

TEMPLATE 3: PERMISSION LETTER

We've included a permission letter that will make sure you get the permissions required when doing research with children and young people.

Dear Parent or Guardian

We are working on a [photo story/case study/values report] about [club/facility/etc..]. We would like to include your child in this case study.

Attached you will find information about the [interviews/focus groups]. We would like your child to take part.

Your child's participation in this project is completely voluntary. In addition to your permission, your child will also be asked if he or she would like to take part in this project. Your child will only participate if they've got your permission and want to do so.

Any child may stop taking part at any time. You are free to withdraw your permission for your child's participation at any time and for any reason without penalty. These decisions will have no affect on your future relationship with the [club/facility/etc..].

The information that is collected through this project will not identify any of the participants by name except where your permission has been sought. This is most likely to be photos we would wish to publish.

We look forward to working with your child.

If you have any questions about this project, please contact us using the information below.

Yours sincerely

(signature)

Name

Phone Number

Email

I do/do not (circle one) give permission for my child _____ (name of child) to participate in the case study project described above.

_____ (Print) Parent/Guardian's name

_____ (Signature)