



TASMANIAN
CATHOLIC
education commission

Academic Research in Schools and Colleges of the Archdiocese of Hobart Policy

RELATED POLICIES / PROTOCOLS / STATEMENTS

TCEC Taking Care Policy

TCEC Privacy Policy

Policy No: 03:2015

Academic Research in Schools and Colleges of the Archdiocese of Hobart Policy

Guidelines for the Approval of Applications by External Agencies to Conduct Research in Archdiocesan Schools and Colleges.

1. PREAMBLE

In *The Catholic School on the Threshold of the Third Millennium* Catholic Schools are seen as demanding "an atmosphere characterised by the search for truth" (p17) and requiring a public role which engages with the world. "For her part the Catholic School must be firmly resolved to take the new cultural situation in her stride and, by her refusal to accept unquestioningly education projects which are merely partial, be an example and stimulus for other educational institutions, in the forefront of the ecclesial community's concern for education." (p19-20)

2. RATIONALE

The Tasmanian Catholic Education Commission recognises the value of research in education in contributing to the above principles and also providing benefit to Catholic Schools and the wider community.

3. VALUES

This policy is grounded on the values of:

- Life and dignity for the human person
- A call to family community participation
- Our option for the poor
- Solidarity.

4. POLICY

4.1 Research proposals will be welcomed where the research is seen to be useful, any disruption to learning and teaching is at an acceptable level and the required procedures have been correctly followed. Particular support will be given to research that will produce outcomes explicitly focussed on:

- Improving student learning outcomes
- Pedagogical approaches
- The leadership and management of schools/and/or education systems
- Adding to the knowledge and understanding of education and the role it fulfils in society.

4.2 Research applications will not be approved when the research as described in the Application is judged to be, or is judged as having potential to be:

- Contrary to Catholic values and Church teaching

- Not primarily focussed on the education sector
- Adversely impacting on teaching and learning time of students and/or daily school routine
- Repetitive of research previously undertaken Catholic Education Tasmania (CET) schools and colleges
- Inflammatory or divisive
- Primarily/solely for private gain
- Trivial in nature.

5. IMPLEMENTATION

- 5.1 All applications to carry out research in diocesan schools and colleges must be submitted in writing on appropriate forms to the Director of the Tasmanian Catholic Education Office (TCEO). The application should provide adequate notice of the desire to carry out research and sufficient information to enable the Director to make a decision regarding approval for access to Archdiocesan schools and colleges. The Director may constitute an advisory committee to provide advice on particular applications where deemed necessary. Applications may be returned for resubmission. The Director will notify applicants of the decision in writing.
- 5.2 Proposals for in-house research in a school or college (e.g. by staff, the Governing Council, the School Board, or the school's Parents and Friends organisation) may be submitted directly to the Principal for decision. Where the research is seen to have a wider ramification or the Principal has other doubts about the research proposal, it should be referred to the Director.
- 5.3 Applicants carrying out research in connection with a University or other tertiary institution must have their research proposal approved by their institution's Human Research Ethics Committee (HREC). In addition, where relevant, appropriate support as to the merits of the research and the adequacy of the proposed methodology must be provided by the researcher's supervisor(s).
- 5.4 Research proposals must conform to any relevant legislation and diocesan policies. Particular attention is drawn to Child Protection Legislation in cases where researchers propose to be in direct contact with school pupils.
- 5.5 Applicants should present the Director's letter of approval to the Principal(s) of the school(s) or college(s) approached and obtain the Principal's permission to carry out the research. Principals have the right, in all cases, to decline requests for the conduct of research in their schools, even when the Director has approved such requests.
- 5.6 The consent of all participants must be obtained before research begins. Potential participants and their primary caregivers must be informed in writing of the nature, intent and extent of the research so that they can make an informed decision regarding whether or not to participate.

- 5.7 A summary of the research findings must be provided to the school(s) or college(s) in which the research is carried out, and to the Director. The publication of papers/research documents derived from the research must acknowledge the cooperation of the Tasmanian Catholic Education Office and the staff and students of the schools involved in the research project.
- 5.8 An exception to Clause 5.7 is allowed in cases where anonymity has been assumed or is a condition of the research project's approval.

