



Brisbane Catholic Education

Research Guidelines

GUIDELINES FOR APPLICANTS WISHING TO CONDUCT RESEARCH IN CATHOLIC SCHOOLS IN THE ARCHDIOCESE OF BRISBANE

INTRODUCTION

These guidelines are intended for researchers wishing to conduct research within Catholic schools administered by the Archdiocese of Brisbane. Researchers wishing to undertake research in other dioceses beyond south-east Queensland will need to direct their requests to the Catholic Education Office in the diocese in which the schools are located (see contact information below).

Brisbane Catholic Education 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 Brisbane Catholic Education schools are coordinated centrally through the Executive Director's Office. Applications to conduct research made directly to schools will be re-directed to the Executive Director's Office. 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 in any school resides with the school principal.

Brisbane Catholic Education is a community of Catholic educators in 133 schools catering for almost 68,000 students from the rural areas of Childers, Nanango, Kingaroy and Gympie to metropolitan Brisbane, Sunshine Coast and South Coast areas.

IDENTIFYING SCHOOLS

Archdiocese of Brisbane

Lists of schools located within the Brisbane Archdiocese are published on the Brisbane Catholic Education website <http://www.brisbanecatholicschools.com.au> under "schools directory". The lists include two types of schools: - diocesan or systemic schools, which are schools under the authority of the Executive Director of Catholic Education, Archdiocese of Brisbane and religious institute schools, which are independent of Brisbane Catholic Education schools and operate under the authority of religious institutes. The schools are differentiated by the "school type" descriptor within the schools profile. i.e. Brisbane Catholic Education school or religious institute school.

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.qld.catholic.edu.au> and can be accessed through the appropriate hyperlinks.

The listings of schools, are described under the heading *School Authority* as follows:

'BCE'	Brisbane Catholic Education Office
'TWBA'	Toowoomba Catholic Education Office
'RTN'	Rockhampton Catholic Education Office
'TVL'	Townsville Catholic Education Office
'CNS'	Cairns Catholic Education Office

All applications to conduct research in **diocesan** Catholic schools should be directed to the Executive 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 Brisbane 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 Brisbane Catholic Education Research Committee regularly receives applications for consideration. The committee meets on a monthly basis. Providing each application is supported by relevant documentation, the principal researcher will receive a response to their application within a week following the committee meeting. A letter of approval to approach the principal/s at the respective school/s nominated will be sent to the principal/s notifying them of the researchers' proposed approach.

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

- provide Brisbane Catholic Education with a copy of the research findings;
- provide the schools in which the research was conducted with a summary of the research findings; give permission for Brisbane Catholic Education to disseminate reports to its personnel.

Please refer to **Form C** "Agreement to provide research findings published or unpublished to Brisbane 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 of the school for information purposes. (These do not need to be forwarded to Brisbane Catholic Education Centre).

For undergraduate and postgraduate courses

Brisbane 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

Brisbane 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 Brisbane Catholic Education as the employer. Any enquires in this regard should be forwarded to the Executive Director for consideration.

Commercial Gain

It is not the intention of Brisbane 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. Brisbane Catholic Education has adopted and is bound by the ten National Privacy Principles established by the Federal Privacy Commissioner. A privacy statement detailing Brisbane Catholic Education’s practices and procedures for the use and management of personal, sensitive and health information collected from parents/guardians, students and prospective employees (considered Brisbane Catholic Education’s ‘consumers’ under the *Act*) can be accessed at www.brisbanecatholicschools.com.au. Researchers who collect any personal, health or sensitive information from Brisbane Catholic Education’s ‘consumers’ while conducting research are required to comply with either Brisbane Catholic Education’s privacy statement or the comparable privacy policy of their sponsoring organisation.

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 Deputy Executive Director on 3033 7655 immediately.

Code of Conduct

All personnel involved in research within Brisbane Catholic Education 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 2005 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 researchers 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 utilising 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 2005*, implemented in May 2001, 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 Brisbane 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 researchers obligations in accordance with the *Commission for Children and Young People and Child Guardian Act 2005* can be obtained by contacting the Commission for Children and Young People and Child Guardian:

Website: www.childcomm.qld.gov.au
E-mail: bluecard@ccypcg.qld.goc.au
Telephone: Employment Screening 1800 113 611 (Free call)
Fax: (07) 3247 5145

NB: 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 Brisbane Catholic Education schools must comply with the provisions of the following Acts:

The *Commission for Children and Young People and Child Guardian Act 2005*, accessed through www.legislation.qld.gov.au

The *Privacy Act 1988*, accessed through www.privacy.gov.au

The *Anti-Discrimination Act 1991*, accessed through www.legislation.qld.gov.au

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

Student Protection Policy Statement

Workplace Health and Safety Policy Statement

These policies can be accessed

at: <http://www.brisbanecatholicschools/pub/policies/policies.htm>

For further information regarding the research application process, please contact the Research Coordinator on (07) 3033 7427.

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.

Specify how you intend to obtain parental approval and include examples of permission letters/consent forms.

Provide details of compliance with the *Commission for Children and Young People and Child Guardian Act 2005* 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)

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.

List in some detail, the schools or groups that will be requested to participate in the research. Include the name of the school and the suburb.

Indicate the period of the year during which the research activity will commence and be concluded.

All applications must be signed and dated by the Principal researcher.

The signature of the supervisor, head of university department, director of the research agency, employing authority or tertiary institution must be included to verify the details of the research proposal.

Please attach a copy of the Ethical Clearance approval from the University's Ethics Department.

All applications should be addressed to:

**Executive Director for Catholic Education
Archdiocese of Brisbane
PO Box 1201
Brisbane Q 4001**

It is preferred that all applications are posted and not emailed to the Executive Director.

Please provide four (4) copies of your research application upon submission.

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 is not required.
- Research Personnel Code of Conduct Form
- Please provide three copies of your complete application on submission

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 2005*, 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 2005*, and the *Privacy Act 1988*.
(See **Form B** for assistant researchers)

- 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

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 2005*, 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 is not required.

.....
Signature of assistant researcher

.....
Date

Agreement to provide Research findings to
Brisbane Catholic Education.

As principal researcher:

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

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

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

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

.....
Signature of principal researcher

.....
Date

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
Please comment on the following aspects of the proposal, in relation to the submitted applications.
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



RESEARCH PERSONNEL CODE OF CONDUCT

This Code of Conduct applies to all persons conducting research within Brisbane Catholic Education.

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 2005* 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 Brisbane 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 Brisbane Catholic Education and those outlined by the school, to the best of your 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 your level of competency. Contact and report to School Administration when confronted with a situation which you are unable to contend with or is beyond your 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 persons 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. You should not engage directly with media representatives, and should 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 drugs at any time while conducting research within and/or on school property
- condone the use of or provided 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
- utilize 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 Brisbane Catholic Education in the first instance on (07) 3033 7478.

Agreement to adhere to the Brisbane Catholic Education
Research Personnel Code of Conduct

This form is to be completed by all personnel who will be involved in conducting research within Catholic schools within the Archdiocese of Brisbane.

As a researcher,

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

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

.....
Signature of researcher

.....
Date

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