

	AL NOOR TRAINING CENTRE FOR PEOPLE OF DETERMINATION  النور مركز النور لتدريب وتأهيل أصحاب الهمم			
	POLICY			
	Policy On Parent / Guardian Consent And Student Assent			
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POLICY ON PARENT / GUARDIAN CONSENT AND STUDENT ASSENT

1. Purpose

This policy establishes a consistent Centre-wide approach for obtaining, recording, reviewing and using parent/guardian consent for students enrolled at Al Noor. It is intended to protect student dignity, privacy, safety and participation rights; ensure parents are adequately informed before making decisions; and provide staff with a clear framework for determining when annual general consent is sufficient and when a separate activity- or service-specific consent is required.

2. Scope

The policy applies to all Al Noor departments, staff, students, parents/guardians, volunteers, visiting professionals, service providers, research collaborators and external parties involved in activities for which Al Noor seeks consent.

3. Guiding Principles

- Consent must be informed, specific enough for the intended purpose, voluntary and documented.
- Parents/guardians must receive understandable information about the purpose, nature and relevant conditions of the activity before consent is sought.
- A refusal or withdrawal of optional consent should not disadvantage the student or affect access to core Centre services, except where the consent is essential to safely provide the specific optional activity/service.
- Consent must be used only for the purpose for which it was obtained, and information must be shared only with relevant authorized persons.
- Student dignity, privacy, confidentiality and safeguarding remain applicable even when parent consent has been provided.
- Where a student has the capacity to understand and express a preference, the student's assent, choice or objection should be respected and documented as appropriate.
- Consent must be reviewed when the purpose, scope, platform, external party, risk, or nature of participation changes materially.

4. Categories of Consent

Al Noor uses two levels of consent: (a) annual/general consents collected through the Student Booklet for routine and recurring activities; and (b) specific consents obtained separately for defined assessments, interventions, home visits, consultations, technology use, research, recording, or other activities requiring additional information or choice.

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5. Annual / Student Booklet Consents

Consent Area	Scope of Consent	Control / Requirement
Use of videos, audio and/or photographs	Internal training; research projects with external parties; Al Noor website; brochures/flyers; social media platforms; information broadcasting system; conferences; training and workshops.	Approved use: Use the content only for purposes approved by the parent. Additional consent: Obtain separate, specific consent if a project or external party requires more detailed authorization, or if the intended use falls outside the original scope.
Participation in activities / events / research studies / projects/competitions/performances	Outdoor sports; supervised outings; swimming; gym for eligible students aged 14 years and above; gifts/food items from well-wishers to be sent home; participation in surveys, research studies/projects. To include participation in sports/art/performing art competitions and performances at the centre or in the community	Staff must confirm eligibility, safety requirements and any activity-specific conditions. Specific research consent should supersede general consent where required by the project.
Information sharing with professionals / service providers	Sharing relevant student information with medical, rehabilitation and educational professionals/service providers for legitimate student-related purposes.	Share only information relevant to the purpose, with authorized persons, and maintain confidentiality.
Emergency medical / transport	Emergency transfer of a student to hospital by ambulance under the care of an emergency care technician/paramedic.	Used when emergency transfer is required; Centre emergency procedures and parent notification

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Consent Area	Scope of Consent	Control / Requirement
		processes continue to apply.

6. Specific / Additional Consents Currently in Use

Consent Form	Purpose	Key Conditions	When Required
TDI Team Home Visit - F/CORE/175	Permission for the student's Trans-disciplinary Intervention Team to visit the family residence.	Child to be at home; current form requests parents to be present; signed parent consent.	Before a TDI team home visit.
Sponsorship Home Visit - F/CORE/269	Social Worker home visit to understand the family's socio-economic status for sponsorship assessment.	Information/documentation is confidential and shared only with concerned Al Noor personnel reviewing sponsorship.	Before a sponsorship-related home visit.
TDA Home Visit and Video Taping - F/CORE/270	Home visit for Trans-disciplinary Assessment and IEP goal setting, with a separate consent for video recording in the home.	At least one parent must remain present throughout; home-visit information is shared only with the student's Al Noor professional team; video is restricted to Centre team viewing with confidentiality safeguards.	Before TDA/IEP home visit and separately before video recording.
Self-Advocacy Group - Parent Consent - F/CORE/335	Participation in the Self-Advocacy group and, where applicable, sensitive discussion/disclosure of the student's disability.	Parent chooses whether disability may be disclosed/discussed and built upon sensitively. Without permission, the student may continue SAFE class sessions but not the Self-Advocacy group.	Before participation in the Self-Advocacy training group.
Self-Advocate Consent - F/CORE/336	The student's own agreement or non-agreement to	Student indicates agree/do not agree and signs as self-advocate.	In addition to parent consent where the

