

CHECKLIST OF TIMINGS, ACTIONS AND RESOURCES TO GATHER CONSENT



When	Action	Resources	Completed (Y//N)
Before consent gathering	Carry out the pre-consent risk assessment.	Pre-consent risk assessment questions	
	Contact the safeguarding focal point and share the risk assessment with them for input.	Pre-consent risk assessment questions	
	Prepare consent forms: <ul style="list-style-type: none"> • Translate • Print hard copies 	Consent form	
	Create supporting material showing examples of communications materials to help contributors understand where their contribution may end up.	Supporting materials	
	Prepare leave-behind cards with the phone number of the office or person the contributor can contact if they have questions or wish to withdraw consent.	Leave-behind card	
During consent gathering	Plan story gathering to leave sufficient time for a proper consent conversation.	Content gathering plan	
	Prioritise time to have proper consent conversations.	Content gathering plan	
	Show all supporting materials to the contributor and leave time for them to consider them, share them with friends/family, ask questions.	Supporting materials	
	In a group scenario, follow the guidance on gathering group consent or making announcements/handing out coloured bands.	Coloured bands (or alternative)	
	Help the contributor fill in the form or give verbal consent. Verbal consent must be recorded with the consent explanation on the same recording.	Consent form	
	Use the leave-behind card to explain further and inform the contributor of their rights to contact your organisation at any time if they have questions or wish to withdraw consent.	Leave-behind card	
	Store the consent forms properly and safely in a locked space (password protected digital folder/lockable safe or cabinet).	Consent form	

Guidelines for ethical communications around child marriage: Consent

After consent gathering	Share or show the content gathered with the contributor for their approval. For images, they can watch the video or view the photos in the camera's view finder. For words, their testimony can be read back to them.		
	Complete the no consent risk assessment form if necessary.	No consent risk assessment	
	Ensure that any preferences regarding anonymity and name changing are captured in image metadata.		
	File physical consent forms in a safe place with content.	Consent form	
	Renew consent if necessary.	Consent form	