

# SOP Title: Parental/Guardian Consent Form Distribution and Collection

## Purpose:

This SOP details the process for **parental/guardian consent form distribution and collection**, including the preparation and approval of consent forms, methods for distributing forms to parents or guardians, guidelines for follow-up communications, secure collection and storage of signed consent forms, verification procedures for completeness and accuracy, and protocols for handling non-responses or refusals. The objective is to ensure that all necessary parental or guardian permissions are obtained efficiently and documented properly to comply with legal and organizational requirements.

## 1. Scope

This SOP applies to all staff responsible for obtaining parental/guardian consent for activities, studies, or events that require explicit permission.

## 2. Responsibilities

- Designated staff must prepare, distribute, collect, and store consent forms in alignment with this SOP.
- Supervisors ensure oversight and compliance with regulatory and organizational requirements.

## 3. Procedure

- 1. Preparation and Approval of Consent Forms**
  - Draft consent forms using approved templates and clear, age-appropriate language.
  - Submit drafts for legal and administrative review as per institutional policy.
  - Obtain all required approvals before distribution.
- 2. Distribution of Consent Forms**
  - Determine appropriate method(s) for distribution (e.g., paper forms sent home, electronic distribution via email or secure portal).
  - Record date and method of distribution for tracking.
  - Provide clear instructions on return procedures and deadlines.
- 3. Follow-Up Communication**
  - Send reminders one week prior to the return deadline if forms remain outstanding.
  - Escalate to phone calls or alternative communication channels if necessary.
- 4. Collection and Storage of Signed Forms**
  - Collect forms securely, ensuring only authorized personnel have access.
  - For electronic submissions, employ secure, encrypted methods approved by the organization.
  - Store signed forms in a locked or password-protected location for the retention period specified by policy.
- 5. Verification of Completeness and Accuracy**
  - Check each returned form for required signatures, dates, and completeness.
  - Contact parents/guardians promptly if corrections are needed.
- 6. Handling Non-responses or Refusals**
  - Document all non-responses and refusals in a tracking log.
  - Attempt at least two follow-up contacts for non-responses.
  - Respect documented refusals and ensure affected individuals are excluded from the related activity or study as required.

## 4. Documentation and Retention

- Maintain a log of all distributed and returned consent forms, including date, method, and outcome.
- Retain signed consent forms in accordance with organizational and legal retention schedules.

## 5. Compliance and Review

- Regularly review procedures to ensure ongoing compliance with applicable laws and organizational policies.
- Update SOP as required.

**Note:** Breaches of this SOP or mishandling of consent forms may result in disciplinary action and must be reported according to organizational procedures.

