## Annex 2 Consultation consent form for adults

**Consent Form for Parents and Guardians**

**Participating on interviews and focus groups**

Dear Parent or Guardian,

[Name of the Organisation sharing] is working with the European Commission, European Parliament, children’s rights organisations, and children themselves to set up the EU Children's Participation Platform (the Platform).

**Why are we contacting you?**

We would like to invite your child to take part in an interview and/or a focus group organised by the Platform. As a Parent or Guardian, we are asking for your consent for them to take part and contribute to consultation activities about the European Child Guarantee and discuss what life is like for children and teenagers in their community, especially if they don’t always have the things they need, and what the EU could do to make things better for them.

We want to ensure that you can make an informed decision about whether your child takes part in the consultation activities. Please read this document to help you consider whether participation is appropriate, and contact the person who sent you this information sheet if you have any questions.

**What is the Platform?**

The Platform will allow children from very different backgrounds living in the European Union (EU) to come together with decision-makers and share their thoughts about matters that are of interest to them, at EU level, but also at national and local level.

The Platform offers serious and fun interactive activities for children to share their opinions, ideas, and experiences on topics that are important to them. This could include answering surveys, participating in polls, being interviewed, taking part in a focus group, sharing drawings or stories, and more. Participation is voluntary, and the child can stop participating at any time.

**What are the consultation activities about?**

Each year, the Platform will conduct consultations with children to inform a policy on a chosen theme. This year the consultation is about *'the European Child Guarantee'*. In this consultation, the EU is asking children what life is like for children and teenagers in their community. For example, do children have access to Education & school-based activities; Health care; Good enough housing and Healthy food & one school meal per day. It is also asking what could be done to improve all children’s access to them. The consultation activities are **an online survey, group discussions and interviews, delivered face-to-face and/or online**. The consultation format will be adapted to the age group of children who are being consulted.

**About the online survey**

The survey is open to all children across the EU. The survey can be accessed [here](https://horizons.confirmit.eu/extwix/test_p322366389313.aspx?__etk=AUSKLNSOXMXP&l=9) It is up to the children if they would like to complete it. Children will also need consent from their parent or guardian. Please note that all information from the survey will be treated anonymously, confidentially and securely.

Link to the survey: [J330301778 CPP European Child Guarantee](https://horizons.confirmit.eu/extwix/test_p322366389313.aspx?__etk=AUSKLNSOXMXP&l=9)

**About the interviews and group discussions**

The focus groups and interviews are open to children in the member organisations of the Platform. They will be conducted with children (8 to 17 years old).

**Special protective measures put in place to participate in this consultation activity**

The interviews and discussions will be facilitated by people the children already know, from the organisation who sent you this information, or by the Platform’s Child Empowerment Officers (CEO’s), in the children’s national language, or in English. These are trained experts in working with children. They will also ensure that all safeguarding measures are in place to allow safe, meaningful, and inclusive participation of all children.

**How will ideas from consultations be used?**

The Platform’s team will prepare a national-level report summarising findings from all consultation activities and share it with the EC.

**Location and timing of interviews**

Interviews and group discussions can be held online or in person:

* Interviews and group discussions will be taking place between October and December 2025. All meetings will be arranged at a time convenient for you and your child.
* Interviews will last no more than 45 minutes. This would be a one-to-one discussion between your child and the Child Empowerment Officer.
* Focus groups will take no more than 1 hour and 30 minutes. A maximum of 12 children (8 children for younger age groups) will participate in a focus group.
* Interviews and focus groups **conducted in person** will require children and accompanying adults to travel to the Save the Children and SOS Village’s national offices.
* The Platform can provide a letter for the school if the participation in the interview and a focus group will require your child to take absence of a school day.
* For **interviews and group discussions conducted online**, children will need internet access (using a telephone, laptop or computer). They will connect to the meeting through Microsoft Teams.

**How will we ensure children are safe?**

The Platform is committed to supporting and promoting the welfare of all children who are members of the Platform. We have a zero-tolerance policy towards any form of harassment, discrimination, bullying, sexual exploitation, abuse or violation of children's rights. We also make sure that we respect the right to privacy. We have developed a series of safeguarding and child protection policies that will guide all Platform’s activities, also in a child-friendly format. Additionally, we have appointed Child Protection Officers who oversee the child safeguarding aspects of all interventions with children and ensure that appropriate arrangements are in place. For more information on our commitment to safeguarding and to read our Child Safeguarding Policy, please email us at [cppsafeguarding@icf.com](mailto:cppsafeguarding@icf.com)

We also rely on your knowledge of the child who is taking part to help us understand if there are any issues that may be particularly sensitive at this time. Please tell the person who is arranging the interview time with you about anything you think they should know to help them keep your child safe. Interviews can be adapted to meet the needs of individual children.

