1.0 Introduction

1.1 These guidelines are intended for researchers wishing to conduct research within Catholic systemic schools in the Diocese of Wollongong.

1.2 The Catholic Education Office, Diocese of Wollongong welcomes research projects in its schools where it can be demonstrated that it will assist to maintain and improve the provision of quality education.

2.0 Principles

2.1 Final approval is subject to the provision of satisfactory evidence of the nature and standard of the research, as well as the approval of the participating school Principal.

2.2 The researchers in designing their research project must be able to demonstrate a clear understanding of the Privacy Act.

2.3 The conduct of the researchers and their assistants, including enrolled students, will be in accord with their obligations, and in recognition of the obligation of the applicant research body under the Occupational Health and Safety Act (2000) and the consequential regulations.

2.4 Our schools must receive written advice of those persons who will be attending the school on behalf of the researchers. Those attending the school must at all times comply with the directions of the school Principal or delegate. Those attending the school must supply proof of identity.

2.5 The research will be conducted noting the special responsibilities associated with undertaking research with children and young children, specifically the research Institution and the researcher’s responsibilities and obligations under the Commission for Children and Young People Act 1998.

3.0 Identifying Schools

3.1 The list of our systemic or diocesan schools located within the Catholic Education Office, Diocese of Wollongong can be found on the website: http://www.dow.catholic.edu.au under “Our Schools”

3.2 Applications to conduct research in independent, congregational schools must be addressed to the Principals of these schools.
4.0 Approval Procedures

4.1 Any submissions to conduct research in systemic schools in the Diocese of Wollongong require approval from the Catholic Education Office, and must include a completed “Application to Conduct Research in the Diocese of Wollongong”. This is available to complete electronically from the CEO website under Policies - General Policies and Guidelines. Completed forms should be printed and submitted to Carolyn Hadley.

4.2 The Catholic Education Office ethics committee will meet quarterly (March, June, September, December) to review and process received research applications. Recommendations will subsequently be made to the Director of Schools or delegate.

4.3 Each application must contain a copy of the ethics committee’s approval from the researcher’s university or institution.

4.3.1 By agreement, the approval of the ethics committee is not required where the researcher is from the University of Wollongong, and is researching either only teachers or conducting only general classroom observations.

4.4 It is a condition of approval that, upon completion of a project, the researcher will provide the Catholic Education Office, Diocese of Wollongong with a copy of the research findings, and provide the schools in which the research was carried out with a summary of the research findings, along with permission for the Catholic Education Office, Diocese of Wollongong to disseminate reports to its personnel. Refer to Form C “Agreement to Provide Research Findings to the Catholic Education Office, Diocese of Wollongong”.

4.5 Staff employed in Catholic schools and the Catholic Education Office in the Diocese of Wollongong 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 the Catholic Education Office, Diocese of Wollongong as the employer. Any enquiries in this regard should be forwarded to the Director of Schools.

4.6 It is not the intention of the Catholic Education Office, Diocese of Wollongong to provide approval for research that is undertaken primarily for commercial or material gain.

4.7 The publication of papers/research documents derived from the research must acknowledge the cooperation of the Catholic Education Office, Diocese of Wollongong and the staff and students of the schools attended.