre or us know if you do not wish your child to participate. Simply fill out the form attached saying you do not agree for your child to participate, and return it to your child’s school/centre, or to us.

Even if you and your child decide to take part, you both have the right to withdraw from the project/consultations at any time.

### Can my child or I be identified as participants?

*<Include information here about how identifying the consultations/project will be>.* For example:

No, you or your child cannot be identified through the consultations/project. No report produced from the consultations/project will identify your child. The only exceptions to this is if a child reveals they are at risk of abuse or neglect, or that they have experienced abuse or neglect recently or that they may harm themselves or someone else. In these situations we are required to make a report to the <child protection service>.

You may also want to say if relevant:

With your consent and your child’s consent, we may use quotes and photographs in the final report, on our website or in other materials, but no names or identifying information will be used. If you don’t want photos used, you can say so on the consent form.

We will keep your child’s name so we can send your child a certificate of appreciation <or whatever you will send them> but we will not use it for any other purpose.

### Is there anything that might make my child upset if they take part?

For example:

The topic is not likely to be upsetting or uncomfortable for your child. However, if anything they talk about during the discussion does make them feel upset they can stop taking part. If your child wants, we can assist them to obtain help by contacting you, teachers in the school/workers in the centre, or by giving them the names of other people to talk to such as the Kids Helpline.

### Will my child be compensated?

<*State type and amount of compensation provided*> For example: To show our appreciation for his/her involvement, your child will be offered a voucher to the cinema or a music store.

### What will happen to the information collected?

<*Explain what will happen with the information*> For example: The material will be kept in a locked storage cabinet at <*name of organisation*> for five years from the completion of the consultations/project. At the end of five years the material will be destroyed.

### What do I need to do?

If you agree for your child to take part in the consultations/project, please complete the consent form attached to this letter and return it to <*return arrangement/school/centre etc*> by <*date*>.

Your child has also been given an information sheet about the consultations/project.

If you have any questions about the consultations/project you can contact <*person’s name and position*> at <*name of organisation*> on <*phone number/email address*>.

If you would like to know more about <*name of your organisation*> please go to our website at <*insert web address*>.

OR:

As an alternative, you may wish to include the following section:

### About us

*<Insert a paragraph or two about your organisation, your purpose, what you do>.*

### Thank you for your assistance.