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	participate in the Self-Advocacy group.		student is participating in the group.
Psychiatric Consultation Support - F/CORE/337	Consent for the Social Worker to accompany the parent/student for psychiatric consultation and share relevant Centre observations.	At least one parent must be present throughout; consultation information remains confidential and is shared only with the student's Al Noor professional team.	Before Social Worker accompanies the family for psychiatric consultation.
Use of Artificial Intelligence Tools - F/CORE/340	Teaching the student to use specified AI tool categories for learning, participation, independence and future-readiness.	Parent can indicate consent by skill/tool category; student IDs/passwords remain parent-controlled and are not held by Centre staff.	Before individualized teaching/use of the listed AI tools.
Email and Social Media / Digital Skills - F/CORE/341	Selection of ICT goals involving email, social media and other digital/online skills.	Parents give Yes/No consent by platform/skill; internet access is supervised; online safety is taught; IDs/passwords remain parent controlled.	Before selecting/implementing these individualized ICT goals.
School Uniform Measurements - Circular 118/2025-2026	Permission for measurements to be taken for the student's Al Noor uniform.	Parents select timing and whether they wish to be present when measurements are taken during school hours.	Before taking student body measurements for uniform preparation.
Informed Consent- F/CORE 252	Permission to use aversive procedures for behavior reduction	Parent is given detailed information about the benefits and risks and side effects of following the intervention and the procedure is carried only upon consent	When the student is engaging in behaviors that may cause harm to self, to others, to property
Transfer to SAIE- F/WP/264	Transfer to the Supported and Inclusive Employment program	Parents are oriented on the SAIE program and informed about their child's transfer to	When the student clears the entry criteria to the SAIE program

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Consent Form /	Purpose	Key Conditions	When Required
		the program, and consent is sought.	
Parent Support Group Sessions - GL/CORE/40	Voluntary participation in Social Work-facilitated Parent Support Group sessions, offering parents a safe, nonjudgemental space to share experiences, receive encouragement, address grief and stress, develop practical coping strategies, and connect with peers.	Participation is voluntary and may be withdrawn at any time without giving a reason or affecting the students' services, education or relationship with the Centre. Social Workers uphold confidentiality and encourage group privacy, but confidentiality among participants cannot be guaranteed. Parents may choose not to share information they are uncomfortable disclosing. Sessions are supportive and are not therapy, clinical or medical mental health services.	Before a parent/guardian joins and participates in a Parent Support Group.

7. Consent Process

- I. **Identify the need:** The department responsible determines whether the activity is covered by valid annual consent or requires a separate specific consent.
- II. **Inform the parent/guardian:** Provide clear information on purpose, what participation involves, information/recordings to be collected or shared, relevant external parties, and any special conditions.
- III. **Provide meaningful choice:** Where applicable, use Yes/No or selectable options rather than assuming consent. Separate materially different permissions, particularly recording/public use, home visits, research, technology platforms and sensitive disclosures.
- IV. **Obtain and verify consent:** Consent must identify the student and parent/guardian, include signature/confirmation and date, and be received before the activity begins.
- V. **Record centrally:** The department responsible records the consent status and ensures the current consent is accessible to staff who need to verify it.

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- VI. **Implement within scope:** Staff proceed only within the scope and conditions of the consent obtained.
- VII. **Review changes:** New consent is obtained when there is a material change in purpose, activity, external party, platform, recording/publication use or risk.
- VIII. **Respect withdrawal/refusal:** A parent/guardian may decline or withdraw optional consent. The team responsible documents the change and stops future use/participation to the extent operationally possible.

8. Student Assent and Self-Advocacy

Parent/guardian consent does not replace the importance of involving the student in decisions. Staff should explain activities in an accessible manner and seek the students' assent wherever feasible. Attention should be given to the student's expressed preferences regarding recording, sensitive discussions, personal care, community participation and self-advocacy. The existing Self-Advocate Consent form provides a clear model by allowing the student to indicate agreement or non-agreement.

9. Photography, Video, Audio and Public/External Use

Before capturing or using identifiable photographs, video or audio, staff must verify the applicable consent and intended use. Internal professional use, external research, website/social media publication and conference/training use are distinct contexts and should be treated according to the scope selected by the parent. Content must be respectful, relevant and consistent with the student's dignity. A project-specific consent should be obtained where an external collaboration arrangement introduces purposes, parties or uses not adequately covered by the existing consent.

