

AGREEMENT

Conducting Research in South Australian Catholic Schools

Requests to conduct research in Catholic schools in the Archdiocese of Adelaide and Diocese of Port Pirie can be sent electronically to director@cesa.catholic.edu.au, or by post to:

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

Minimum Requirements for Submissions

- cover letter or email, including your postal/email address and a summary of the research purpose
- completed National Projects – Application to Conduct Research in Schools form
- copy of the ethics approval of the university or research organisation
- signed copy of this Agreement

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 – Working with Children Check
- 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

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:

Condition	Please X
Any items ticked “YES” under “Section 8 - Sensitivities” in the National Projects – Application to Conduct Research in Schools form, should be highlighted in the Letter to Principal (Item 7.1 of the application form).	<input type="checkbox"/>
Copies of any questionnaires or surveys will be provided to the Principal.	<input type="checkbox"/>
Active consent of parents and teachers/school staff, if applicable, will be obtained.	<input type="checkbox"/>
The research complies with the ethics proposal approved by the university or the research organisation’s generally accepted ethics requirements.	<input type="checkbox"/>
The research complies with any provisions under the Privacy Act, that may require adherence by researchers in gathering and reporting data. It is understood that the data will not be used for any purposes other than the stated research, without the written approval of the relevant data custodians.	<input type="checkbox"/>
No comparison between schooling sectors will be made.	<input type="checkbox"/>
Where students are involved, the researcher will carry out the research within view of the class teacher or authorised school observer.	<input type="checkbox"/>
Opt-In consent will be sought from teachers, if applicable, parents and students.	<input type="checkbox"/>
The university or research organisation will provide copies of Public Liability and Professional Indemnity Insurance documents to the Principal.	<input type="checkbox"/>
Sector requirements relating to child protection and police checks are met by ALL researchers: <ul style="list-style-type: none"> • 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 - Click here to apply for a South Australian Working With Children Check. 	<input type="checkbox"/>

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

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

director@cesa.catholic.edu.au

OR

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

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