



ETHICAL GUIDELINES

THINGS TO CONSIDER
WHEN WORKING WITH
CHILDREN

THINGS TO CONSIDER WHEN WORKING WITH CHILDREN

This is a guideline to help identify important values, points and possible problems to work ethically with children in childrens' university type of activities.

1. AIM OF THE PROJECT, ACTIVITIES

- What is the aim of our activity?
- What are our responsibilities? And to whom?
- Are the best interests of the child considered? Are the aims and the programme understandable from the child's point of view?
- Are we respecting and protecting the fundamental rights and freedoms of individuals?
- Do all the people who are involved comply with the (legal) requirements for working with children?
- Recruitment – how are children recruited?
 - Does it involve identification?
 - Do they have equal opportunities to get involved?
 - Can they opt out?
 - Is there a need to debrief the participants later?
 - Are incentives offered?
 - Is special attention paid when socially marginalized people are involved?
- Incidental findings – is there a plan how to deal with incidental findings in case they come up?
- Do you avoid creating false expectations and making false promises?
- Do you need ethics review at institutional level? What are the institutional practices and policies that are relevant to the project or programme?

2. INFORMED CONSENT – ASKED FROM THE PARENT OR LEGAL REPRESENTATIVES

- How will informed consent be obtained in written form?
- Does the information sheet provide information about
 - the purpose of the activity
 - the right to withdraw
 - about which data is collected (see also 2.2 “Data protection and privacy”) and what are the data protection measurements used
 - about risks and benefits – who might be harmed and how do you minimize the risks?



2.1 Assent – asked from the child

- Is assent asked from the child?
- Is the information for assent (see point 2) provided in a way that is age-proper for the young people?

2.2 Data protection and privacy

- Data protection – what kind of information is collected? (Private information is usually considered to be name, social security number, address, e-mail address, ethnicity, religious background, socio-economic status of his/her family).
 - Data storage – where is information stored (e.g. computer/laptop, USB memory stick, external hard drive, server, on paper)?
 - Who has access to it?
 - Will the data be needed later?
 - Could it be used later and by whom?
 - For how long and how will it be used?
- Will the activities be recorded? How? Is filming involved, are sounds (e.g. their voices) recorded? Do you plan to take pictures?
 - Where are the recordings stored? (E.g. computer/laptop, USB memory stick, external hard drive, server)?
 - How are the data/recordings used? Are they used to advertise the programme (e.g. on website, brochure etc)? Is it used to analyse the project, activity?
- Do you plan to contact them after the project, activity?

3. INTERNET SAFETY

- Do you use computers and/or Internet within the activities of the project?
- What are the measures taken to provide safe surfing?
- Have you worked out special “netiquette rules” for the children, suitable for age and the project?
- Will personal data be collected in order to use computer and/or Internet?
- Will the information be stored?
- Who will have access to the Internet communication (E.g. logs or to the media platform)?

4. SOCIAL IMPLICATIONS

Have you thought what are the long term responsibilities, and how to deal with issues that might come up? – E.g. what if children face problems at home because of the programme? Or if they feel alone, even more excluded after the programme?