6. ASSOCIATED POLICIES

- 6.1 Guidelines for the Professional Conduct in the Protection of Children and Young People.

7. FORMS

- 7.1 Tasmanian Catholic Education Office Research Application Form

SIGNED:

Sully

TCEC Deputy Chairperson

DATE:

28th Sept. 2015

Approved by:	Tasmanian Catholic Education Commission
Issuing Group:	Directorate: TCEO
Implementation Date:	28 September 2015
Supersedes Policy Dated:	N/A
Revision Date:	28 September 2018
CEO Contact Officer:	Director: TCEO



TASMANIAN
CATHOLIC
education office

TASMANIAN CATHOLIC EDUCATION OFFICE

Tasmanian Catholic Education Office
5 Emmett Place | New Town | 7008
PO Box 102 | North Hobart | 7002

T 03 6210 8888

F 03 6210 8844

E director@catholic.tas.edu.au

W www.catholic.tas.edu.au

RESEARCH APPLICATION FORM

Applicant's Name: _____

**Application to Conduct Research in
Schools and Colleges of the Archdiocese of Hobart**

*If considered relevant, please attach any additional
details/documentation in support of this Application.*

Tasmanian Catholic Education Office

PROCEDURES FOR APPROVING RESEARCH APPLICATIONS

1. All applications must be submitted to the Director of the Tasmanian Catholic Education Office (TCEO) on the Research Application Form.
2. The Director will:
 - approve the application
 - reject the application
 - return the application with a view to re-submission
 - refer application to an advisory committee
3. The advisory committee will recommend to the Director:
 - that approval be given
 - that the application be rejected
 - that the application be returned with a view to re-submission
4. The Director may or may not provide an applicant with reasons for the rejection of an application.
5. On approval of an application by the Director, applicants may formally approach the Principal/s of the school/college concerned regarding the proposed research.
6. Principals will:
 - permit the research to be carried out in their school/college
 - decline permission for the research to be carried out in their school/college
7. Principals may or may not provide an applicant with reasons for refusing permission.
8. Where permission is granted by a Principal, the applicant must obtain from all proposed subjects or, where relevant, their primary care-giver, written agreement to participate in the research.
9. On completion of the research, the applicant provides a summary of the research findings to the Director and the School Principal/s concerned.

1. APPLICANT / INSTITUTION DETAILS

1	Name of applicant:	
2	Name/s of researchers:	
3	Address for correspondence:	
4	Contact phone number:	
5	Institution for/at which research is being undertaken:	
6	Course being undertaken (where applicable):	
7	Name and position (or office) of supervisor of your proposed study (where applicable):	
8	Supervisor address:	
9	Supervisor phone number:	

2. DETAILS OF THE RESEARCH PROPOSAL

10	Title of proposed research study:	
11	Brief description of project (outline aims, significance, intended research methodology and principal hypothesis(es):	
12	Attach final, approved HREC application documents which should include what research instruments are to be employed; e.g. interviews, questionnaires. Copies of all instruments to be used are to be attached to the application.	
13	Please attach to this application your Institution's Ethics Approval. Where inapplicable please provide explanation.	

14	<i>Commonwealth Privacy Act</i>	<input type="checkbox"/> I understand that in complying with the abovementioned legislation, the Tasmanian Catholic Education Office, has ruled that for the purposes of research applications students are not to be identified by anything other than age and/or gender.
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3. SCHOOL TYPE/SUBJECT SPECIFICATION

15	List the Catholic schools and/or colleges that you wish to involve in your study:	
16	Indicate the number and specify the types of subjects required (e.g. students, teachers, principals, parents). For students indicate their age or grade:	

4. TIMING

17	Proposed commencement date of research:	
18	Number of hours/days/weeks of school time required (estimate):	
19	Anticipated date of completion of study:	

