



UNIVERSITY OF THE FREE STATE  
UNIVERSITEIT VAN DIE VRYSTAAT  
YUNIVESITHI YA FREISTATA

## Information leaflet and parental consent form

[This consent form is a public-facing document and must be clear, professional, and easy to read. Attention should be given to grammar, font size, and overall formatting to ensure accessibility for all participants. The final form should be professionally presented and language edited. The UFS provides all postgraduate students with access to Grammarly. If your readers include those with limited education or disadvantaged backgrounds, forms should be presented at a Grade 6 reading level. The form should speak directly to the participant's parents or guardians, using clear and respectful language. For example, use phrases such as: "*Your child was chosen because ...*" This direct approach helps readers understand their child's role and rights in the study.]

All instructions and explanations are in square brackets. Anything outside the square brackets are elements that are part of the consent form.]

*Date*

[Date of research project]

*Title of the research project*

[Insert the title of the research project. Simplify if necessary]

*Researcher's name(s) and contact number*

[Remove the plural (s) if not applicable]

Name of student/researcher

Student number

Contact number

*Faculty and department*

Name of faculty

Name of department

*Study leader's name and contact number*

Name of study leader (UFS staff member):

Contact number:

[Only include office phone numbers, unless you have the supervisor's consent to add their cellphone number.]

*What is this research project about?*

[It is important to explain the study to parents in clear and simple language that addresses them directly to ensure that everyone can understand it, regardless of their background, education level, or any other factor. Do not copy directly from your proposal or application.]

*Why has your child been invited to take part in this research project?*

[Answer this question in simple language.

Researchers should speak directly to the parents of the children taking part in the study. For example:] Your child has been invited to take part in this study because they are a Grade 6 learner at [this school] and have knowledge of the math curriculum they are studying. The information your child can share will help us understand how students in this grade learn math and how we can improve teaching methods to better support them.

*Who is doing the research?*

[Identify yourself and explain who you work for and/or why you are doing the project.

The researcher should identify themselves by writing their full name. They should also explain who they are working for – for example, whether they are conducting the research as part of their job (staff research) or as part of their studies (e.g., for a university degree). This information should be clearly stated so that participants understand who is doing the research and why.

University students should avoid professionalising the consent form by including their job title or the name of the organisation where they work, unless their job title or employer could be perceived as a conflict of interest, in which case the relationship should be explained, and any fears alleviated or unfulfilled expectations discussed. This helps ensure that participants do not feel pressured to participate in the study based on the student's professional position or authority.]

*Has the study received ethical approval?*

This study has received approval from the General Human Research Ethics Committee of the UFS. A copy of the approval letter can be obtained from the researcher.

**Approval number:** Insert approval number

*What will happen to your child in this study?*

[Describe what the participant will be expected to do. Describe ALL procedures using simple terms and explain any technical or medical terms.

Example:] Your child will be asked to [take part in an interview/complete a questionnaire/participate in observations] about [topic]. The activity will take about [length of time] and may happen [once/more than once]. If the session is recorded, it will be done using [audio/video] to help us remember everything correctly. We will explain everything to your child in simple words so that they feel comfortable throughout the process. If you have any questions or concerns, please feel free to ask.

*Can anything bad happen to your child?*

[Use simple terms to explain any possible risks to the child. State whether something might be painful, scary, or embarrassing to the child. Explain to the child that they must tell their parents if they are sick or in pain during the course of the study.

The risks identified in the risk section of the application form should be clearly reflected and discussed in this section to ensure consistency, and mitigations should be provided.

Example (only applicable if the risk-benefit section has highlighted the loss of study time, personal or cultural embarrassment, or emotional distress:)] Taking part in this study may take up some of your child's study time, but we will make sure that the activities happen at a time that is convenient for you and your child. If your child feels uncomfortable or upset, they can stop at any time. If your child feels uncomfortable or upset, they can also tell you, their parents, at any time. A counsellor will be available to help if needed (provide contact details).

