

RESEARCH GUIDELINES & APPLICATION FORM

TOWNSVILLE CATHOLIC EDUCATION OFFICE



GUIDELINES FOR APPLICANTS WISHING TO CONDUCT RESEARCH IN CATHOLIC SCHOOLS WITHIN THE TOWNSVILLE DIOCESE

INTRODUCTION

These guidelines are intended for researchers wishing to conduct research within Catholic schools and Flexible Learning Centres administered by the Townsville Diocese. Researchers wishing to undertake research in other dioceses beyond Townsville will need to direct their requests to the Catholic Education Office in the diocese in which the schools are located.

Townsville Catholic Education Office (TCEO) welcomes research undertaken in its schools and annexes when it can be demonstrated that the research will assist to maintain and improve the provision of quality Catholic education. All applications to conduct research in schools in the Diocese of Townsville are coordinated centrally through the Diocesan Director's Office. With the exception of religious institute schools (independent Catholic schools administered by religious orders), applications to conduct research are not to be made directly to schools. Approval to conduct research will be based on the evidence provided in relation to the nature and standard of the research being proposed. Any approval granted to conduct research is in principle only. The decision to allow the proposed research to be conducted within any school community resides with the school Principal.

IDENTIFYING SCHOOLS

Townsville Diocese

Schools located within the Townsville Diocese are published on the Townsville Catholic Education website <http://www.tsv.catholic.edu.au> under "schools directory".

Queensland Catholic Education

There are five Catholic dioceses within Queensland. A list of Catholic schools in Queensland may be accessed through the Queensland Catholic Education Commission website <http://www.qcec.catholic.edu.au/> and can be accessed through the appropriate hyperlinks.

The listings of schools are described under the heading Catholic Education/schools directory as follows:

- Brisbane Archdiocese
- Cairns Diocese
- Rockhampton Diocese
- Toowoomba Diocese
- Townsville Diocese

All applications to conduct research in **diocesan** Catholic schools should be directed to the Director of Catholic Education in the appropriate diocese.

Applications to conduct research in **religious institute** schools (independent Catholic schools administered by religious orders) must be addressed separately and directed specifically to the principals of these schools.

APPROVAL PROCEDURES AND CONDITIONS

Researchers conducting research within Townsville Catholic Education schools must ensure that their research does not negatively impact on the learning and teaching environment within schools. In submitting the research application researchers agree to comply with the procedures and conditions outlined within these guidelines.

The TCEO Research Approval Team regularly receives applications for consideration. The principal researcher will receive an acknowledgement of receipt regarding their application within a week. A letter of approval to approach the principal(s) at the respective school(s) nominated will be sent to the principal research and principal(s) will be notified of the researchers' proposed approach.

It is a condition of approval that, upon completion of the research, the researcher will:

- Provide TCEO with a copy of the research findings;
- Provide the schools in which the research was conducted with a summary of the research findings; and
- Give permission for TCEO to disseminate reports to its personnel.

Please refer to **Form C "Agreement to provide research findings published or unpublished to Townsville Catholic Education"**.

It is also expected that unpublished reports from research pertaining to individual case studies conducted with students in Catholic schools will be given directly to the Principal(s) of the school for information purposes (these do not need to be forwarded to Townsville Catholic Education Office).

For undergraduate and postgraduate courses

Townsville Catholic Education recognises that research assignments are often a component of an undergraduate or postgraduate course. It is therefore recognised that ethical approval may not be required for all research assignments. If ethical approval is not required please refer to and complete **Form D "Application Procedures for Undergraduate and Postgraduate Students"** and attach your assessment criteria.

Research applications that are submitted in a form not consistent within the recommended proforma will not be considered.

Copyright

Townsville Catholic Education employees who wish to conduct research need to be aware that, where a publication is made by an employee in the course of employment and as part of the employee's usual duties, the first owner of copyright will usually be Townsville Catholic Education as the employer. Any enquires in this regard should be forwarded to the Director for consideration.

Commercial Gain

It is not the intention of Townsville Catholic Education to provide approval for research which is undertaken primarily for commercial or material gain.

Privacy and Confidentiality

Researchers must ensure that the privacy and confidentiality of any personal details/information collected from research participants is maintained at all times. This includes the maintenance of privacy and confidentiality in the publication of research data collected for the duration of the research project.

The Privacy Act 1988 regulates the way in which private sector organisations collect, use, keep secure and disclose personal information. Townsville Catholic Education has adopted and is bound by the ten National principles established by the Federal Privacy Commissioner.

