

# [SAMPLE] Information Sheet

# for Parents/Guardians of Children & Young People Participating in [Add project name]

**[PLEASE ADAPT TO SUIT YOUR STUDY TOPIC. IT IS VERY LIKELY THAT YOU WILL NEED TO ADAPT THIS FORM TO MATCH THE DEVELOPMENT AGE AND UNDERSTANDING OF THE CHILDREN / YOUNG PEOPLE PARTICIPAING IN YOUR STUDY.**

**PLEASE DELETE THIS LINE AND EITHER UPDATE OR DELETE ALL OTHER GUIDANCE IN BLUE]**

[Project name] is a project funded by [name of funder].

**Purpose of the Study:** [Project name] is looking at [brief description of the project]

**What will the study involve?** The study involves collecting data from children aged x -x years, on a number of questions about [insert themes]. We invite your child’s participation in a [focus group/survey/interview] on [date] at [location]. A researcher from our team at UCC will conduct a [focus group/interview/survey] with children/young people which will take approximately [length of time] minutes.

Once you have completed the consent form, please place it in the envelope provided, seal it, and return it to the [location, e.g., school, reception centre] with your child on or before [date of site visit]. You can keep the information sheet and the second blank copy of the consent form for your records.

**Why has your child been asked to take part?** Your child has been asked to take part in the research because they attend [name of school/organization where site visit is taking place], which was invited and has agreed to participate in[Project name].

**Do I or my child have to take part?** No, participation is voluntary. You will be asked to sign a consent form for yourself and on behalf of your child. Your child will also be asked to sign an assent form. If you do not give permission, your child cannot participate. Both you and your child have to agree to proceed with participating in the study. You and your child have the option of withdrawing from the study, even if you have agreed to participate. Once your child has completed their involvement, they can still withdraw up until [2-6 weeks] after the completion of the project (anticipated project completion date is month/year).

**Will you and your child’s participation in the study be kept confidential?** Yes, absolutely! We are collecting data for research purposes only, so we gather only a minimum of personal data (name and email address or telephone number) to record consent, and it will be stored securely and separately from the focus group/interview/survey data collected. Your personal data will be processed and handled in accordance with European legislation, including the General Data Protection Regulation (EU) 2016/679. Access to personal data will be highly restricted (project researchers only), and no attempt will be made to link personal data to focus group/interview/survey responses. Ten years after the completion of the project, your personal data and the research data will be erased. Your and your child’s answers to the questions on the survey will be tagged with an anonymous identifier made up of letters and numbers.

**What will happen to the information you and your child give?** The responses from your child will become part of a securely stored database, along with data from other children. Because the answers that your child gives will be anonymised, there will be no way to tell who provided the information. The research team will use this data for [e.g., research/policy development].

**What will happen to the results?** It is expected that results of this study will be published in a [project report, academic and policy-oriented articles, as well as on the project website]. After the project has finished, the anonymised data may be made available to other researchers, but only once we have ensured that it is not possible to identify any individual person from it. [delete if not relevant to your project. Add specific details if you plan to make data available to others]

**What are the possible disadvantages of taking part?** We don’t envisage any negative consequences for you or your child in taking part.

**What if there is a problem?** At the end of their participation, we will discuss with the children how they found the experience and how they are feeling. If they feel distressed, we will talk to their teacher. If you have any issues, you should contact the UCC research team (details below). We can provide contact information for support services.

**Who has reviewed this study?** Approval has been given by the UCC Social Research Ethics Committee, and all members of the research team visiting schools have been Garda vetted.

**Any further queries?** If you need any further information, you can contact:

Name (Role): insert email contact

Name (Role): insert email contact

***If you agree to allow your child(ren) to take part in the study, please fill out the attached consent form. If you have more than one child participating, you will be able to add their names at the bottom of the consent form***



# Parent / Guardian Consent Form

I…………………………………………… give permission for my child(ren) to participate in [Project name].

The purpose and nature of the study has been explained to me in writing.

I understand that my child will be participating voluntarily.

I understand that anonymity will be ensured, because personal data is collected only to record consent and is stored separately to data collected from children, with no attempt made to link them. My child’s data will have an anonymous identifier made up of letters and numbers.

I understand that my child can withdraw from the study, without repercussions, whether before it starts or while they are participating, and we do not have to give any reasons for this.

I understand that the data and any personal details collected are for research and teaching purposes only within the scope of the [NAME of project]. My personal details will be processed and handled in accordance with European legislation including the General Data Protection Regulation (EU) 2016/679. I have the right to access these data, rectify them, limit or oppose their processing and to request deletion of my personal data.

I understand that my child can withdraw permission to use the data at any time up until [2-6 weeks] after the completion of the interview / focus group, in which case the material will be deleted. If my child changes their mind and wishes to withdraw after a report has been published, their material cannot be removed from the reports, but the research team will refrain from using it in any future work or analysis. I understand that after an anonymous survey that it will not be possible for my child to withdraw and that it may be practically impossible to remove their data from a focus group with others. I understand that after ten years all data associated with the study will be destroyed.