*Can anything good happen to your child?*

[Describe only known benefits to the subject. You may describe any possible future benefits for other children with similar conditions or positions. State if there are no known benefits.

Example:] By taking part in this study, your child will help us learn more about **[topic]**. This may not only benefit your child but could also help other children in similar situations in the future. While

there may be no direct benefits to your child, the information gathered may lead to better ways to [mention specific outcome related to the study, e.g., support children, improve learning, or make schools better] for others.

*Will anyone know your child is part of the study?*

[Explain in simple terms that the subject's participation in the study will be kept confidential, but information about him/her will be given to the study sponsor. (NOTE: This information may not be applicable to consent forms for very young children).

Example:] Your child's participation in this study will be kept private and confidential. Only the researcher and the supervisor will have access to your child's information. In some cases, the University Ethics Committee (the group that ensures the study is safe and fair) may review the information, but all details will be de-identified, meaning that no one will be able to tell that the information is about your child.

*Who can you talk to about the study?*

[List the individuals the subject can contact (including their contact details) if he/she has any questions or problems related to the study.

Example:] If you have any questions or worries about the study, you can talk to me, the researcher. You can reach me at **[your contact details]**. You can also talk to my supervisor at **[supervisor's contact details]**. If you feel that something is not right or if you want to talk to someone else, you can contact the University's General Human Research Ethics Committee at **[ethics contact details]**. They are there to help you.

*What if you do not want your child to do this?*

[Explain to the parent that they can refuse to have their child take part, even if their child has agreed to participate. Explain that the child can stop participating in the study at any time without getting into trouble.

For example:] You have the right to say no, and your child will not be allowed to take part in this study, even if your child wants to participate. Also, if your child refuses to participate or agrees to start the study but then decides to stop, they can do so at any time without any trouble or consequences. Your child's choice to stop will be respected, and no one will be upset.

**Please return this section**

**Name of child:**

**Name of parent:**

I, the undersigned parent, confirm that–

1. the researcher has explained the nature, procedure, potential benefits, and anticipated inconvenience of my child’s participation in the study;
2. I have read (or had explained to me) and understood the study as explained in the attached information sheet;
3. I have had sufficient opportunity to ask questions and am prepared for my child to participate in the study;
4. I understand that my child’s participation in the study is entirely voluntary and that they are free to withdraw at any time without penalty (if applicable);
5. I voluntarily provide the UFS and the researcher with my child’s personal information and my consent to the UFS and the researcher to collect, disclose, and process my child’s personal information in order to conduct the study and any related activities;
6. I understand the purpose for which the UFS and the researcher may collect, store, use, delete, destroy, outsource, transfer or otherwise process, as the context and circumstances may require and as contemplated in terms of POPIA, my child’s personal information as set out herein;
7. I am aware that the findings of the study will be anonymously processed into a research report, journal publications, and/or conference proceedings, and that my child’s personal information will be aggregated and deidentified at such stage; and
8. I also give the UFS permission to share, without notification, the collected data with other researchers at the UFS or other higher education institutions. This permission is dependent on the same principles of ethical research practices, anonymity/confidentiality, safekeeping of information, and other issues listed above.

	<b>YES</b>	<b>No</b>
Do you understand this research study, and are you willing to have your child take part in it?	<input type="checkbox"/>	<input type="checkbox"/>
Has the researcher answered all your questions?	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand that the child can withdraw from the study at any time?	<input type="checkbox"/>	<input type="checkbox"/>
Do you agree that the researcher may record the interview?	<input type="checkbox"/>	<input type="checkbox"/>
Do you agree that the researcher may observe your child in class?	<input type="checkbox"/>	<input type="checkbox"/>
<b>[If there are any other provisions that the parents need to note, add them]</b>	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
Signature of parent

\_\_\_\_\_  
Date