Please note that if a research participant discloses to a researcher, during a research project, confidential information in relation to sexual or physical abuse/harm or circumstances where a student's health, safety or well-being is in danger, the researcher is required to disclose this information to the school Principal or the Director, Leadership and School Development by calling (07) 4773 0900 immediately.

Code of Conduct

All personnel involved in research within TCEO schools need to familiarise themselves with **Form E "Research Personnel Code of Conduct"** reading and completing the acceptance agreement prior to approaching schools.

Commission for Children and Young People and Child Guardian Act 2012 and Duty of Care Responsibilities

The community has clear expectations of school personnel in matters relating to child protection. It rightly expects that children and young people, while at school, will be protected from all forms of abuse/harm.

Filming and any other process by which a child could be identified will not be approved in any research application unless the following conditions are met:

- That research participants and caregivers are fully informed regarding the intent, nature and scope of the research and that written consent is specifically given by the caregivers in relation to any filming/photography/videoing etc. of participants
- That the above condition also applies to research projects that involve longitudinal studies
- That the researches must provide details of the procedures they will use to ensure participant confidentiality – for example, strategies for information storage, access and disposal of data
- That additional, written consent from the primary caregiver and research participants will be required, prior to utilizing filming or any other participant identifying information, in any forum such as conference, teacher in-service, professional development, teaching instruction etc.

The Commission for Children and Young People and Child Guardian Act 2012, implemented in December 2012, is an important child protection initiative. The Act requires people working in 'child related employment' to undergo employment screening and obtain a Positive Notice Blue Card. Researchers making application to conduct research in Townsville Catholic Education schools whose research involves working with children under 18 years of age are required to contact the Commission for Children and Young People and Child Guardian to ensure they are aware of and comply with their obligations in relation to the possession of a Positive Notice Blue Card.

Information in relation to researcher's obligations in accordance with the *Commission for Children and Young People and Child Guardian Act 2012* can be obtained by contacting the Commission for Children and Young People and Child Guardian:

Website: <http://www.ccyprg.qld.gov.au/index.aspx>
Telephone: Blue Card Contact Centre 1800 113 611 (Free call)
Fax: (07) 3035 5910

Applications to conduct research that involves direct contact with children under the age of 18 years of age will not be approved unless the researcher is able to provide either a Positive Notice Blue Card or evidence that a Positive Notice Blue Card is not required.

Other important considerations:

Researchers making application to conduct research in Townsville Catholic Education schools must comply with the provisions of the following Acts:

The Commission for Children and Young People and Child Guardian Act 2012, accessed through https://www.legislation.qld.gov.au/Acts_SLs/Acts_SL_C.htm

The Privacy Act 1988, accessed through <http://www.comlaw.gov.au/Series/C2004A03712>

The Anti-Discrimination Act 1991, accessed through https://www.legislation.qld.gov.au/Acts_SLs/Acts_SL_A.htm

Researchers making application to conduct research in Townsville Catholic Education schools must be aware of and comply with the provisions of the following diocesan policy statements:

Occupational Health Policy

This policy can be accessed:

Catholic Diocese of Townsville website:

http://www.tsv.catholic.org.au/diocese/policies/occupational_health.php

Further information

For further information regarding the research application process, please contact the Research Coordinator, Melanie Mein on (07) 4773 0900.

**APPLICATION TO CONDUCT RESEARCH IN
TOWNSVILLE CATHOLIC EDUCATION SCHOOLS IN THE DIOCESE OF TOWNSVILLE**

<p>Principal researcher contact details</p> <p>Name: Address: Telephone: Fax: E-mail address:</p>
<p>The supervisor(s) of your research program</p> <p>Name: Address: Fax: Telephone: E-mail address:</p>
<p>Are you a current employee of Townsville Catholic Education?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide your Employer ID number:</p>
<p>The title of your research project:</p>
<p>A brief overview of the research project, describing in particular the research procedures and the extent of student, teacher and parental involvement in the project.</p>
<p>A brief description of the research design and methodology and any strategies to be employed to ensure validity and reliability. Copies of data collection instruments, and surveys where available, should be attached.</p>
<p>A letter outlining the nature of the research must accompany approaches to Principals seeking approval to conduct research in respective schools for which they are responsible and the commitment required of the school personnel. A copy of this letter must be included with the proposal.</p>
<p>Specify how you intend to obtain parental approval and include examples of permission letters/consent forms.</p>

