

Requests to Conduct Research in South Australian Catholic Schools

Research Request Submissions

Requests to conduct research in Catholic schools in the Archdiocese of Adelaide can be sent electronically or via the post and should include the following:

- ✓ A cover letter or email including your postal/email address and:
- ✓ A summary of the research purpose
- ✓ The method of research (interviews, questionnaires, surveys)
- ✓ If students are to be involved, please include who and how
- ✓ If you will be using a questionnaire or survey, you should include a copy of this as well.
- ✓ The schools you intend to approach, if known, and the people within the schools with whom you intend to work
- ✓ A copy of the ethics proposal and confirmation of approval from the Ethics Committee at the University/research organisation

Your request can be mailed to the Director at the Catholic Education Office, PO Box 179 Torrensville Plaza SA 5031 or sent by email to: director@cesa.catholic.edu.au. Please allow 2-3 weeks for a response to your request, which will be emailed to you.

Police Clearance Requirements

Researchers working directly with or in close proximity to children will need to produce an acceptable police clearance or an acceptable document for consideration of a police clearance direct to the location at which you intend to conduct your research. This should be done up to 8 weeks in advance to ensure that appropriate police clearances are in place before the intended commencement of the research.

Currently acceptable clearance documents are as follows:

(The original document or a verified copy must be provided to the Principal at the school in which you intend to conduct your research)

- Catholic Archdiocese of Adelaide – Police Check Unit Clearance Letter / Card
- Teachers Registration Board – TRB Registration Certificate
- Licensed Bus Drivers (Department Transport, Energy & Infrastructure (DTEI)) - Accreditation card/bus licence or company engagement documentation which clearly states the driver is fully accredited through DTEI
- Licensed Security Guards (Office of Consumer & Business Affairs (OCBA)) - Security Licence

Further information can be obtained direct from the Police Check Unit (08) 8210 9383 or via receptionpcu@adelaide.catholic.org.au.

If you indicate that the research will not involve direct contact with students, a police check will not be necessary. Should this change, researchers are required to immediately notify this Office and obtain an acceptable clearance as stated above prior to any involvement with students. A clearance letter /card from the Archdiocesan Police Check Unit must be made available to the Principal.

General guidelines once permission is obtained from Catholic Education SA

Permission of the Principal of each school in which you wish to conduct research is required. Research in Catholic schools is granted on the basis that individual students, schools and the Catholic sector itself is not specifically identified in published research data and conclusions.

Approval is also contingent upon the following conditions, i.e. that:

- a copy of the questionnaire or survey have been provided to the Principal
- a copy of the research findings once research is complete is provided to Catholic Education Office.
- the permission of parents and teachers/school staff - if applicable - has been obtained
- the research complies with the ethics proposal of the university or research organisation's generally accepted ethics requirements
- the research complies with any provisions under the Privacy Act that may require adherence by you as researcher in gathering and reporting data
- no comparison between schooling sectors is made
- the researcher will be carrying out the research within view of the class teacher or authorised school observer, where students are involved
- sector requirements relating to child protection and police checks are met by researchers:
 - where researchers obtain information in relation to a student which suggests or indicates abuse, this information must be immediately conveyed to the Director of Catholic Education SA
 - all researchers and assistants, who in the course of the research interact in any way with students, are required to provide evidence of an acceptable police clearance direct to the school.

At the conclusion of the study a copy of the research findings should be forwarded to:

Director
Catholic Education Office
PO Box 179
TORRENSVILLE PLAZA SA 5031 or
director@cesa.catholic.edu.au

If you have any questions about this process, please contact Michelle Battersby on 8301 6638 or michelle.battersby@cesa.catholic.edu.au.