An information sheet to help you decide about taking part in <name of project>

This is a sheet/booklet to help you decide whether you want to take part in a consultation about *<focus of consultations>.*

### Who is doing the consultation?

*<Include the name of your organisation and some brief information about what you do. You may wish to attach a brochure if you have one or your website address>.*

### What are the consultations about?

We are trying to find out about <*topic*>. Finding out about these things will help us <*explain what you will do with the findings from the consultations*>.

### What will I have to do if I take part?

*<Outline what they will be expected to do – give some detail like what sort of questions they will be asked>*. For example:

If you decide to take part, someone from our organisation will visit your school/centre/home for an interview/group discussion/survey. You will be asked questions like *<outline questions>*. The interview/group discussion/survey will take about *<state how long it will take>*. During the discussion/interview we will take notes to keep a record of your views. Provided you agree, we will also make a tape recording of what you say and we might take some photos during the session.

### Do I have to take part in the consultation?

No, you don’t. If you don’t want to take part, that is okay. It’s up to you.

Even if you choose to take part at the beginning, you can change your mind and choose not to take part later on. All you need to do is tell us that you don’t want to take part any more. You can also decide not to answer any questions you don’t want to. That is okay as well.

### Will anyone know that I am taking part or hear what I tell you?

No, no-one will know what information you give us. You can say whatever you want and no-one will know it came from you.

The only times we will have to tell someone is if you tell us that someone has physically or sexually abused or neglected you or that there is a risk you will be hurt in the future. We would also have to tell someone if you said you might hurt yourself or someone else. If any of those things happened we would tell the <*child protection service*>

### Will I be given something for taking part?

*<Explain if they will be given compensation>* For example:

To say thanks for your time we will give you a $50 voucher of your choice, such as a movie or music store voucher.

### Is there anything that might make me upset if I take part in the consultation?

*<If the topic is likely to be upsetting or uncomfortable for some children and young people explain why>* Or:

We don’t think that the activity/consultation will be upsetting. But if anything you talk about during the consultation makes you feel upset you can stop and let someone know like your parent or carer.

If you want to find out about other places you could talk to people about what upsets you, we can help you with that.

### What will happen to the information I tell you?

*<Explain what will happen with the information>* For example:

The information you tell us will only be used by *<your organisation>* to help us *<how information will be used>*. No-one else will be allowed to use the information. We will write a report with the information you tell us. The report will include some quotes from children and young people. If we use something you say, we won’t use your name.

We would also like to be able to use what you say for our website or newsletter. If we do use it, you won’t be identified and we won’t use your name. We would also like your permission to use photos of you for the report our website or newsletter.

The information you tell us and your photos and audio recordings will be *<explain how it will be stored, such as where it will be kept, security in place, how long it will be kept and whether it will be destroyed after a set period of time>.*

### What do I have to do if I want to take part in this consultation?

If you want to take part, please complete the consent form attached to this letter and return it to *<return arrangement/school/centre etc>* by *<date>.* OR: *<You may decide to ask children and young people to sign the consent form on the day of the consultation>*.

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>.*

This information is for you to keep. Your parent/carer will also be given information about the consultation.

### Thank you for working with us and sharing your ideas about <*topic*>.