**Participation criteria**

Participation in the interviews and group discussions is voluntary. If there are large numbers of children interested in participation, they can all complete the survey. If staff have time to support all children to take part in discussions, Child Empowerment Officers (CEOs) may also select some children to participate. In this case, children will be selected according to the Platforms selection criteria, including:

* Motivation
* Availability
* Diversity
* Legal guardian approval, and chaperone provided by the national organization
* Deadline
* Number of children that are interested in participating.

**Contact information**

For further information please contact xxxx – who have sent you this information sheet. You may also contact our safeguarding representative, Arianna Tripodi and Roxana Andrei at [cppsafeguarding@icf.com](mailto:cppsafeguarding@icf.com) or our representative from the European Commission at [EU-CHILDPARTICIPATION@ec.europa.eu](mailto:EU-CHILDPARTICIPATION@ec.europa.eu).

**Data Protection**

When your child interacts with us, we may collect and process his/her/their personal data such as: name, address, email address(es), telephone number(s), date of birth and, where appropriate, image and voice. All information collected during your child’s participation in the activity will be kept strictly confidential.

We will not be using your child’s personal information externally without the child’s and your explicit consent. However, please note that if there is a child protection issue or a safeguarding concern which requires us to contact relevant external organisations or authorities, we will pass this information on to the appropriate contact. This will be done while following all data protection guidelines.

We may collect the below information whenever the child interacts with us. For example, when the child contacts us regarding our activities, or attends these activities he/she/they specifically and knowingly provide(s) us with personal information.

We will not share the child’s information with any third party unless:

* it is required for the activities of the EU Children’s Participation Platform, under the European Commission, to operate; or
* it is required to protect our organisation, members of the Partnership and [the Platform](https://eu-for-children.europa.eu/eu-childrens-participation-platform_en) or our beneficiaries; or
* it is required to protect against actual or suspected fraudulent activity; or
* it is required for child protection reasons, where we will have to share with relevant organisations or authorities; or
* we are required to do so by law; or
* we have your consent.

The Platform implements measures to ensure that the child’s information is kept secure, accurate and up to date, and only for as long as is reasonable and necessary. We shall only retain the child’s personal information for as long as is necessary for his/her/their participation in the activity or for as long as he/she/they are associated with our work by being members of the Platform. After such time, we shall only maintain the information for as long as is required by law.

We refer to the European [General Data Protection Regulation](https://commission.europa.eu/law/law-topic/data-protection/data-protection-eu_en), the law in force in the European Union, in relation to the data of the child. You have the following rights:

* request details of the personal information we hold;
* request a copy of this personal information;
* withdraw the consent you have provided previously for processing the child’s personal data;
* request that we correct or remove the information we have on file;
* request that we restrict the processing of the child’s personal information in certain ways; or
* object to specific processing of the child’s personal information.

You can exercise these rights by submitting a request. This is known as a Subject Access Request. If you want to make any of these requests, please send an email to [cppsafeguarding@icf.com](mailto:cppsafeguarding@icf.com). We shall process such requests unless there is a legitimate reason not to.

You can contact the Platform at any point if you have questions about the involvement described above.

If you decide to give consent to the child taking part in this activity (an interview and a focus group), please choose “yes” below.

Please note that all fields below are mandatory, and you need to fill in the relevant information, for us to fully validate your consent and authorisation.

**Consent Agreement** - Consultation activities about the European Child Guarantee

I understand that the child I am responsible for has been invited to take part in The Platform consultation activities about the European Child Guarantee.

|  |  |
| --- | --- |
| YES |  |

I understand that the ideas children share will be used to write a report.

|  |  |
| --- | --- |
| YES |  |

I understand that the report will not contain the names of any children, but if there are concerns about any child’s safety these will be reported.

|  |  |
| --- | --- |
| YES |  |

I am happy for the child I am responsible for to take part in this activity.

|  |  |
| --- | --- |
| YES |  |

I consent to the processing of the child’s personal data in accordance with [EU Regulation (EU) 2018/1725](https://edps.europa.eu/data-protection/our-work/publications/legislation/regulation-eu-20181725_en#:~:text=Regulation%20%28EU%29%202018%2F1725%20of%20the%20European%20Parliament%20and,and%20Decision%20No%201247%2F2002%2FEC%20%28Text%20with%20EEA%20relevance%29.). Please note that your consent will not guarantee the child's participation in the activity.

|  |  |
| --- | --- |
| YES |  |

|  |  |
| --- | --- |
| Child's First Name: |  |
| Child's Last Name: |  |
| Parent/Guardian's First Name: |  |
| Parent/Guardian's Last Name: |  |
| Parent/Guardian's E-mail Address: |  |
| Parent/Guardian's Phone Number: |  |
| Date: |  |
| Signature: |  |