

Example of a consent form

January 2022

This is an example of one of the documents organisations need to ensure safeguarding and child protection is at the heart of their activities.

Use this example to write a document that reflects the safeguarding and child protection needs of the children/young people your organisation works with. The document should also align with your other safeguarding and child protection policies, as well as key organisational policies, procedures and standards.

Example form

Day/date(s) of activity [if it is a regular activity you could list the day of the week and time it takes place]:

Location:

Type of activity/what the child or young person will be doing:

1. Child or young person’s details

| | |
|-------------------|--------|
| Name: | |
| Home address: | |
| Postcode: | |
| Telephone number: | Email: |
| Date of birth: | |

2. Parent or carer’s details

| | |
|-------------------|--------|
| Name: | |
| Home address: | |
| Postcode: | |
| Telephone number: | Email: |
| Date of birth: | |

3. If there’s an emergency, please contact (only fill in if different from the person named above):

| | |
|-------------------|--------|
| Name: | |
| Home address: | |
| Postcode: | |
| Telephone number: | Email: |
| Date of birth: | |

4. Child’s medical details

| |
|-----|
| GP: |
|-----|

| | |
|-------------------|--------|
| Address: | |
| Postcode: | |
| Telephone number: | Email: |

5. Do we need to provide any extra help, for example because of a disability, or are there any activities that your child cannot participate in?

6. Do we need to know about any medical conditions or allergies? (If yes, please provide details of the condition(s) and any medication needed).

7. Is there anything else you think we should know?

Information for parents and carers



Supported by:



nspcc.org.uk/learning



0116 234 7246



learning@nspcc.org.uk



@NSPCCLearning

[Name of group/organisation] aims to provide a safe and enjoyable experience for every child or young person.

To help us do this, please note the following important information.

- All questions on the consent form must be completed and signed by the parent or carer before any child takes part.
- *[You should always gain parental consent for children aged under 16. For young people aged 16 and 17, you should decide whether parental consent is necessary depending on the activity and the young person's circumstances. If you decide parental consent isn't necessary, you should still consider whether parents or carers need to be informed that their child is taking part. In most circumstances, parents have a legal parental responsibility for their children up to the age of 18.]*
- Parents and carers must ensure they notify us of any changes to the information given on the form.
- Parents and carers must make arrangements for children to be brought to and from the activity safely and on time. If a parent or carer is not able to collect their child, they need to let us know in advance who will be doing so.
- We cannot take responsibility for any damaged clothing and/or personal items during the activity.
- Parents and carers should ensure children have sufficient water, food, clothing, sun lotion and medication (where appropriate) for the duration of the activity.

I agree to (please tick):

- my child taking part in the stated activity
- [name of group/organisation]* keeping a record of this form for health and safety reasons
- any medical treatment that my child may need to be given in an emergency
- my child being filmed or photographed during the activity, with the possibility that these photographs/media recordings may be used for publications or marketing publicity. (*[Name of group/organisation]* will take all steps to ensure these images are used solely for the purposes for which they are intended.)

Note: if consent is not given, [name of group/organisation] will not use any images taken during the activity that contain the child/young person.

I understand that my child needs to follow the behaviour code and any safety rules so that *[name of group/organisation]* can keep them and other children safe.

Print name

Signature

Date

Child or young person

I agree to (please tick):

- taking part in the activity
- talk to *[name of relevant person]* if I am not comfortable at any time during the activity so they can help me or arrange for me to do something else
- [name of group/organisation]* keeping a record of this form so they have the information they need to keep me safe during the activity
- receiving any emergency medical treatment that I may need
- being filmed or photographed during the activity. I understand that the photographs or film might be used to tell other people about what *[name of group/organisation]* does.

Note: If I don't agree to this, [name of group/organisation] will not use any images of me.

I understand that enjoying the activity and being safe means I need to follow the behaviour code and safety rules.

Print name

Signature

Date

Gaining a child or young person's consent

It's good practice to ask children and young people who have the maturity and mental capacity to make their own decisions whether they want to be involved in an activity. Most young people over 12 are likely to come into this category, although an assessment must be made based on their individual needs.

Consent from young people is not a replacement for parental consent. It's a way for the child or young person to be involved in the decision making process.

You should always gain parental consent for children aged under 16 and consider carefully whether parental consent is necessary for young people aged 16-17. In most circumstances, parents have a legal parental responsibility for their children up to the age of 18.

When a parent or carer is not willing to give consent for an activity

If a child/young person is keen to take part in an activity but their parent or carer is not willing to give consent:

- Talk to the parent or carer so you can understand the reason for their objection.
 - Discuss whether there is anything your organisation can do to make the activity more suitable for the child (for example by providing extra supervision/support).
 - Suggest other activities that the child could participate in, which their parents may be more comfortable with.
 - Support the parents in explaining to the child why they are not comfortable with them taking part in the activity.

- If a young person aged 16-18 has sufficient maturity to make their own decisions, lives separately from their parents and/or has little contact with them, consider allowing them to participate without their parent's consent.
 - This decision will depend on the capacity of the young person concerned, your organisation's understanding of the reasons why parents or carers should not be consulted, and an assessment of any risks involved.
 - Contact the NSPCC Helpline on 0808 800 5000 or by emailing help@nspcc.org.uk for help making this decision. Our trained professionals will talk through the situation with you and give you expert advice.

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