

SOP Template: Parental/Guardian Consent and Emergency Contact Collection

This SOP details the process for **parental/guardian consent and emergency contact collection**, ensuring that all necessary permissions and critical contact information are obtained and securely maintained. It covers obtaining written consent forms, verifying accuracy of emergency contacts, maintaining confidential records, and protocols for updating information. The procedure aims to safeguard children's welfare, facilitate timely communication during emergencies, and comply with legal and organizational requirements.

1. Purpose

To outline procedures for obtaining and managing parental/guardian consent and emergency contact information, ensuring children's safety and compliance with all relevant legislation and organizational policies.

2. Scope

This procedure applies to all staff responsible for child enrollment, participation in activities, or service delivery where minors are involved.

3. Responsibilities

- **Staff:** Collect, verify, and record consent and contact information.
- **Administrators:** Maintain secure records and oversee compliance.
- **Parents/Guardians:** Provide accurate and updated information.

4. Definitions

Term	Definition
Parental/Guardian Consent	Written authorization by a child's parent or legal guardian permitting participation or data collection.
Emergency Contact	An individual designated to be contacted in case a child's parent/guardian is unreachable during emergencies.

5. Procedure

- 1. Consent Form Distribution**
Provide parents/guardians with a standardized consent and emergency contact form upon enrollment or initiation of service/activity.
- 2. Form Completion**
Instruct parents/guardians to fill out all required sections, including:
 - Child's personal details
 - Parental/guardian consent (with signature and date)
 - Primary and backup emergency contacts (with names, relationship, and phone numbers)
- 3. Verification**
Staff review submitted forms for completeness and legibility. Confirm contact numbers by calling at least one provided number.
- 4. Record Keeping & Confidentiality**
Secure all forms in a password-protected digital system or locked physical file accessible only to authorized personnel.
- 5. Information Updates**
Request parents/guardians to update contact information at the start of each term or as changes occur.
- 6. Emergency Protocol**
In the event of an emergency, promptly contact the listed individuals following the order provided.
- 7. Data Retention & Disposal**
Retain records in accordance with the organizational retention schedule and securely destroy outdated documents.

6. Documentation

- Parental/Guardian Consent and Emergency Contact Form (standardized template)
- Record of consent and emergency contact verification
- Logs of updates and amendments

7. Review

This SOP should be reviewed annually or when there are regulatory changes affecting consent and emergency contact processes.

8. Associated Forms

- [Consent and Emergency Contact Form Template \(download link\)](#)
- [Consent Verification Log Template](#)

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