<p>Provide details of compliance with the Commission for Children and Young people and Child Guardian Act 2012 by providing evidence of possession of a Positive Notice Blue Card or evidence that a Positive Notice blue Card is not required (copy to be attached to the application).</p>
<p>Provide details of procedures for establishing confidentiality and procedures for protecting privacy of the participants including information management practices. Information should only be collected for the purpose of the research application. Any subsequent use of information must be clearly outlined in your application and must have ethical approval from a university ethics committee.</p>
<p>List in detail, the schools or groups that will be requested to participate in the research. Include the name of the school and the suburb.</p>
<p>Indicate the period of the year during which the research activity will commence and be concluded.</p>
<p>All applications must be signed and dated by the principal researcher.</p>
<p>The research supervisor, head of university department, director of the research agency, employing authority and/or tertiary institution acts as verification that the details of the research proposal are accurate.</p> <p>The Principal Researcher and Assistant Researcher have signed Forms A & B.</p>
<p>Please attach a copy of the Ethical Clearance approval from the University's Ethics Department.</p>
<p>One hardcopy of the research application and supporting papers should be addressed to:</p> <p>Melanie Mein Research Coordinator Townsville Catholic Education PO Box 861 AITKENVALE QLD 4814</p> <p>An electronic copy of the application and supporting papers must also to be emailed to the attention of the Research Coordinator mmein@tsv.catholic.edu.au</p>

Please attach the following to this application:

- The Research proposal
- Ethical Clearance approval from the University department
- A list of schools including suburbs
- Letter to the Principal regarding your forthcoming approach
- Parental consent letters and / or forms
- Collection instruments, surveys, interview questions etc.
- A copy of your Positive Notice Blue Card or evidence that a Positive Notice Blue Card
- Research personnel Code of Conduct Form
- Please provide three copies of your complete application on submission

Form A

CONFIDENTIAL DECLARATION BY PRINCIPAL RESEARCHER

- a) I am aware of and will comply with the special responsibilities associated with undertaking research with children and young people, specifically, my responsibilities and obligations under the *Commission for Children and Young People and Child Guardian Act 2012*, and the *Privacy Act 1988*.

- b) I declare that there are no other circumstances or reasons that might preclude my undertaking research with children and young people.

- c) In relation to assistants conducting research with children and young people with me and / or on my behalf, I will ensure that:
 - They will be made aware of the special responsibilities associated with undertaking research with children and young people, specifically, their responsibilities and obligations under the *Commission for Children and Young People and Child Guardian Act 2012*, and the *Privacy Act 1988*.

- d) I have provided as part of my submission a copy of my suitability card or evidence that a working with children suitability card is not required.

Signature of Principal Researcher

Date

Form B

CONFIDENTIAL DECLARATION BY ASSISTANT RESEARCHER

- a) I am aware of and will comply with the special responsibilities associated with undertaking research with children and young people, specifically, my responsibilities and obligations under the *Commission for Children and Young people and Child Guardian Act 2012* and the *Privacy Act 1988*
- b) I declare that there are no other circumstances or reasons that might preclude my undertaking research with children and young people.
- c) I have provided as part of my submission a copy of my suitability card or evidence that a *Working with Children Suitability* card.

Signature of Assistant Researcher

Date

Form C

AGREEMENT TO PROVIDE RESEARCH FINDINGS TO TOWNSVILLE CATHOLIC EDUCATION OFFICE

As Principal Researcher

I agree to provide Townsville Catholic Education with a copy of the research findings published or unpublished of the proposed study upon completion.

I agree to provide participating schools with a summary of the research findings published or unpublished.

I grant Townsville Catholic Education the right to disseminate this report to personnel in Townsville Catholic Education.

I understand that, if Townsville Catholic Education wishes to disseminate the report more widely, this will be done in consultation with me.

Signature of Principal Researcher

Date

Form D

APPLICATION PROCEDURES FOR UNDERGRADUATE AND POSTGRADUATE STUDENTS

This report is to be completed by the research and the supervisor if the researcher does not require ethical approval under the universities ethics committee.

