

National Application Form Guidelines – to conduct research in schools in more than one state or territory in Australia

Schooling systems across Australia welcome research in schools that is of high quality, is consistent with the provisions of the *National Statement on Ethical Conduct in Human Research* and which meets additional guidelines for research conducted in or through schools or other educational sites.

Researchers wishing to undertake research in more than one State or Territory complete a single national application form and apply separately to each jurisdiction.

Each jurisdiction in Australia then assesses applications to conduct research in its schools/sites according to their own research approval guidelines, although they apply broadly similar criteria.

When assessing research applications, all jurisdictions give consideration to:

- **benefit** – the potential benefit of the research – especially educational benefit
- **feasibility** – the likelihood that these benefits will be realised
- **impact** – on time and effort required by staff and students as participants and co-investigators and in particular, on the learning programs of students
- **ethical** requirements – whether the participants (including staff, students and the parents/carers of students) are accorded the respect and protection that is due to them. Please note that active informed consent is the preference of all jurisdictions, with applications for other forms of consent considered on a case-by-case basis
- **legislative** and **policy** requirements – for example legislation regarding privacy and confidentiality, the risk of participants legally incriminating themselves or others and the high levels of duty of care expected of all educational jurisdictions for the students in their care
- **sensitivities** – the appropriateness of conducting the proposed research activities in a school setting, in particular, the appropriateness of the recruitment and consent processes, the data to be collected; and the method of data collection.

Likely benefits and feasibility are considered in relation to likely impacts as well as ethical, legislative or policy requirements and sensitivities of conducting the research in a school setting. The impact of the research on children and the extent of disruptions or interruptions to their normal learning programs will be a major consideration.

Please note research projects with the following characteristics are more likely to be rejected or modified:

- have the potential for a high level of personal intrusion on participants emotionally, psychologically and/or physically
- involve the administration of medications and/or drugs
- potentially lead participants to unreasonably incriminate themselves, such as in illicit drug taking, stealing or carrying weapons
- focus disproportionately or sensationally on negative behaviour
- have the potential to stimulate stress or risk taking behaviour
- have the potential to adversely affect the school education setting
- have the potential to adversely affect educational progress or development of children
- use passive rather than active consent
- have the possibility to identify individual participants, classes, schools, early childhood settings, sectors or states in the report or
- undertaken for commercial, marketing or journalistic purposes.

The following table lists research application process websites, email addresses and contact details for each jurisdiction. Guidelines for conducting research in schools and instructions for submitting applications are available from these websites.

Jurisdiction	Website	Email	Telephone
ACT Education and Training Directorate	http://www.det.act.gov.au/publications_and_policies/publications_a-z/Research_in_ACT_public_schools	DETResearch@act.gov.au	02 6205 9189
NSW Department of Education and Communities	http://serap.det.nsw.edu.au	serap@det.nsw.edu.au	02 9244 5060
NT Department of Education	https://education.nt.gov.au/education/statistics-research-and-strategies/about-education-research	ResearchApps.DET@nt.gov.au	08 8999 5829
QLD Department of Education	https://qld.gov.au/DoEResearch	researchservices@qed.qld.gov.au	07 3034 5929
SA Department for Education and Child Development (DECD)	http://www.decd.sa.gov.au/research/	DECD.ResearchUnit@sa.gov.au	08 8226 3825
TAS Department of Education	http://www.education.tas.gov.au/Community-and-Providers/initiatives/Pages/Research-in-Government-Schools.aspx	educationalperformanceservices@education.tas.gov.au	03 6165 5706
VIC Department of Education and Early Childhood Development	http://www.education.vic.gov.au/about/research/Pages/default.aspx	research@edumail.vic.gov.au	03 9637 2707
WA Department of Education	http://www.det.wa.edu.au/accountability/detcms/navigation/system-performance/?page=3#toc3	researchandpolicy@education.wa.edu.au	08 9264 5512
Catholic Education Office Melbourne (CEOM)	http://www.cem.edu.au/publications-policies/policy/policy-2.8-researchers-in-catholic-schools-and-access-to-data/	apr@ceomelb.catholic.edu.au	03 9267 0228
Brisbane Catholic Education Office	http://www.bne.catholic.edu.au/Pages/default.aspx	Research@bne.catholic.edu.au	07 3033 7586
Catholic Education Western Australia	http://internet.ceo.wa.edu.au/ProfessionalDevelopmentResearch/ResearchinOurSchools/Pages/default.aspx	nelson.john@ceo.wa.edu.au	08 63805 313
NSW Catholic Education Bathurst	http://arm.catholic.edu.au/	cso@dbb.catholic.edu.au	02 6772 7388

