



Consent Policy & Form

Policy Approved on: 20/11/2025

Policy Review Date: 20/11/2026

Introduction

Creative at HeART CIC is committed to upholding the highest standards of professionalism, integrity, and safeguarding in all areas of its work with children, young people, and families. We have a duty to protect those we work with and ensure that participation in any creative or wellbeing activities is fully informed, voluntary, and appropriate to the child's age, understanding, and best interests.

This policy outlines our approach to obtaining and managing consent for participation in creative sessions, workshops, and related projects delivered by or on behalf of Creative at HeART CIC.

Scope

This policy applies to all individuals working with or on behalf of Creative at HeART CIC — including employees, freelance facilitators, creative practitioners, and volunteers.

For the purposes of this document, the term 'practitioners' refers collectively to anyone directly involved in the delivery of activities or services to children, young people, or families.

All practitioners are expected to adhere to this policy and uphold its principles at all times. This policy aligns with:

- The BACP Ethical Framework and national standards for safeguarding children.
- The Mental Capacity Act 2005 and Gillick competence principles.
- Relevant data protection and information-sharing legislation.

Responsibilities and Ethical Principles

When obtaining consent for children and young people to participate in creative or wellbeing sessions, practitioners must demonstrate the highest level of ethical conduct and

professional judgment. All decisions and actions must be guided by the following principles:

- **Best Interests First** – The welfare, safety, and well-being of the child or young person must always be the primary consideration.
- **Safeguarding Duty** – Practitioners share responsibility for identifying and responding to any welfare or safeguarding concerns promptly.
- **Informed Participation** – Children and young people must receive clear, age-appropriate explanations of the activity, what it involves, and how their artwork or participation may be used.
- **Respect for Voice and Choice** – Practitioners must listen to and respect the views, wishes, and feelings of each participant.
- **Confidentiality** – Information shared must remain private unless disclosure is required by safeguarding law.
- **Transparency with Parents/Carers** – Parents or carers should be informed and involved unless doing so would place the child at risk.
- **Balancing Consent and Safeguarding** – If disclosure is required, it must be justified, proportionate, and recorded.

Obtaining Consent

Before any child or young person participates in a Creative at HeART CIC activity, informed consent must be obtained. Consent must be:

- **Voluntary** – given freely without pressure or coercion.
- **Informed** – based on clear, age-appropriate explanations.
- **Specific** – referring to particular activities or projects.
- **Documented** – using Creative at HeART CIC's approved consent form.

Parents or guardians must be informed about the purpose and nature of the activity, potential risks, and how creative outputs may be used.

Consent for Children and Young People

When obtaining consent, practitioners must take into account the child's age, understanding, and capacity to make decisions.

Young People Aged 16–17:

Under the Mental Capacity Act 2005, young people aged 16–17 are presumed to have capacity to give their own consent for participation.

Children Under 16 (Gillick Competence):

Children under 16 may give their own consent if they are assessed as Gillick competent – having sufficient understanding to comprehend the nature and consequences of the activity.

Practitioners should assess whether the child:

- Understands the activity.
- Can hold and weigh information to decide.
- Can communicate their decision clearly.

If deemed competent, this should be documented, including how the assessment was reached.

Children Lacking Capacity:

If a child under 16 cannot provide informed consent, a parent or guardian must consent. Both parents should be involved where possible unless there is a justified reason not to do so. Any decision to proceed without full consent must be documented and justified in consultation with senior staff or the Designated Safeguarding Lead (DSL).

Photography, Artwork, and Creative Outputs

Creative at HeART CIC values creativity and expression. However, to protect participants' rights:

- Separate, explicit consent must be obtained for photographs, videos, or artwork to be shared publicly.
- Children must be informed how their artwork may be displayed or printed.
- Parents and participants must know they can withdraw consent at any time.
- All media and artwork usage must comply with Data Protection and Safeguarding Policies.

Confidentiality and Information Sharing

Practitioners must maintain strict confidentiality when working with children and families. Information may be shared without consent only if there is a safeguarding concern or legal requirement.

Disclosures must be justified, proportionate, and recorded. Practitioners should refer to HM Government's Information Sharing: Advice for Practitioners (2018) for guidance.

Recording and Documentation

All consent-related actions and decisions must be recorded, including:

- Who provided consent and their relationship to the child.
- Any assessments of competence or discussions about parental involvement.
- Cases where consent was overridden due to safeguarding concerns.
- How the child's views were included in the decision-making process.

Records should be securely stored and accessible only to authorised staff.

Legal and Ethical Framework

This policy is underpinned by the following frameworks and guidance:

- Mental Capacity Act 2005.
- Gillick competence principles.
- Children Act 1989 and Working Together to Safeguard Children 2018.
- BACP Ethical Framework.
- Information Sharing: Advice for Practitioners (HM Government, 2018).
- UK GDPR and Data Protection Act 2018.

Policy Review

This policy will be reviewed annually by the CEO and Board of Directors, or earlier if required by law, regulation, or best practice.



Creative at HeART CIC – Child / Young Person Participation Consent Form

Email: info@creativeatHeART.org

Website: www.creativeatHeART.org

About This Form

Creative at HeART CIC provides creative printing and memory-making activities to help children, young people, and families express themselves and capture special moments. Please complete this form so we have the right permissions and information to keep everyone safe.

1. Child / Young Person's Details

Full Name	
Date of Birth	
School / Hospital / Charity / Organisation	
Session Date	

2. Parent / Carer Details

Full Name	
Relationship to Child	
Phone Number	
Email Address	

3. Participation Consent

Please tick ✓ each statement you agree with:

I give permission for my child / young person to take part in Creative at HeART CIC activities. ☐

I understand the activity may involve non-toxic inks, heat-press printing, and creative materials. ☐

I understand that trained Creative at HeART CIC staff and volunteers will supervise all activities. ☐

I have shared any allergies, medical conditions, or accessibility needs with staff. ☐

I understand that Creative at HeART CIC cannot be held responsible for loss or damage to personal items. ☐

Other (please specify): _____

4. Photography / Artwork Consent (Optional)

Please tick ✓ the statement you agree with:

I consent to photos or images of my child and/or their artwork being used by Creative at HeART CIC for display or publicity. ☐

I do **not** consent to any photos or images being used in any way. ☐

(Note: Children's names or identifying details will never be published without written permission.)

5. Medical and Emergency Information

Allergies / Medical Conditions	
Medication Required During Session	
Emergency Contact Name (If different from above)	
Emergency Contact Phone (If different from above)	

6. Declaration by Parent / Carer

I confirm that I have read and understood the information above and give consent for my child / young person to participate in activities with Creative at HeART CIC. I understand all activities will be conducted safely and in accordance with Creative at HeART CIC's Safeguarding and Health & Safety Policies.

Signature (Parent / Carer)	
Print Name	
Date	

7. For Office Use Only

Staff Member Name	Date Received	Session / Location	Notes