

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 should be sent electronically to director@cesa.catholic.edu.au.

Please ensure your application includes a cover letter or email, your postal / email address and an outline of the research.

Working with Children Check Requirements

All researchers and assistants, who in the course of the research interact in any way with students or student data, will need to provide an original, or a verified copy of a South Australian Working with Children Check (SA WWCC) directly to the Principal of the school(s) where the research will be conducted. This should be done up to 8 weeks in advance to ensure that an appropriate SA WWCC is in place before the intended commencement of the research.

The current accepted forms of clearance are as follows:

- Working with Children Check notification / letter or email from the Department of Human Services (**Individuals should submit their own SA WWCC application via the [Department of Human Services](#)**)

OR

- Catholic Archdiocese of Adelaide, Screening and Verification Authority (SAVA) - Screening Clearance letter / card (**Further information can be obtained directly from the Screening and Verification Authority via Email: receptionsava@adelaide.catholic.org.au or ☎: (08) 8210 8150**)

If you indicate that the research will not involve direct contact with students or student data, an SA WWCC may not be necessary. Should this change, researchers are required to immediately notify this Office and obtain an acceptable clearance letter / card as stated above, prior to any involvement with students. A clearance letter / email / card must be made available to the Principal on request.

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 dependent 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 Principal of the school; • 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:
Email: adeline.mcloughlin@cesa.catholic.edu.au OR Tel: (08) 8301 6641

CHECKLIST

Conducting Research in South Australian Catholic Schools

No	Document	✓ Where Applicable
1	Signed Agreement	
2	Signed National Application Form	
3	Ethics Approval	
4	Public Liability Insurance	
5	Professional Indemnity Insurance	
6	South Australian Working with Children Check for all Researchers who will interact in any way with students or student data	
7	Letter to Principal	
8	Letter to Teachers	
9	Letter to Parents / Carers	
10	Letter to Students	
11	Consent Form for Principal	
12	Consent Form for Teachers	
13	Consent Form for Parents / Carers	
14	Consent Form for Students	
15	Survey Questions	
16	Any Other Documents	