

'With Jesus Christ as our inspiration and guide, we are called to provide high-quality Catholic education in the Diocese of Bathurst'

GUIDELINES FOR ADDRESSING REQUESTS TO CONDUCT RESEARCH IN SCHOOLS

1. Mission and Values

In partnership with the family, parish and community, our schools nurture a relationship with God in Christ Jesus, celebrate and share the Catholic faith, and educate to enable all to make a positive contribution to the world.

We are therefore committed to:

- a safe, inclusive and professional learning environment
- just and right relationships that recognise and respect the dignity of each individual.

2. Purpose

- to ensure consistency in dealing with requests for research
- to ensure student and staff safety and privacy concerns are addressed
- to ensure research has been approved by the tertiary institution's ethics committee
- to support educational research whilst minimising the burden on schools.

3. Expectations

At this workplace it is expected that:

- principals will redirect requests for research to the Catholic Education Office for clearance
- final permission for research remains with the school principal.

4. Guidelines

The following guidelines inform this document:

1. Only research directly relating to education and children's welfare will be considered.
2. All research requests must be accompanied by the completed forms A to C (Appendix 1) and a copy of the university ethics approval.
3. It is a condition of approval that the researcher provide a copy of the research findings to the Catholic Education Office and to the schools involved.
4. All research must first be approved by the Executive Director of Schools. A copy of the Executive Director's letter of approval must accompany any request to schools. It is then the prerogative of the principal to decide whether the research project proceeds in their school.
5. Copyright on publications by employees in the course of their duties will remain the property of the Catholic Education Office.

5. Procedures

- The researcher must complete forms A to C (Appendix 1) and submit them with a copy of the university ethics approval and a covering letter to the Executive Director of Schools.
- If approval for the project is given by the Executive Director of Schools, the researcher can approach schools. The researcher will provide the principal with a copy of the Executive Director's letter of approval. It is then the prerogative of the principal to decide whether the research project proceeds in their school.

6. Legislative Framework

1. Occupational Health and Safety Act 2000
2. The Privacy Act 1988

7. Guidelines Administration

These guidelines have been ratified by the Executive Director of Schools and will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organisational change.

It is the responsibility of anyone accessing this document to ensure that the current version is downloaded from the CEO website.

Date of Implementation	September 2009
Date of Last Review	N/A
Date for Next Review	September 2012

Appendix 1

Request to Conduct Research

Form A

Confidential Declaration by Principal Researcher

(Where a research project involves any contact with a school in the Diocese of Bathurst)

1. I am aware of and will comply with the special responsibilities associated with undertaking research with children and young people, specifically, my responsibilities and obligations under the *Child Protection (Prohibited Employment) Act 1998*.
2. I declare that there are no other circumstances or reasons that might preclude my undertaking research with children and young people.
3. In relation to assistants conducting research with children and young people with me, and/or on behalf, I will ensure that they will be made aware of the special responsibilities associated with undertaking research with children and young people, specifically, their responsibilities and obligations under the *Child Protection (Prohibited Employment Act 1988* (See **Form B** for assistant researchers).

Signature of Principal Researcher

Date

Request to Conduct Research

Form B

Confidential Declaration by Assistant Researcher(s)

(Where a research project involves any contact with a school in the Diocese of Bathurst)

- I. I am aware of and will comply with the special responsibilities associated with undertaking research with children and young people, specifically, my responsibilities and obligations under the *Child Protection (Prohibited Employment) Act 1998*.
- II. I declare that there are no other circumstances or reasons that might preclude my undertaking research with children and young people.

Signature of Assistant Researcher

Date

Request to Conduct Research

Form C

Agreement to provide Research findings to the Catholic Education Office, Diocese of Bathurst

As Principal Researcher, I _____(Please print)

- agree to provide the Catholic Education Office, Diocese of Bathurst, with a copy of the research findings of the proposed study upon completion.
- agree to provide participating schools with a summary of the research findings.
- understand that, if the Catholic Education Office, Diocese of Bathurst, wishes to disseminate the report more widely, this will be done in consultation with me.

Signature of Principal Researcher

Date