

# Croydon Community School & OPTIONS

## Conducting Research Policy



### PURPOSE

To ensure appropriate approval is obtained to conduct research.

To ensure the 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.

### SCOPE

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.

### POLICY

The Principal will ensure all research conducted at Croydon Community School & OPTIONS complies with DET policy and guidelines described above.

### FURTHER INFORMATION AND RESOURCES

For more information the school will refer to: [Conducting Research in Victorian Government Schools or Early Childhood Settings](#).

Reference:

[www.education.vic.gov.au/education/principals/spag/management/pages/research.aspx](http://www.education.vic.gov.au/education/principals/spag/management/pages/research.aspx)

Please refer also to the school's:

- Governance and Management Policy
- Information and Privacy Policy

### REVIEW CYCLE

This policy, first developed in this format in March 2019 and will be reviewed as part of the school's three-yearly review cycle or if guidelines change (latest DET update early October 2018).