

RESEARCH REQUEST GUIDELINES

1. MISSION AND VISION

Mission: Excellence in education within a Christ-centred environment in which all flourish.

Vision: An inclusive, innovative system of Catholic schools in which lives are transformed through witness to Christ.

2. PURPOSE

Catholic Education Diocese of Bathurst values high quality and ethical research that aims to improve the outcomes of students, staff and families in Catholic school communities. Specifically this research:

- supports and improves student learning, wellbeing and engagement
- strengthens school leader, teacher and parent capability to support children and young peoples' learning and development
- enhances the capability of government and community partnerships
- engages schools as important and respected stakeholders in educational research
- contributes to the knowledge and capacity of the broader community to enhance the outcomes of children and young people, locally and globally.

3. EXPECTATIONS

It is expected that all employees at Catholic Education Diocese of Bathurst will adhere to the scope, procedures and implementation outlined in this document as these are the practices of the Catholic Education Diocese of Bathurst and schools.

Applications to conduct research are required from:

1. All non-school based researchers
2. School-based researchers conducting research as part of a PhD, professional doctorate or higher degree program
3. School-based researchers wishing to involve a school(s) they are not currently employed in

Approval is not an endorsement of the research, but an indication to schools that the project is ethically sound and meets the diocesan requirements. Researchers, with Catholic Education Diocese of Bathurst approval, can approach schools, but it is the **Principal's decision** as to whether they agree or decline for their school to participate in the research in any capacity.

4. DEFINITIONS

Definitions related to this policy are linked in Appendix 1.

5. GUIDELINES

The following guidelines inform this document:

- Only research based upon the purpose of this Guideline will be considered
- All research requests must include the completed Application, Forms, and associated documentation

- It is a condition of approval that the researcher provide a copy of the complete research findings to Catholic Education Diocese of Bathurst and to the schools involved
- 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.
- Copyright on publications by employees in the course of their duties will remain the property of Catholic Education Diocese of Bathurst

Considerations for Catholic Education Diocese of Bathurst

In reviewing a Research Request Catholic Education Diocese of Bathurst will consider the potential demand and burden of the proposed research project, including:

- the time, resources and coordination required from participating schools
- the effort and commitment expected from participants (i.e. staff, students and parents)
- the extent to which the research may disrupt regular school activity or divert attention from school priorities
- the potential risks to participants, schools and Catholic Education Diocese of Bathurst, and the burden of managing those risks
- the burden of the review process on Catholic Education Diocese of Bathurst and schools for overly complex research projects.

Where a research application has been assessed as meeting the criteria, it may still be declined if the quantity of research applications is assessed as being too many.

Considerations for schools

- Any person seeking to conduct research in a school(s) in the Bathurst Diocese must have prior approval by the Executive Director of Schools Catholic Education Diocese of Bathurst.
- Approved researchers must supply the following to the school before research is permitted:
 - Executive Director's letter of approval
 - A copy of their application to conduct research

Permission to conduct research is at the discretion of the Principal, except where there are Funding Agreement obligations.

Confidentiality and Privacy

Researchers must comply with the Privacy Act 1988, and protect the privacy, confidentiality and where possible anonymity of participants, both in the collection and storage of data.

If anonymity is not possible or guaranteed then participants must be informed of this and confidentiality assured. Individual participants and schools must not be named in any reporting of research findings unless explicit consent has been given.

Researchers need to outline in their application and information to schools and participants:

- how they will ensure confidentiality in the collection, analysis and storage of data, and in the reporting of research findings
- adequate processes for the secure storage of and access to data
- justification for any limitations to confidentiality and anonymity.

Publications

Catholic Education Diocese of Bathurst must be advised of any publications in which Catholic Education Diocese of Bathurst or its schools are named as part of a data collection or analysis participants.

Final Report

Researchers submit a summary of their research findings to Catholic Education Diocese of Bathurst (PA to the EDS) and participating schools (principal) within three (3) months of the conclusion of their study.

The final report should include:

1. the title of the research
2. the name of the principal researcher and their organisation or institution
3. a summary/abstract of the research
4. the rationale for the research and how it sought to add value to education

5. the research questions and hypotheses that were explored
6. a brief outline of the research design and methodology
7. findings in relation to the research questions
8. implications of the findings for schools and the broader education community

6. PROCEDURES

- The researcher must complete the Application to Conduct Research and submit it with associated documentation, including forms A, B and C.
- The researcher must submit a copy of the University Ethics Approval to the Executive Director of Schools before commencing research.
- If approval for the project is given, a letter of approval will be given to the lead researcher that will list the schools approved to be approached, the expiry date, and any other conditions.
- The researcher will then be able to approach schools and provide the principal with a copy of the Executive Director's letter of approval.
- It is the principal's decision as to whether the research project proceeds in their school .

7. LEGISLATIVE FRAMEWORK

The Privacy Act 1988

8. POLICY ADMINISTRATION

These guidelines have been ratified by the Executive Director of Schools and implemented 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 Catholic Education Diocese of Bathurst website.

Date of Implementation	2009
Date of Last Review	2017, 2021
Date for Next Review	2025
Responsible for Review	Head: School Improvement, Governance and Policy

APPENDICES

- Appendix 1 Definitions
- Appendix 2 Research Application Form
- Appendix 3 Confidential Declaration letters

Appendix 1 Definitions

Research is a systematic investigation leading to the creation of new knowledge and/or the use of existing knowledge in a new and creative way. This leads to the generation of new concepts, methodologies and understandings. This could include synthesis, analysis and extension of previous research.