I understand that disguised extracts (e.g., name / location won’t be used) and data from my child’s focus group/interview/survey may be quoted in presentations and subsequent publications (journal article, book chapter, student thesis, newspaper article, social media publicity about the study’s findings, etc.), if I give permission below (please tick):

**I confirm** that I am a legal decision-maker[[1]](#footnote-2) for the child(ren) listed below)☐

**I consent** to my child(ren) participating in this study[[2]](#footnote-3) ☐

**I do not consent** to my child(ren) participating in this study ☐

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (CAPS): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child 1’s name (CAPS): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child 2’s name (CAPS): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



# Information Sheet

# for Children & Young People’s Participating in

**[Project name]**

[a more visually creative / age appropriate version of this form

may be more appropriate for your study]

[Project name] is a research project funded by [name of funder].

**Purpose of the Study:** [Project name] is looking at [brief description of the project]

**What will the study involve?** A researcher from our team at UCC will conduct a [focus group/survey/interview] on [date] at [location] with children/young people which will take approximately [time] minutes.

**Why have you been asked to take part?** You have been asked because you are a student at [name of school/organisation].

**Do you have to take part?** No, participation is voluntary. You will be asked to sign a form which explains what the study is about and what will happen to the information you provide. You can also stop participating in the study, even if you have already agreed, and you do not have to give a reason. After you have finished, you can still change your mind up until [2-6 weeks] after your [focus group/survey/interview] (which will be in Month/Year).

**Will your participation in the study be kept confidential?** Yes, absolutely! Your answers will be anonymised, which means that no one will know that they are yours. Your name and any other identifying information about you will not be used.

**What will happen to the information you give?**Your information will become part of a securely stored database with the data from your group and other children and young people! The research team will use this data to [insert use – state what your study is about].

**What will happen to the results?** The results will be presented in a [e.g., report to the European Commission]. We also hope to talk about the study’s findings at conferences / teaching / on the radio and to publish the findings in articles, blogs, on social media and in books.

**What are the possible disadvantages of taking part?** We don’t expect any negative consequences for you in taking part.

**What if there is a problem?** At the end of the process, we will talk with you to see how you found the experience and how you are feeling. If you feel upset, you should talk to your teacher or contact the researcher below.

**Who has reviewed this study?** Approval has been given by the UCC Social Research Ethics Committee, and all members of the research team visiting schools have been Garda vetted.

**Any further queries?** If you need any further information, you can contact:

Name (Role): email contact

Name (Role): email contact

If you would like to take part in the study, please fill in the form on the next page!



# Child Assent Form

[a more visually creative / age-appropriate version of this form

may be more appropriate for your study]

I………………………… [name in CAPS] agree to take part in the research study.

I understand what the study is about, and it has been clearly explained to me.

I am participating voluntarily.

I undertake to maintain the confidentiality of the interview / focus group.

It’s fine if I drop out of the study, and I do not have to give any reasons for this.

I understand that the information collected are for research and teaching purposes only for the [name] project. I have the right to see these data, change them, or ask that they be deleted and not used.

* I can withdraw permission to use the data from the study at any time up until [2-6 weeks] after the interview / focus group / survey is completed, in which case the material will be deleted.
* For a focus group, I understand that no guarantees can be offered to withdraw my information as it may be hard to pick out my voice on the audio.
* I understand that with anonymised survey’s it will not be possible to delete my data if I change my mind.
* If I change my mind and want to withdraw after a report has been published, my material cannot be removed from the reports, but the research team will not use it in any future work or analysis.

I understand that nobody will know it’s me in the results or report because my name or any other identifying information will not be linked to my survey answers. I understand that my parent(s) / legal guardian(s) must also consent before I can take part in the study.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Yes, I consent** to take part in this study.
* **No, I do not** consent to take part in this study.

***Thank you!***

1. Parent / legal guardian. For children in state care, please consult the HSE *National Consent Policy* (2019, p. 75): “In order to conduct research involving a child in care, researchers should first get consent from the responsible legal guardians e.g., parent and/or the child’s health / social care providers or someone with a duty of care to the child.  This consent must be supplemented with the child’s assent”. [Click here](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwiakaHYyfjwAhW3QRUIHd-lCCYQFjAAegQIBBAD&url=https%3A%2F%2Fwww.hse.ie%2Feng%2Fabout%2Fwho%2Fqid%2Fother-quality-improvement-programmes%2Fconsent%2Fnational-consent-policy-hse-v1-3-june-2019.pdf&usg=AOvVaw2EvuPW-VvBlF0vjwKk58BC) for full policy. [↑](#footnote-ref-2)
2. “For the purposes of participation in clinical trials, anyone over the age of 16 years can consent on his/her own behalf. For all other research, the person must be over the age of 18 years in order to provide consent” (Health Service Executive, 2019, p. 72). [Click here](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwiakaHYyfjwAhW3QRUIHd-lCCYQFjAAegQIBBAD&url=https%3A%2F%2Fwww.hse.ie%2Feng%2Fabout%2Fwho%2Fqid%2Fother-quality-improvement-programmes%2Fconsent%2Fnational-consent-policy-hse-v1-3-june-2019.pdf&usg=AOvVaw2EvuPW-VvBlF0vjwKk58BC) for full policy. [↑](#footnote-ref-3)