

AGREEMENT

Conducting Research in South Australian Catholic Schools

Research Request Submissions

Requests to conduct research in Catholic schools in the Archdiocese of Adelaide and Diocese of Port Pirie can be sent electronically or by post, and **must** include the following minimum requirements:

- cover letter or email including your postal/email address and a summary of the research purpose
- completed National Application Form (to be used in all research requests)
- copy of the ethics approval of the university or research organisation
- signed copy of this agreement document

Post:

The Director
Catholic Education Office
PO Box 179
Torrensville Plaza SA 5031 or sent by

Email:

director@cesa.catholic.edu.au

* Please allow up to 6 weeks for a response to your request, which will be emailed to you.

Police Clearance Requirements

All researchers and assistants who in the course of the research interact in any way with students or student data, will need to produce an acceptable police clearance or an acceptable clearance document direct to the location at which they intend to conduct their 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. The original document, or a verified copy, must be provided to the Principal at the school where the research will be conducted. Currently acceptable clearance documents are as follows:

- Catholic Archdiocese of Adelaide – Police Check Unit Clearance Letter / Card
- SA 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 directly from the Police Check Unit at:

Tel: (08) 8210 9383

OR

Email: receptionpcu@adelaide.catholic.org.au

If you indicate that the research will not involve direct contact with students or student data, a police check may 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 Approval is Obtained from the Catholic Education Office

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

Approval is also contingent upon the following conditions:

- copies of any questionnaires or surveys have been provided to the Principal
- the active consent of parents and teachers/school staff, if applicable, has been obtained
- the research complies with the ethics proposal approved by the university or the research organisation's generally accepted ethics requirements
- the research complies with any provisions under the Privacy Act, that may require adherence by researchers 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 or student data, 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 will be forwarded to:

**The Director
Catholic Education Office
PO Box 179
Torrensville Plaza SA 5031** OR Email: director@cesa.catholic.edu.au

Declaration

I declare that I have read and understood the requirements outlined in this document and agree to comply with the conditions for conducting research in South Australian Catholic Schools.

_____	_____	_____
Lead Researcher's Name	Lead Researcher's Signature	Date

If you have any questions about this process, please contact Adeline McLoughlin at:
Tel: (08) 8301 6641 OR Email: adeline.mcloughlin@cesa.catholic.edu.au