10. Research, Surveys and External Projects

General permission to participate in surveys, research studies/projects does not remove the need for a project-specific consent where the study has its own protocol, data collection, recordings, external researchers, publication plans or other defined requirements. The project lead must ensure that the parent receives the relevant study information and that participation is documented before data collection begins.

11. Information Sharing and Confidentiality

Student and family information may be shared only for the approved purpose and with personnel who require it for that purpose. The specific home-visit and psychiatric consultation forms reinforce restricted sharing within the relevant Al Noor teams. Departments must safeguard documents, recordings, reports, credentials and other personal information in accordance with Centre confidentiality and information-management procedures.

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12. Parent Support Group Sessions

Parent Support Group sessions are facilitated by the Social Work Department and are intended to provide parents with a safe, non-judgemental and supportive environment to express themselves, connect with others who have similar experiences, process grief and everyday stressors, and explore practical coping strategies. Sessions are generally held on weekdays while students are at the Centre, with frequency and timing tailored to the group, and each discussion is approximately one hour.

Participation and consent requirements:

- Participation is voluntary. Choosing not to participate will not affect the students' services, education or the family's relationship with Al Noor.
- Parents/guardians may stop attending or withdraw consent at any time without providing a reason.
- The Social Worker will uphold confidentiality and encourage all participants to respect privacy. Parents must, however, be informed that confidentiality among group participants cannot be guaranteed.
- Participants may choose not to disclose information they are uncomfortable sharing. Some discussions may be emotionally challenging, and all members are expected to respect the privacy of other parents.
- The sessions provide shared guidance and supportive conversation. They are not therapy, clinical services or medical mental health services.
- Before joining the group, the parent/guardian must acknowledge that the information has been read and understood, that there has been an opportunity to ask questions, and indicate Yes/No consent to participate in GL/CORE/40.

13. Consent Register and Monitoring

A consolidated Parent Consent Register should be maintained for each student. It should show, at minimum, the consent category, Yes/No/Not Applicable status, date obtained, validity/review date where applicable, responsible department, form/document reference, special conditions or limitations, and withdrawal/update date. Departments remain responsible for verifying consent before implementation.

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- Annual review: Student Booklet consents should be refreshed at the start of each academic year or according to the Centre's approved enrolment/re-enrolment process.
- Event/activity review: Staff must check the register before activities, recordings, external sharing, research participation or other consent-dependent actions.
- Audit: Periodic checks should confirm that consent forms are complete, current, traceable and consistent with actual practice.

14. Summary Consent Register - Recommended Categories

Category	Consent Source	Recommended Register Status
Media: video/audio/photo	Student Booklet	Yes / No / selected purposes
Activities/events: sports, outings, swimming, gym, gifts/food	Student Booklet	Yes / No / N/A
Surveys/research/projects	Student Booklet + project-specific form where applicable	Yes / No / project reference
Information sharing with professionals/service providers	Student Booklet	Yes / No / limitations
Emergency medical transfer/ambulance	Student Booklet	Yes / No
TDI home visit	F/CORE/175	Yes / No / date
Sponsorship home visit	F/CORE/269	Yes / No / date
TDA home visit	F/CORE/270	Yes / No / date
TDA home video recording	F/CORE/270	Yes / No / date
Self-Advocacy group	F/CORE/335	Yes / No / disclosure conditions
Self-Advocate assent	F/CORE/336	Agree / Do not agree
Social Worker at psychiatric consultation	F/CORE/337	Yes / No / date
AI tools	F/CORE/340	Yes / No by tool category
Email/social media/digital skills	F/CORE/341	Yes / No by platform/skill
Uniform measurements	Circular 118/2025-2026	Yes / selected option / date
Parent Support Group sessions	GL/CORE/40	Yes / No / withdrawal date if applicable

15. Responsibilities

- Director / Management: approve the policy and significant changes to Centre-wide consent practices.
- Program Leaders / Heads of Departments: ensure department-specific consent forms are current, necessary and consistently implemented.

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- Social Workers / Special Educators/ Therapists / Specialists / Activity Leads: explain relevant activities, verify consent before implementation and report changes or withdrawals.
- Quality / Administration: maintain document control, support the consolidated consent register and facilitate periodic audits.
- Parents/Guardians: provide accurate information, indicate their choices, notify the Centre of changes and ask for clarification when needed.
- Students/Self-Advocates: participate in decisions to the greatest extent possible and communicate agreement, preference or objection using their preferred communication method.

16. Review of Policy

This policy should be reviewed periodically and whenever Al Noor introduces a new activity, technology, research process, external partnership or information-use practice that materially changes the nature of consent required.

Appendix – Amendment History & Authorisation

Revision No	Description of Change	Issue Date	Authorised By
00	First Issue	05 October 2026	Director