



Footscray North
PRIMARY SCHOOL



CONDUCTING RESEARCH POLICY

Rationale

- Schools are often approached by organisations or individuals to allow them to conduct research in the school.

Purpose

- To ensure appropriate approval is obtained to conduct research.
- To ensure Footscray North Primary School complies with DET policy and guidelines in relation to conducting research.
- To ensure the school is aware of those aspects of school management that the Department specifically draws to the attention of schools.

Implementation

- The Department must approve all proposals by external researchers to conduct research in schools before researchers approach the site (except for specific research types below that only require Principal approval).
- The researcher must provide the Principal with a copy of the Department's letter of approval before commencing data collection.
- The Principal can directly approve proposals to conduct research where the research is to be conducted by:
 - a member of staff or a member of the parent community of a school enrolled in an undergraduate or post-graduate diploma program where the research is confined to that school
 - students enrolled in Bastow Institute leadership courses: Masters in School Leadership (MSL) (Monash); and Master of School Leadership (Melbourne)
 - studies undertaken by primary and secondary students within their own or neighbouring schools (Note: The Principal of each school must provide approval).

Important: In all cases the Principal has the final authority to allow research being conducted at the site.

- Under new privacy legislation, all research conducted in schools requires consent from participants whether staff or students and, for any student under the age of 18, consent from parents/carers. This applies to both research conducted by external researchers and research commissioned or conducted by the Department.
- Where the proposed research involves photographing or filming, the researcher must obtain specific agreement from the participants (or their parents/carers, as required). This consent should be defined and included in the consent for participating in the research.
- Schools should use the following templates to inform parents of any proposed research activity and to seek their consent for their child/ren to participate in the research.

[Cover letter](#)

[Consent form](#)

- The Principal will ensure all research conducted at the school complies with DET policy and guidelines described above.
- Please refer also to the school's *Information & Privacy Policy*, the *Archives & Records Management Policy* and the *Governance & Management Policy*.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update early April 2020).

An operational policy
School Council Approval No Longer Required

Reference:
www.education.vic.gov.au/education/principals/spag/management/pages/research.aspx