Principal Researcher contact details Name: Address: Telephone: Fax: E-mail address:
Name of supervisor Address: Telephone: Fax: E-mail address:
Title of research proposal/assessment task
<i>Please comment on the following aspects of the proposal, in relation to the submitted applications</i>
Significance, purpose and value of the research (Please attach a copy of the assessment criteria for the unit of study being undertaken)
<ul style="list-style-type: none">• Appropriateness of the research design (Please attach any data collection instruments, surveys to be used in the research)

<ul style="list-style-type: none">• Methodological adequacy and viability
<ul style="list-style-type: none">• Ethical considerations (please attach a letter of introduction/information letter pertaining to the research project, and a consent form for participants to complete)
To what extent do you consider the principal researcher to be capable of undertaking the research described in the attached proposal?
Is this proposal exempt from ethical approval? Yes / No

Supervisor's Signature

Date

Form E

TOWNSVILLE CATHOLIC EDUCATION OFFICE RESEARCH PERSONNEL CODE OF CONDUCT

This Code of Conduct applies to all persons conducting research within Catholic schools and Flexible Learning Centres administered by the Townsville Diocese.

All research personnel should familiarise themselves with documents regarding *Student Protection Reporting Processes of Inappropriate Behaviour and Harm to Students*.

All research personnel must ensure that they comply with their obligations under the *Commission for Children and Young People and Child Guardian Act 2012* and hold a current Positive Notice Blue Card should it be deemed necessary.

Research personnel should ensure that their behaviour does not in any way compromise Townsville Catholic Education's provision of a safe and enjoyable environment for young people.

Research personnel are expected to follow the principles of:

- Safety
- Respect
- Support
- Ethical communication
- Ethical conduct

Research personnel should:

- Behave honestly and with integrity
- Act with care and diligence
- Behave and dress appropriately

Research personnel should think and act safety:

- Put safety first in all activities
- Follow the safety procedures outlined by Townsville Catholic Education and those outlined by the school, to the best of their ability
- If a direct threat is identified, assist in the evacuation of the area and / or situation as quickly as possible
- Work only according to their level of competency. Contact and report to School Administration when confronted with a situation which they are unable to contend with or is beyond their role and responsibility.

Research personnel should treat students and staff with respect:

- Respect the rights of individuals and maintain an appropriate level of confidentiality
- Treat everyone with courtesy, sensitivity, tact, consideration and humility
- Act in a manner consistent with an environment free of fear, harassment, racism and exploitation
- Respect the cultures, beliefs, opinions and decisions of others although you may not always agree
- Take instruction from and not obstruct the responsible staff members in any way in regards to the execution of their duties

- Report any illegal activity to the School's Administration or appropriate staff member.

Research personnel should use appropriate communication skills when engaging with students:

- Acknowledge the needs and concerns of the individual
- Practice effective listening (For example ask open questions; be alert to non- verbal communication; stay calm and relaxed)
- Be aware of the young person's physical space
- Be aware of your own body language
- Be judicious in making physical contact with young people and at all times seek the young person's permission to do so
- Stay calm and relaxed
- Be clear and consistent
- Use non-discriminatory respectful and non-judgmental language
- Seek advice whenever appropriate
- Research personnel, must follow all instructions from the staff and School Administration. Do not engage directly with media representatives, and refer all enquiries to School Administration.

Research personnel must not:

- Smoke or use tobacco products while conducting research within and/or on school property
- Use, possess, or be under the influence of alcohol at any time while conducting research within and /or on school property
- Use, possess, or be under the influence of illegal drug at any time while conducting research within and / or on school property
- Condone the use of, or provide, any of the above substances to any students, employees or volunteers
- Verbally harass or abuse any person or use profanity while conducting research within and / or on school property
- Utilise your position as research personnel to take advantage of any young person.

Any breaches of this Code of Conduct will be dealt with by the School Principal in the first instance and appropriate authorities will be contacted if necessary.

Should you have any questions with regard to any of the above you should contact Townsville Catholic Education Office in the first instance on (07) 4773 0900.

**AGREEMENT TO ADHERE TO THE TOWNSVILLE CATHOLIC EDUCATION RESEARCH PERSONNEL
CODE OF CONDUCT**

This form is to be completed by all personnel who will be involved in conducting research with Catholic Schools within the Diocese of Townsville.

As a researcher,

I have read and understand the Townsville Catholic Education Research Personnel Code of Conduct.

I agree to uphold the Townsville Catholic Education Research Personnel Code of Conduct as a researcher conducting research within Catholic schools within the Diocese of Townsville.

Signature of researcher

Date

Please note that a separate agreement needs to be signed for each researcher conducting research.