



Mana Charity Consent and Participation Policy

Mana Charity is committed to ensuring that all participants take part in our programmes safely and with informed consent. This policy outlines how we obtain, record and respect the consent and participation rights of adults - including those with learning disabilities or additional support needs - across all of our wellbeing activities.

This policy applies to all:

- Participants in Mana Charity programmes
- Carers, family members and support workers
- Staff, facilitators and volunteers
- Partner organisations referring individuals to our services

It supports compliance with:

- The Mental Capacity Act 2005
- UK GDPR and Data Protection Act 2018
- Safeguarding Adults legislation and guidance



- Human Rights Act 1998

Principles of Consent

Mana Charity believes that consent should always be:

- Informed - The person understands what they are agreeing to.
- Voluntary – The person chooses freely, without pressure or coercion.
- Specific – Consent is given for a particular purpose or activity.
- Ongoing – Consent can be withdrawn at any time.

We provide information in plain English, supported by easy-read formats, pictures and verbal explanations to ensure everyone can make an informed decision.

Gaining Consent

- Participants are given clear information about:



- The aims of the programme and what participation involves.
 - Any activities that may require physical movement or emotional discussion.
 - How their information will be used or shared.
- Their right to say “no” or withdraw at any point.
- Consent is recorded in writing via:
 - Participant Registration and Consent Form, or
 - Carer/Support Worker Consent Form (if supporting a person who lacks full capacity).
 - For participants who find written consent difficult, verbal consent can be recorded by a facilitator with a witness present.

Assessing Capacity

Under the Mental Capacity Act 2005, a person is presumed to have capacity unless proven otherwise. Mana Charity follows the key principles:



1. Assume capacity to decide, wherever possible.
2. Support individuals to make their own decisions (e.g. using pictures, simplified language, or extra time).
3. Do not treat someone as unable to decide just because they make a decision you disagree with.
4. If a participant lacks capacity for a specific decision, a carer or legal representative may provide consent in their best interests.

Staff are trained to recognise when someone might need extra support to understand or communicate consent.

Ongoing Participation and Choice

- Participants can choose how they engage in activities.
- Facilitators regularly check in to ensure participants remain comfortable.



- Participants may withdraw consent at any time - no justification is required and withdrawal will not affect future access to services.
- Carers or advocates may attend sessions to support decision-making or communication.

Photography, Video and Case Studies

- Separate, explicit consent is required before taking or using photos, videos, or personal stories.
- Participants and carers are told where and how images or stories will be used (e.g. website, reports, social media).
- No identifiable information will be shared without written consent.

Safeguarding and Non-Consensual Situations



If a participant discloses abuse or if there is a safeguarding concern, confidentiality may need to be overridden to protect the individual.

In such cases:

- The Designated Safeguarding Lead (DSL) is informed immediately.
- The participant is supported and informed of the need to share information with relevant authorities.

Data Protection and Confidentiality

All personal and consent information is stored securely and processed in line with Mana Charity's Data Protection and GDPR Policy and Confidentiality Policy.

Monitoring and Review

Consent processes are reviewed regularly to ensure accessibility and compliance. Feedback from participants and carers is encouraged to



improve how we communicate consent and participation rights.

Monitoring: This policy was last reviewed on 15th June 2025.

Signed:

Board of Trustees

A handwritten signature in black ink, appearing to read "Ehyland".

Emily Hyland

A handwritten signature in black ink, appearing to read "A Stalker".

Alexandra Stalker

A handwritten signature in black ink, appearing to read "R Forster".

Rachel Forster