Rationale

* DET 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.

Purpose

* To ensure appropriate approval is obtained to conduct research.
* To ensure Charles La Trobe College 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 Principal will ensure all research conducted at Charles La Trobe College complies with DET policy and guidelines described above.
* Please refer also to the school’s *Information Privacy 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 update early September 2014).

RATIFICATION

This policy was ratified by the College Council on 15th February, 2018.

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)