

**CATHOLIC SCHOOLS BROKEN BAY**

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## 1. INTRODUCTION

Catholic Schools Broken Bay (CSBB) welcomes applications for research undertaken in its schools as a way of supporting educational advancement.

However, CSBB has a responsibility to ensure that such research does not infringe the rights or welfare of students in its schools nor those of CSBB personnel; that research activities do not hamper educational programs or activities; and that any person authorised to conduct research in CSBB is suitable to work with children and young people.

Accordingly, research applicants are required to submit, for approval, a project proposal to the Governance, Legal and Risk Workstream, using the attached Application Form, before undertaking any research in CSBB schools.

If the project proposal is approved centrally and by relevant Principals, the applicant will receive written acknowledgement, any specific instructions, and a letter of introduction to the Principals of the schools concerned.

## 2. PROCEDURE

1. Applications for all research activities in schools must be made to CSBB Governance, Legal and Risk Workstream via email [csbb.governance@dbb.catholic.edu.au](mailto:csbb.governance@dbb.catholic.edu.au).
2. Applications should be made in accordance with the instructions in these Guidelines for Applicants and on the Application Form and include all required documentation. Proposals cannot be assessed unless adequate detail is provided.
3. Proposals that are required by university protocols to be approved by its research ethics committee must be approved by that committee before final approval will be granted.
4. Research applications will be reviewed by the relevant CSBB Workstream. In some situations, the applicant may be asked to clarify or make modifications to the proposal.
5. Applicants must receive written approval from the Senior Lead, Governance, Legal and Risk Workstream, authorising them to approach specified school Principals before conducting their research.

It is a condition of approval that, upon completion of a project, the researcher will provide CSBB with a report of the findings of the study and grant CSBB the right to disseminate this report to CSBB personnel.

### 3. CRITERIA FOR APPROVING APPLICATIONS

Applicants should be aware that proposals to conduct research in CSBB schools will be assessed to ensure:

1. that the rights of students and staff are protected
2. that the welfare of students and staff is ensured
3. that CSBB's 'duty of care' obligations are not compromised
4. the probity of research undertaken within CSBB schools
5. that the research project is of sufficient educational value, purpose, or significance
6. that the research methodologies are appropriate.

Applicants should be aware that proposals will also be reviewed considering the following criteria:

7. that participating schools and staff confidentiality is ensured

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5. Values and Ethics - Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research
6. Australian Code for the Responsible Conduct of Research

Note that the Guidelines refer not only to the physical and mental wellbeing of participants, but also to matters of confidentiality, privacy and consent.

## 5. CHILD PROTECTION REQUIREMENTS

Any person or organisation whose employees will be conducting or helping with research involving 'direct, unsupervised contact' with children (persons under 18 years of age) is subject to child protection legislation including : Child Protection (Working with Children) Act 2012 and Children's Guardian Act 2019.

For all persons conducting or assisting with re

- questionnaires, interview schedules or other data collection instruments including tests or stimulus materials
- any other relevant materials
- University ethics committee approval .

4. After reviewing the appli/9 (d)0.5 (ul)-01pan