CATHOLIC EDUCATION DIOCESE OF BATHURST

RESEARCH APPLICATION FORM

APPLICANT'S NAME:	
Organisation Name:	
Applicant's Mobile Number:	
Applicant's Email address:	
APPLICATION TO CONDUCT RESEARCH IN:	Schools in Catholic Education Diocese of Bathurst

Please attach additional details/documentation to support this application.

PROCEDURES FOR RESEARCH APPLICATIONS TO Catholic Education Diocese of Bathurst

1. All applications must be directed to the Executive Director of Schools Catholic Education Diocese of Bathurst and submitted by email to ceo@bth.catholic.edu.au
2. The Executive Director of Schools will:
 - a. approve the application,
 - b. reject the application,
 - c. return the application with a view to re-submission,
 - d. refer the application to an advisory committee.

Note - The Executive Director of Schools decision is final.
3. Once approved by the Executive Director of Schools, applicants may formally approach the principal(s) of the school(s) concerned regarding the proposed research.
4. Principals will decide whether the research will proceed in their school.

Note - Principals may or may not provide an applicant with reasons for refusing permission.

Note - Students/staff/parents may undertake to not participate/Opt Out from the research.
5. Where permission is granted by a principal, the applicant must obtain from all proposed participants or where relevant, their parent/guardian, written agreement to participate in the research and any other ethics approval requirements.
6. At any time, a participant may choose to opt out of the research study.
7. On completion of the research, the applicant agrees to provide a summary of the research findings to the Executive Director of Schools and the school principal(s) concerned.

Application Checklist

Applications will not be considered until the Application and supporting documentation is submitted.

Please ensure the following documentation is submitted

- ☐ Application to Conduct Research
- ☐ Ethics Approval Documentation
- ☐ Copy of all research instruments / questionnaires
- ☐ List of Catholic Education Diocese of Bathurst schools to be approached for the research
- ☐ Form A - Principal Researcher Declaration
- ☐ Form B - Assistant Researcher Declaration
- ☐ Form C - Agreement to provide Research findings
- ☐ For each person conducting the research please provide the following if direct contact will occur with students and/or parents
 1. Evidence of the approval of the Working With Children Check for Volunteers AND
 2.
 - a. a photograph of a current Australian drivers licence OR
 - b. student photo ID and a certified copy of your birth certificate OR
 - c. a photograph of your current passport.
- ☐ For each person conducting the research please provide the following if contact will occur with staff (either face-to-face or remotely)
 - a. a photograph of a current Australian drivers licence OR
 - b. student photo ID AND a certified copy of your birth certificate OR
 - c. a photograph of your current passport.

Application to Conduct Research

Applicant / Institution details		
1	Name of applicant:	
2	Name/s of researchers and/or assistants during the course of the research:	
3	Email Address for correspondence:	
4	Contact telephone number:	
5	Institution for/at which research is being undertaken:	
6	Course being undertaken (if applicable):	
7	Name, position/office of supervisor of proposed study (if applicable):	
8	Supervisor's email address:	
9	Supervisor's telephone number:	

Details of the Research Proposal		
10	Title of proposed research study:	
11	Brief description of project: outline aims, significance, intended research methodology principal hypothesis(es): Maximum 150 words	
12	What research instruments are to be employed? (e.g. interviews, questionnaires) Please attach copies of all instruments to be used.	
13	Will the research be conducted at the School remotely or a combination?	
14	Please attach proof of endorsement of your proposal by the Ethics Committee of the institution you are attending, if applicable. Where this is not applicable, please provide an explanation and evidence of exemption	
15	Commonwealth Privacy Act	<i>I understand that in complying with the Commonwealth Privacy Act 1988, Catholic Education Diocese of Bathurst has ruled that students may only be identified by age and/or gender.</i>
Schools and Subjects		
16	List the Diocesan school/s to approach for involvement in the research proposal:	
17	Indicate the number and types of subjects required (e.g. students, teachers, principals, parents). For students indicate their age or grade:	
Timing		
18	Proposed commencement date of research	
19	Number of hours/days/weeks of school time required (estimate):	
20	Anticipated date of completion of study:	
Anticipated Outcomes		
21	Specify briefly anticipated outcomes of your study, which are likely to be of benefit to Catholic Schools and/or the wider community:	

22	Additional Information/outcomes: Brief outline of any other information pertinent to this application.	
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Supporting Statements	
Signature of Head of Institution/Department:	
Print Name:	
Date:	
Cover letter attached:	
Signature of Supervisor:	
Print Name:	
Date:	

☐ I agree that, on completing my research, I will provide the Executive Director of Schools CEDB and the schools taking part with a summary of my research findings.
☐ I grant permission to the Executive Director of Schools CEDB to disseminate information about the research to the school communities of the Diocese.
Signature of Applicant:
Date:

If relevant, please attach any additional details/documentation to support this application.

Applications must be directed to the Executive Director of Schools Catholic Education Diocese of Bathurst and submitted by email to ceo@bth.catholic.edu.au

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 supply with this declaration a copy of my Working With Children Clearance as verified by the Catholic Education Diocese of Bathurst if direct contact is to occur with students and/or parents.
3. I declare that there are no other circumstances or reasons that might preclude my undertaking research with children and young people.
4. 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)*

Signature of Principal Researcher

Date

Name of Principal Researcher

Organisation

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 supply with this declaration a copy of my Working With Children Clearance as verified by the Catholic Education Diocese of Bathurst if direct contact is to occur with students and/or parents.
- III. 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

Name of Assistant Researcher

Organisation

Request to Conduct Research

Form C

Agreement to provide Research findings to Catholic Education Diocese of Bathurst

As Principal Researcher, I _____ (Please print name)

- agree to provide the Catholic Education 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 Diocese of Bathurst, wishes to disseminate the report more widely, this will be done in consultation with me.

Signature of Principal Researcher

Date

Name of Principal Researcher

Organisation