

# Children's Advisory Group

## Information Sheet

- **We would like to invite you to work on a new project.**
- **Before you make a decision, it is important for you to know why this project is being done and what it will involve.**
- **If you are happy to take part, we would like you to read and sign the enclosed consent form and return it to us.**

### Why are we doing this?

- ▶ We have produced [X] and want to produce a child-friendly version of this document.
- ▶ To do this we need a group of children to help us write and design one that will be useful for young people.
- ▶ So, we would like to invite you to join an Advisory Group to work with us to create a child-friendly version of the document.

### What will my involvement in this process mean?

- ▶ You will be one of our expert advisors who will help us design a child-friendly version of X.
- ▶ We will discuss the language used and the design of the document.
- ▶ The Advisory Group will meet [where and when].

### If I decide to join can I change my mind later?

- ▶ Taking part is entirely voluntary.
- ▶ You do not have to participate in any activity that you don't want to.
- ▶ You can change your mind at any time and decide not to take part anymore, without providing a reason.
- ▶ If you feel uncomfortable for any reason please tell [X] or your teacher/carer as soon as possible.
- ▶ They will deal with your concerns confidentially and in a sensitive, professional and supportive manner.

### Will my participation be kept confidential?

- ▶ All information that is collected will be kept **strictly confidential** and we will ask others who are in the group to respect this as well.
- ▶ No comment from you will be connected to your name. Instead we will talk about what the group discussed in general.
- ▶ But, if we hear information that suggest you or someone else could be harmed, we will pass this information or someone else who can help keep you safe.

- ▶ We would like to acknowledge your input by **naming you** (first name only) and, with your permission, have a picture of you working in the team on future publications.
- ▶ This means your name would appear alongside the team's names, but nothing you say during the process will be connected to you personally.
- ▶ This will only happen after you discuss this with us and you parent/ guardians and only if you agree you would like to do this.

## How to contact us to find out more about the study

To find out more about the study (even if you decide not to take part), please contact:

[Click or tap here to enter email.](#)

[Click or tap here to enter email.](#)

Thank you.

# Children's Advisory Group

## Consent Form

- ▶ I have read the attached information letter which explains what it means for me to be part of the Advisory Group.
- ▶ I understand that I am being invited to join with others as part of an Advisory Group.
- ▶ I understand that everything I say in the group will be anonymous and kept strictly confidential (unless information needs to be passed on as a child protection matter).
- ▶ I understand that my name and picture will not be used without my permission on any reports and other materials published or shared from the project.
- ▶ I understand that if my name is used for being part of the Advisory Group it will **not** be connected to any particular comments or views but only used in the list of names of team members.
- ▶ I understand that I can stop my involvement in the group for any reason and at any time. I also understand that I can take away my consent at any time and for any reason and will have up until one week after we hold the final group meeting in which to withdraw my consent to be involved in the advisory group. However, if I withdraw it may not be possible to remove the advice and suggestions I have contributed to the group up to that point. The researchers will work closely with me if there is something specific that I wish to be excluded from the group narrative that is easily identified by me and the researchers. They will respect my wishes.
- ▶ I understand that this work will be published in the form of a report and potentially at seminars, training events and conferences etc.
- ▶ The personal data relating to me are dealt with by the European Commission (EC) according to the rules set by the Regulation (EU) 2018/1725.
- ▶ I understand that I have the right, to check data relating to me, to know how the data is used, to correct data if they are not true and not to agree to my data being dealt with.

(Please tick accordingly to indicate whether or not you give your consent):

- I **AGREE** to be part of an Advisory Group.
- I **AGREE** that I can be named and my picture used in reports and any other materials that are published from this project.
- I **AGREE** to take part in the Advisory Group, but I **DO NOT** want to be named or my picture used in the reports and any other materials that are published from this project.
- I **DO NOT AGREE** to take part in the Advisory Group

Name: .....

Signature: ..... Date: .....

# Parent/Guardian/Carer

## Information leaflet and consent form

Dear Parent/Guardian/Carer,

We are [x]. We would like to invite you to ask your child if they would like to help us with our work. Before you make a decision, it is important for you to know why the work is being done and what it will involve for you and your child. If you are happy for your child to take part, we would like you to sign the enclosed consent form and return it to [X].

### Why are we doing this study?

We want to produce a child-friendly version of [X]. To do this we need to work with a group of children as advisors to our team and would like to set up a Children's Advisory Group (CAG). The CAG will help the team find the best ways for us to communicate this document to other children and young people.

### If I initially agree, can I change my mind later?

Taking part is entirely voluntary. Your child can change their mind at any time and decide not to take part anymore, without providing a reason and with no negative effect. Likewise your child will be told that he/she can withdraw from any activities with no negative effect. All participants will have one week after we hold the final group meeting in which to withdraw their consent to be involved in the advisory group.

### Will our participation in the project be kept confidential?

All information that is collected during this process will be kept **strictly confidential**. We promise that no comment from a child will be connected to them. Instead we will talk about what the group discussed in general. However, it is important for you to know that if information about a child protection issue comes up we will pass this information on to the appropriate contact in the school / organisation. We will keep to data protection guidelines at all times. Their name will NOT appear on any outputs and nothing they say during the process will be connected to them as an individual.

We would like to acknowledge the input of the children by naming them (first name only) on future publications. This means their first name would appear on any publication, but nothing they say during the process will be connected to them personally. This will only happen after you discuss this with your child. We will only use your child's name if both you and your child agree that you would like to do this.

### How to contact us to find out more about the study

If you would like to find out more about the study (even if you decide not to take part), please contact:

[Click or tap here to enter email.](#)

[Click or tap here to enter email.](#)

Thank you.

# Parent/Guardian/Carer

## Consent for child to be part of Advisory Group

- ▶ I have read the attached information sheet which explains what it means for my child to be part of the research project.
- ▶ I understand that I am being asked to allow my child to participate in an advisory group with their peers.
- ▶ I understand that my child's name will **not** be connected to any particular comments or views but that information gathered during the workshop will be pooled and reported as the views of the group.
- ▶ I understand that my child can stop his/her involvement in the workshop for any reason and at any time. I also understand that I can withdraw my consent at any time and for any reason and will have up to one week after the final group meeting is held in which to withdraw my consent for my child to be involved in the advisory group.
- ▶ I understand that I give my consent to the processing of all personal data mentioned herein to the extent necessary for the achievement of the purposes mentioned above. The personal data relating to me are processed by the EC according to the rules set by the Regulation (EU) 2018/1725.
- ▶ I understand that I have the right, or the Child has the right, if over the age of judgment, as data subject, to access data relating to him/her, to be informed about the existence and the extent of data processing, to rectify incorrect personal data as the case may be and to oppose further processing.
- ▶ I understand that the child-friendly version will be published in the form of a report and might be used in training or at conferences.

(Please tick accordingly to indicate whether or not you give your consent):

- I **AGREE** to my child being part of the Advisory Group.
- I **AGREE** that any material that my child produces can be used in reports, seminars, conferences etc.
- I **AGREE** that my child's first name and image, alongside that of their peers and the school, can be used on reports and other outputs from the project (seminars, conferences etc.) to acknowledge their contribution to the work.

My child's name: .....

My Name: .....

Signature: .....

Date: .....

Thank you.