Attachment 3 – A sign / poster that can be printed and held up in a photo of a group of adults to prove informed consent

RECORD OF INFORMED CONSENT FROM PARENTS / LEGAL GUARDIANS FOR USE OF IMAGES – MIXED GROUP OF ADULTS AND CHILDREN eg family

<table>
<tr><td rowspan="8">It has been explained to us:
● That the stories and images of ourselves and our children are being collected to communicate the type of work that Catalpa and its partners do
● Our consent is voluntary and we have been told that we have the right to say no without any negative consequences; and also that we can withdraw our consent at any time by contacting Catalpa's Communication Lead at (INSERT EMAIL ADDRESS)

We understand that by signing this document, we are giving consent for photos, videos and stories of ourselves and our children to be shown in public ways including on a website, social media, newsletter and written reports and also for fundraising purposes including in proposal documents sent to donor organisations and governments.</td><td>First name of all adults including parents / legal guardians providing consent for the images and stories of their children[1]:</td><td>Where the adult is a parent of one of the children in the photo, put first name of child:</td><td>Pseudonym for each child if requested by parent</td></tr>
<tr><td rowspan="3">1.</td><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td rowspan="3">2.</td><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td>3.</td><td></td><td></td></tr>
<tr><td>4.</td><td></td><td></td></tr>
<tr><td colspan="3">If there is more space needed, you can write the additional names (and pseudonyms if needed) on the back of the printed doc</td></tr>
<tr><td colspan="2" rowspan="2"></td><td>Location of the image / story collection:</td><td></td></tr>
<tr><td>Date of the image / story collection:</td><td></td></tr>
</table>

[1] Please note: Catalpa do not collect or use a child's surname or the surname of immediate family members. Further, in public materials Catalpa will use a pseudonym for children's first names

Name of Catalpa staff member who took the photos / video / stories	**Signature of the Catalpa staff member who took the photos / video / stories**	**Translator used?**	Yes / No (circle one)
		Name of translator (if applicable)	

INSTRUCTIONS FOR PHOTOGRAPHER

1. Explain the purpose of taking images, what the photo will be used for, where it will be used, how long it will be kept and how the individual can ask for the photo to be removed. Show examples of previous communications. Consent must be obtained in circumstances that ensure that the individual is not coerced in any way and that they understand that they are part of a story that might be disseminated locally and globally. Where needed, use a translator to make this explanation and record their name on the consent form.

2. Who can give consent for a child?

Ensure that the adult providing consent for each child is the parent or legal guardian. A teacher is not a legal guardian and cannot provide consent for the child.

Where a child is over 10 years old, ask them for their consent as well. This doesn't need to be documented but it is best practice.

3. Fill in the names of each parent / guardian giving consent for each child. Ensure both the name of the child and the parent and/or guardian giving consent are listed and that their photograph is taken together. Once the form is filled in, take a photograph of the adults with the consent form. Where possible, take group photos.

For protection reasons, individuals' names may be changed if their story is shared publicly. Check with each individual if they have a preferred name that they would like us to use in this case. Record this name under 'Pseudonym(s)' on the consent form.

4. Store both the photos and this proof of consent photo(s) within relevant project folder, and put a shortcut to this folder in the central record of all photos (INSERT THE LINK TO THIS RECORD)