



ISLAMIC CHARITY FOUNDATION FOR EDUCATION AND SOCIAL WELFARE
ICFESW

BP 534, Maroua — contact@icfesw.cm — www.icfesw.cm

PARTICIPANT CONSENT AND MEDIA CONSENT PROCEDURES

Templates and guidance for obtaining free, prior and informed consent

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PART A — GUIDANCE NOTE ON CONSENT

1. What is Informed Consent?

Informed consent is the process by which ICFESW ensures that any person who participates in our programmes, activities, research, data collection or media activities does so voluntarily, based on a clear understanding of what they are agreeing to. Consent must be freely given, specific, informed and unambiguous.

2. When is Consent Required?

- Before collecting personal or sensitive data from any beneficiary or community member.
- Before photographing, filming or recording any individual (for all uses).
- Before publishing or sharing any image, video, quote or story featuring an identifiable person.
- Before including an individual in a research or evaluation activity.
- Before collecting biometric data.

3. Special Considerations

- Children (under 18): Consent must be obtained from a parent or legal guardian. Where age-appropriate, the child's assent (agreement) should also be sought.
- Vulnerable adults with limited capacity: A trusted representative or guardian may provide consent, and the individual's wishes are respected to the extent possible.
- Sensitive contexts (GBV survivors, displaced persons): Consent is obtained with extra care, no pressure, clear explanation of risks, and the right to withdraw at any time.

Consent must be re-obtained whenever the purpose or nature of use changes materially from what was originally communicated.

PART B — PROGRAMME PARTICIPANT CONSENT FORM

PROGRAMME PARTICIPANT CONSENT FORM

Islamic Charity Foundation for Education and Social Welfare (ICFESW)
BP 534, Maroua — contact@icfesw.cm — www.icfesw.cm

Programme / Activity	_____
Location	_____
Date	_____
ICFESW Staff Member	_____

Information provided to participant:

- The name and purpose of the programme / activity.
- The type of information to be collected and how it will be used.
- Who will have access to the information collected.
- That participation is voluntary and may be withdrawn at any time without penalty.



- The risks (if any) associated with participation.
- Contact details of the ICFESW Safeguarding Focal Point for any concerns.

Participant Declaration:

I, the undersigned, confirm that:

- I have been informed of the above in a language I understand.
- I have had the opportunity to ask questions and my questions have been answered to my satisfaction.
- I voluntarily agree to participate in the above programme / activity.
- I understand I may withdraw at any time without affecting my access to any other ICFESW services.

Full name (print): _____ Signature: _____ Date: _____ Thumbprint (if illiterate): <input type="checkbox"/>	For children — Parent / Guardian: Name: _____ Relationship: _____ Signature: _____ Date: _____
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PART C — MEDIA AND PHOTO CONSENT FORM

<p>MEDIA AND PHOTOGRAPHY CONSENT FORM ICFESW — Islamic Charity Foundation for Education and Social Welfare</p>

I, _____, give ICFESW permission to photograph, film or quote me in connection with ICFESW activities for the following purposes:

<input type="checkbox"/>	ICFESW website and social media	<input type="checkbox"/>	Reports and publications
<input type="checkbox"/>	Donor reporting and fundraising	<input type="checkbox"/>	Training and awareness materials

I understand that: (1) my image will not be used in ways that damage my dignity or reputation; (2) I may withdraw this consent at any time; (3) ICFESW will not sell my image to third parties.

Name: _____ Signature: _____ Date: _____	For children — Parent / Guardian: Name: _____ Signature / Thumbprint: _____ Date: _____
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