



## RESEARCH IN CATHOLIC SCHOOLS – STANDARD CONDITIONS

This *in principle* approval is subject to certain standard conditions:

1. The decision as to whether or not a project can proceed in a school rests with the school principal. You will need to obtain approval directly from the principal of each school that you wish to involve.
2. You should provide the principal with:
  - a Plain Language Statement (PLS) for the principal describing the research;
  - documents to be used in the project e.g. PLS for participants/parents, consent forms etc;
  - a copy of the Catholic Education Office letter of approval which may include conditions placed on the approval;
  - a copy of notification of Ethics Committee approval, if applicable.
3. Consent from principals, parents and participants must be sought through an 'opt in' basis.
4. If your study involves one-to-one contact with a child, you are required to provide the principal with a certified copy of your registration with the Victorian Institute of Teaching or a current *Working with Children Check*.
5. You should provide to the Director of Catholic Education at this Office, a list of schools which have agreed to participate in the research project.
6. Any substantive modifications to the research proposal or additional research involving use of the data collected will require a further research approval submission to this Office.
7. Data relating to individuals or schools is to remain confidential.
8. The collection and use of information from schools must conform with the Privacy Amendment (Private Sector) Act 2000 as indicated in the School's Privacy Policy.
9. Since participating schools have an interest in the findings, you should discuss with each principal ways in which the results of the study could be made available for the benefit of the school community.
10. At the conclusion of the study, a copy of the summary of the findings should be forwarded to the Director of Catholic Education at this Office.