**Ethics Form 1: Information Letter for Parents/Guardian of target child**

Dear [name],

I am a student at the University of New England, studying for a Bachelor of Education (Early Childhood Teaching). I am currently doing a unit *EDEC341 – Growing up Children: PrEx 10 days.* As part of my work in this unit I am required to observe children’s relationships with adults.

I would like to observe[name of child] **at** [name the context]. My observations will include you or your partner interacting with [name of child] and one of the EC educators interacting with [name of child]. I will be looking at 3 interactions with each dyad.

My observations are of naturally occurring events and will not involve ‘testing’ your child in any way. I will use a pseudonym (fake names) in my assignment so that your child’s identity, and the identity of your family, remains confidential. If your child shows signs of discomfort associated with the observations I will cease immediately as my major concern is the child’s welfare and wellbeing.

[*Please insert the following paragraph if relevant*: I am planning to include photos of your interactions as part of my assignment. In taking these photos I will shoot from angles that minimise the possibility of recognising you and your child, for example from the back or side or of hands/legs only, and I will seek your permission and your child’s assent before taking each photo.]

I am happy to talk with you in more detail about my assignment and to answer any questions you might have about the observation(s). Please contact me [give details of how best to contact you].

I need to obtain written consent before I can observe you/your partner and your child. This written consent will remain in a locked [cupboard/drawer/filing cabinet] at my house and will be shredded when I have my final results for my unit. I will not forward this to UNE in order to protect your identity. Instead, I will provide with my assignment, a signed statement from myself indicating that I have your consent. Can you please sign the attached form and return it to me [identify how] by [identify the date].

Thank you for your time. I appreciate it.

Yours sincerely,

 **[Your signature]**

**[Print your name]**

**Ethics Form 2: Consent Form for Parents/Guardian of target child**

I [name] give my consent for [student name] to observe my child [child’s name] interacting with [name of adult chosen – mother/father/guardian] and [name of EC educator] as part of an assignment for the University of New England unit *EDEC341 – Growing up Children: PrEx 10 days.* I understand that the welfare and wellbeing of my child are a priority and that should there be any concern that this is being compromised by the needs of the student, the observations will immediately cease. I acknowledge that my child’s identity and the identity of my family will remain confidential. YES/NO

I give my consent for photos of myself and my child to be used in this assignment following the conditions explained in the information letter YES/NO/NA

Parent signature                                                                              Date

Signature of independent witness                                          Date

**Ethics Form 3: Information Letter for Educator**

**Ethics Form 3: Information letter for Educator / non-parent of target child**

Dear [name],

I am a student at the University of New England, studying for Bachelor of Education (Early Childhood Teaching). I am currently doing a unit *EDEC341 – Growing up Children: PrEx 10 days.* As part of my work in this unit I am required to observe children’s relationships with adults.

I would like to observe[name of child] **at** [name the context]. My observations will include you interacting with [name of child]. I will be looking at 3 interactions.

My observations are of naturally occurring events and will not involve ‘testing’ the child in any way. I will use a pseudonym in my assignment so that your identity, and the child’s identity remain confidential. If the child shows signs of discomfort associated with the observations I will cease immediately as my major concern is the child’s welfare and wellbeing. I have sought permission from [name of child]’s parents/guardians in relation to the [name of child]’s involvement in this exercise and can show you their consent form if required.

[*Please insert the following paragraph if relevant*: I am planning to include photos of your interactions as part of my assignment. In taking these photos I will shoot from angles that minimise the possibility of recognising you and your child, for example from the back or side or of hands/legs only, and I will seek your permission and your child’s assent before taking each photo.]

I am happy to talk with you in more detail about my assignment and to answer any questions you might have about the observation(s). Please contact me [give details of how best to contact you].

I need to obtain written consent before I can observe you interacting with the child. This written consent will remain in a locked [cupboard/drawer/filing cabinet] at my house and will be shredded when I have my final results for my unit. I will not forward this to UNE in order to protect your identity. Instead, I will provide with my assignment, a signed statement from myself indicating that I have your consent. Can you please sign the attached form and return it to me [identify how] by [identify the date].

Thank you for your time. I appreciate it.

Yours sincerely,

**[Your signature]**

**[print your name]**

**Ethics Form 4: Consent Form for Educator**

**Ethics Form 4: Consent Form for Educator / non-parent of target child**

I [name] give my consent for [student name] to observe [child’s name] interacting with myself as part of an assignment for the University of New England unit *EDEC341 Growing Up Children: PrEx 10 days.* I understand that the welfare and wellbeing of the child are a priority and that should there be any concern that this is being compromised by the needs of the student, the observations will immediately cease. I acknowledge that the child’s and family’s identity and my identity will remain confidential. YES/NO

I give my consent for photos of myself and my child to be used in this assignment following the conditions explained in the information letter YES/NO/NA

Educator’s signature                                                                   Date

Signature of independent witness                                          Date