

PARTICIPANT CONSENT TEMPLATE

DETAILS OF PARTICIPANT	
Young Persons Name:	
Date of Birth:	
Address:	
Postcode:	
School/College:	
EMERGENCY CONTACT DETAILS	
Name of Parent/Guardian:	
Relationship to Participant:	
Telephone:	
Alternative Telephone:	
Email Address:	
Name of 2 nd Emergency Contact:	
Relationship to Participant:	
Telephone:	
MEDICAL DETAILS	
<p>Please give details of any medical conditions e.g. epilepsy, diabetes, asthma or allergies etc. Please include details of any current medication and instructions for administering if applicable.</p>	
CONSENT	
<p>I (Name of Parent/Guardian) consent to my son/daughter/ward (named above) taking part in [NAME OF GROUP] workshops. I am responsible for the transport arrangements of my son/daughter/ward to and from the workshops.</p> <p>GENERAL DATA PROTECTION REGULATION We require the data of participants for communication, monitoring, evaluation and safeguarding purposes. We will never ask for data that we don't have a specific need for. Your data will be stored securely on [NAME OF GROUP] equipment for the duration of your involvement in the group/project, and will only be accessible by [NAME OF GROUP] staff/[NAME OF ARTIST.] Your data will only be used by [NAME OF GROUP] and will not be passed to third parties for marketing purposes.</p> <p>If you would like further information, a copy of this form or to tell [NAME OF GROUP] that you no longer wish for us to hold your data in the ways outlined above, please contact [NAME OF ARTIST] at [INSERT CONTACT INFORMATION]</p>	
Signed: (Parent/Guardian)	
Print Name:	
Date:	



PARTICIPANT CONSENT GUIDANCE

making it
happen

Why do you need Participant Consent Forms?

It is essential to gain Parental/Guardian consent for all participants, under the age of 18, taking part in your Youth Dance activity, to ensure they have the relevant permissions to be in your care. This also ensures you hold the relevant data to protect both you and your participants in the event of an accident or incident.

What information do you need?

Consider the type and amount of data you will need from your participants. This shouldn't be excessive, however think beyond the initial point of contact. You will need this data for ongoing communication regarding the activity, monitoring, evaluation and safeguarding purposes, as well as emergency details during the period of activity.

The above template outlines examples of data you will need to collect for participants attending regular sessions. Be aware, if you are working as part of a wider project or in partnership with another organisation, you may need to share participant data with them for monitoring and evaluations purposes, so be sure to make this clear in your Consent Form.

If your group is attending an event or performance, you will likely be required to collect further data and consent for that particular activity. Often the Event Organiser will provide you with additional consent and data collection forms. We recommend you seek Parental Consent for any additional activity outside of regular provision.

How to collect and store Participant data?

You can collect participant data on paper or digitally however there are a few considerations to be made when doing so, especially in relation to GDPR (*General Data Protection Regulation*).

As per the consent form, you will need to be transparent with your Participants as to how you will be storing their personal data and it is your responsibility to ensure it remains secure.

A digital format may be the most efficient method, as it holds all Participant information in one place, however you will need to ensure that any digital platform used to collect data remains secure and the documents are password protected and only accessible to the relevant persons. Paper formats, may be more practical, depending on how your participants sign up and access your activity, however more difficult to store securely. In this case it may be appropriate to transfer paper copies into a digital format, destroying the original paper copies, to minimise the data you store.

Remember you will need access to this data during your activity in case of emergency so decide on the best storage method that works for you.

Further guidance

For further guidance regarding GDPR in the UK, visit: <https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>