Jurisdiction	Website	Email	Telephone
NSW Catholic Education Broken Bay	https://www.csodbb.catholic.edu.au/	csodbb@dbb.catholic.edu.au	02 9847 0000
NSW Catholic Education Canberra-Goulburn	https://cg.catholic.edu.au/	enquiries@cg.catholic.edu.au	02 6234 5455
NSW Catholic Education Maitland-Newcastle	https://www.mn.catholic.edu.au/	info@mn.catholic.edu.au	02 4979 1200
NSW Catholic Education Parramatta	http://www.parra.catholic.edu.au/home		02 9840 5600
Northern Territory Catholic Education	http://www.ceont.catholic.edu.au/contact-us	admin.ceont@nt.catholic.edu.au	08 8984 1400
South Australia Catholic Education	http://www.cesa.catholic.edu.au/working-with-us/research	adeline.mcloughlin@cesa.catholic.edu.au	08 8301 6641
Tasmania Catholic Education	http://catholic.tas.edu.au/key-documents/policies-1/TCECResearchinSchoolsPolicy.pdf	tom.dorey@catholic.tas.edu.au	03 6210 8888
Toowoomba Catholic Schools Office	http://www.twb.catholic.edu.au/media/2083/dioceseoftoowoombacatholiceducationresearchguidelines-forresearchers-current-at-2015.doc	director@twb.catholic.edu.au	07 4637 1400
Victoria Catholic Education Ballarat	http://www.ceoballarat.catholic.edu.au/	scrowe@ceoballarat.catholic.edu.au	03 5337 7135

For research involving face-to-face interaction with children (or in the case of some jurisdictions, as a condition of entry into a school) researchers are required to obtain a **Working With Children Check**. Some jurisdictions do not recognise Working With Children Checks issued by other States and Territories; in these jurisdictions researchers would be required to make a separate application for a Working With Children Check.

The arrangements for each jurisdiction regarding Working With Children Checks are outlined below.

Jurisdiction	Recognition of Working With Children Checks	Administering institution	Website
ACT	Recognises <i>Working with Vulnerable People (or equivalent)</i> registration from all jurisdictions up to a maximum of 28 days during each calendar year	ACT Office of Regulatory Services	www.ors.act.gov.au
NSW	Recognises Working With Children Checks from all other jurisdictions (for up to 30 days work a year)	Office of the Children's Guardian	http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check
NT	Only recognises Working With Children Clearance Notices (Ochre Cards) issued in the Northern Territory	SAFE NT	http://www.workingwithchildren.nt.gov.au/

Jurisdiction	Recognition of Working With Children Checks	Administering institution	Website
QLD	Only recognises Working with Children checks (Blue Cards) issued in Queensland	Blue Card Services	https://www.bluecard.qld.gov.au/
SA	Only recognises DHS/DCSI child related employment check	Department of Human Services	https://screening.sa.gov.au/types-of-check/working-with-children-check
TAS	Recognises Good Character Check (Tas) or Working with Children Check from all other jurisdictions up to a maximum of 28 days during each calendar year accompanied by a National Police Check.	Department of Education Department of Justice	http://www.education.tas.gov.au/documentcentre/Documents/Good-Character-Check-Application-Form.pdf www.justice.tas.gov.au/working_with_children
VIC	Recognises Working With Children Checks from all other jurisdictions (for maximum of 30 days work in a year)	Working with Children Check Unit Department of Justice	http://www.workingwithchildren.vic.gov.au/
WA	Only recognises Working With Children Checks issued in Western Australia, with some exemptions	Department for Child Protection and Family Support	http://www.checkwwc.wa.gov.au/checkwwc
CEOM	Recognises Working With Children Checks from all other jurisdictions		

Jurisdictions have different requirements for insurance coverage of researchers undertaking research in schools. The insurance requirements for each jurisdiction are outlined below.

Jurisdiction	Required Insurance Coverage
ACT	Public Liability
NSW	Public Liability Professional Indemnity Workers Compensation
NT	Public Liability Professional Indemnity* Workers Compensation* [*Note: these insurances may not be required for all applications.]
QLD	None
SA	Public Liability Professional Indemnity Workers Compensation
TAS	Public Liability
VIC	Public Liability Workers Compensation
Western Australia	Public Liability Professional Indemnity Workers Compensation