**INFORMATION LETTER**

**TEMPLATE FOR PARENTS – CHILD PARTICIPATION**

*[Insert Your Organisation Letterhead]*

Dear Parent/Carer

***[Insert Project Title]***

My name is *[insert your name]* and I am writing to you on behalf of *[insert organisation/institution responsible for the research].* I am conducting a research project that aims to *[provide a brief statement outlining the broad focus of the research and potential benefits]*. The project is being conducted with *[insert the names of the research team members, or your supervisors, and the organisations/institutions they represent]* **or** as part of a *[insert degree]* at *[insert institution].*

I would like to invite your childto take part in the project. This is because *[provide reason why the child is being approached for their participation]*. *[Insert school site]* is one of *[insert total number of sites approached and type of school site, e.g. 20 schools]* in Western Australia **or** across Australia approached for their participation. Your child has also been provided with a letter from us that we encourage you to discuss with him/her.

**What does participation in the research project involve?**

Participation in the project will involve your child *[insert the nature, number, timing, and time commitment of* ***all*** *procedures for that participant group* ***in plain language****].*

**To what extent is participation voluntary, and what are the implications of withdrawing that participation?**

Participation is voluntary and your decision will be respected. Your decision will not affect your family’s relationship with your child’s teacher or the school. If a decision is made to participate, it will need to be made by [insert timeframe] for your child to be included in the project. Once a decision is made to participate, either you or your child can change your mind at any time.

*[Please insert a statement regarding whether and up to what point data can be withdrawn from the study]*

*[If the procedure(s) occur during class time, insert “Since the project will take part during normal class time, another activity will be arranged for children not taking part, in conjunction with their teacher”.]*

**What will happen to the information collected, and is privacy and confidentiality assured?**

The privacy and confidentiality of participants is assured. Information that identifies anyone will be removed from the data collected. The data is then stored securely *[insert how and where the data is stored]* and can only be accessed by *[insert who potentially can access the data].* The datawill be stored for a minimum period of 5 years, after which it will be destroyed by *[insert how the data will be destroyed]*.

Participant privacy and the confidentiality of information disclosed by participants, is assured except in circumstances that require reporting under Catholic Education Western Australia (CEWA) *Child Protection* policy, or where the research team is legally required to disclose that information.

The data will be used only for this project, and will not be used in any extended or future research without first obtaining explicit written consent from both you and your child.

It is intended that the findings of this study will be *[insert how the findings will be reported, and to whom]*. A summary of the research findings may be requested on completion of the project. You can access this by *[insert how participant will be given access to the findings]* and expect it to become available in *[insert month, year]*.

**Is this research approved?**

The research has been approved by *[insert relevant ethics body or institution responsible for supervising the research, and approval number, if appropriate],* and has met the policy requirements of CEWA.

**[Insert when applicable “Do all members of the research team who will be having contact with children have their Working with Children Check?]**

All persons undertaking research activities on CEWA school sites must complete an Application to Conduct Research in Western Australian Catholic Schools. Also, under the *Working with Children* (*Criminal Record Checking) Act 2004*, people undertaking research that involves contact with children must undergo a Working with Children Check. Evidence that these checks are current for each member of the research team has been provided to the Principal of your *[insert school site type, e.g. school, college].*

**Who do I contact if I wish to discuss the project further?**

If you would like to discuss any aspect of this study, please contact me on the number provided below. If you wish to speak with an independent person about how the project is conducted please contact *[insert name and contact number of representative of ethics committee or equivalent area within organisation]*.

If you and your child are both willing for him/her to be involved, please complete the **Consent Form** on the following page.

This project information letter is for you to keep.

*[Insert Your Title and Name]*

*[Insert Your Position]*

*[Insert Your Organisation]*

*[Insert Your Contact Details]*