5. ANTICIPATED OUTCOMES

20	Specify briefly anticipated outcomes of your study, which are likely to be of benefit to Catholic Schools and/or the wider community:	
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21	Additional Information/outcomes Brief outline of any other information pertinent to this application	
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Statement of support from Head of Institution or Department: (attach if insufficient space)	
Signature of Head of Institution/Department:	
Date:	Print Name:

Statement of support from Supervisor: (attach if insufficient space)		
Signature of Supervisor:	Print Name:	Date:

Tasmanian Child Protection Requirements:	<p>Have you completed the 'Application to Conduct Research Checklist' and attached all relevant documentation required?</p> <p>Your application to conduct research WILL NOT BE CONSIDERED if this document has not been completed and attached to the application.</p>
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<input type="checkbox"/> I agree that, on completing my research, I will provide the Director and the schools taking part with a summary of my research findings.	
<input type="checkbox"/> I grant permission to the Director to disseminate information about the research to the school communities of the Archdiocese of Hobart.	
Signature of Applicant:	Date:

Completed applications should be returned to:

Mr John Mula
 Director
 Tasmanian Catholic Education Office
 PO Box 102
 NORTH HOBART 7002 TAS

TASMANIAN CHILD PROTECTION AND COMMONWEALTH PRIVACY ACT LEGISLATION REQUIREMENTS

To be completed and returned with the application package

Approval to conduct research in schools of the Archdiocese of Hobart under the jurisdiction of Catholic Education Tasmania (CET) is subject to evidence being provided of full compliance with TAS Child Protection and Commonwealth Privacy Act legislation. (Please note that researchers from other States are also required to comply.)

TASMANIAN CHILD PROTECTION REQUIREMENTS

Working with Vulnerable People Registration

Working with Vulnerable People (WWVP) Registration is a compulsory background check for many people who work or volunteer with children and vulnerable people in Tasmania. Registration was established by the *Registration to Work with Vulnerable People Act 2013* (the Act) and is administered by the Department of Justice.

The legislation (*Registration to Work with Vulnerable People Act 2013*) is designed to reduce the likelihood of harm to children and create safer environments for all children.

For activities undertaken by CET compliance with the Act, meaning registration of those people who work or volunteer in the areas of "child education services (non-government schools)" must be in place by 1 October 2015.

The Act applies to anyone involved in child-related activities in Tasmania. It does not matter whether the work is paid or unpaid, supervised or unsupervised.

What responsibilities does an employer or volunteer body have?

When engaging a researcher in a paid or volunteer capacity, the employer is required to verify that the researcher has a valid Working with Vulnerable People Registration before they start their research. Schools/colleges must not accept the Registration Card or any other paper Assessment Notice alone as 'evidence'. The system of verifying a registration is **online only**, via the registration status page on the Working with Vulnerable People Registration website:

www.justice.tas.gov.au/working_with_children

It is the responsibility of the employee or volunteer to ensure that the requirement of Working With Vulnerable People Registration is met.

COMMONWEALTH PRIVACY ACT

The privacy of the school and that of any school personnel or students involved in your study must, of course, be preserved at all times and the researcher must comply with the requirements of the *Commonwealth Privacy Amendment (Private Sector) Act 2000*. In complying with this legislation, the Director, Tasmanian Catholic Education Office has decided that, for the purposes of research applications, students are not to be identified by anything other than age and/or gender.

Please note that your application is unable to be assessed for approval until all supporting documentation is submitted with the research application package.

APPLICATION TO CONDUCT RESEARCH CHECKLIST:

To be completed and returned with the application package

Please tick the following items and ensure that all supporting documents are submitted with your completed research application form.

University Ethics Approval Documentation enclosed.

Completed TAS Child Protection Requirements.

Have you enclosed a copy of your Working With Vulnerable People Registration Card and Assessment letter? Yes / No

Note that it is a legal compliance requirement that the school/college MUST verify all WWVP Registration numbers on-line.

Copy of all research instruments / questionnaires enclosed.

List of Tasmanian Catholic schools and colleges to be approached.

- A list of Catholic schools and colleges can be found on our website at <http://catholic.tas.edu.au/our-schools/schools>

Please note that your application is unable to be assessed for approval until all supporting documentation is submitted with the research application.