



Education &
Communities

STATE EDUCATION RESEARCH APPLICATIONS PROCESS (SERAP)

Guidelines

2014

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Introduction

The NSW Department of Education and Communities (the Department) welcomes research that is of high quality, is consistent with the provisions of the *National Statement on Ethical Conduct in Human Research*, and supports departmental goals and strategic directions.

The Department encourages research that:

- supports learning
- has the potential to contribute to new knowledge and practice in education
- is inter-disciplinary and collaborative
- involves an inquiry into what seems to be working well, so that practitioners and policy makers can learn from the most successful experiences or cases
- employs effective strategies for the dissemination of outcomes to teachers, researchers and other interested parties.

These guidelines for the State Education Research Applications Process (SERAP) apply to research carried out by external agencies in NSW public schools including:

- pre-schools
- primary schools
- secondary schools
- central schools
- community schools
- environmental education centres.

These guidelines also apply to research carried out using extant data (existing data sets and summary statistics) held by the Department. Research cannot be conducted in NSW public schools or using extant data without departmental approval.

“Research” is defined as the creation of new knowledge or the use of existing knowledge in new, creative and systematic ways so as to generate new concepts, methodologies and understandings.

A “research design” is a systematic approach to creating new knowledge, concepts, methodologies and understandings.

Contact information

If you have any inquiries in relation to SERAP, please contact:

Research Unit

Policy, Planning and Reporting

Telephone: (02) 9244 5060.

Does your project need to be considered under SERAP?

Requests to undertake the following activities require departmental approval but are NOT considered under SERAP. Approval to undertake these activities should be sought from the areas indicated in Table 1.

The following activities do not require SERAP approval:

- research in TAFE
- surveys and opinion polls that are not part of a research design
- requests for extant data held by the Department that are not part of a research design, e.g. a request for data by a government agency
- collection of information by students for Higher School Certificate (HSC) courses, and undergraduate and graduate assignments. Note: Theses and honours projects (and equivalent 4th year university projects) are **not** exempt, and must be considered under SERAP
- the trial or evaluation of educational resources or programs that are not part of a research design.

Table 1: What happens if your project does not fall under SERAP?

Type of project	Where approval should be sought
Research in TAFE	Contact relevant TAFE Institute
Surveys and opinion polls not part of a research design	Contact the relevant school principals for local surveys or contact the relevant Department state office Directorate for larger surveys
Access to extant data held by the Department for any purposes other than as part of a research design	Contact the relevant data steward within the Department
Information collection for HSC, university undergraduate and graduate assignments	Contact the relevant school principal(s)
The trial or evaluation of education resources or programs that are not part of a research design	Contact the relevant school principal(s) for smaller trials or contact the relevant Department state office Directorate for larger trials

For assistance with contacting the relevant approval body, you may contact the Research Unit or the Department switch board, (02) 9561 8000.

Criteria for assessment under SERAP

When assessing research applications, the Department gives consideration to:

- benefit – the potential benefit of the research to the Department, the researchers and the wider community
- feasibility and methodology – the likelihood that these benefits will be realised
- the benefits vs the risks of releasing personal and/or sensitive information for research purposes, and the adequacy of privacy and security arrangements.
- cost – the impact on, or time and effort required by the Department's staff and students as participants and co-investigators
- ethics – whether the participants are accorded the respect and protection that is due to them.

Likely benefits, feasibility and methodology are considered in relation to likely costs and ethical requirements.

Benefit

The Department will consider the extent to which the research has potential benefit to:

- the researchers, in terms of their own professional learning
- students, teachers, their schools and communities, education systems and the wider public
- the Department and Government, in terms of supporting the achievement of existing priorities or informing new priorities and policies
- the field of education or human services – to theory, knowledge and practice.

In assessing the potential benefit of a research proposal the Department gives greater weight to a proposal that demonstrates educational benefit.

Feasibility and methodology

The Department will consider the extent to which the research has the potential to realise the stated benefits, for example:

- The design of the project demonstrates care and systematic attention to detail in planning and methodology and is capable of producing sound results.
- The research goals, questions, strategy, methodology, research instruments, data analysis approaches and the broader purposes to which the research contributes are well-matched and the links between all the elements are made explicit.
- The research will be conducted or supervised by persons or teams with experience, qualifications and competence that are appropriate for the research.
- The practical and resource requirements of the research, particularly in the context of schooling practices and protocols, have been well planned.
- Consultation with stakeholders is built into the research.
- Dissemination strategies for the findings of the research are clearly articulated.
- The legality and feasibility of providing data, particularly in the context of proposals to use personal data, or to link data.

Cost

The Department will consider the extent of the potential costs of the research in terms of:

- the likely impact and demands of the research on departmental and school operations
- the time, resources and commitment required by staff and students in schools
- the extent to which the research supports activities in school or are additional to them
- the potential risks to the Department of the research
- the extent of participation, funding or support from other government and non-government bodies.

Ethics

Participants are accorded the respect and protection that is due to them. That is:

- The research conforms to the principles in the *National Statement on Ethical Conduct in Human Research* issued by the National Health and Medical Research Council.
- The research design incorporates mechanisms to deal adequately with any harm or discomfort that may occur as a result of participation in the research.
- The informed consent of participants and the assent of children is obtained before research begins.
- A person's decision to participate in research is voluntary and based on sufficient information and adequate understanding of both the proposed research and the implications of participation, including use of translated information and consent forms and of interpreters, where needed.
- The research design does not involve the use of deception (using deception will not be approved without strong justification).
- No one is subject to pressure in deciding whether to participate.
- People who elect not to participate in a research project are not required to give any reason for their decision.
- Participants are entitled to withdraw from the research at any stage and, where practicable, any data they have contributed will be withdrawn.
- The project does not involve any inducement that is likely to encourage participants to participate.
- Consent is renegotiated or confirmed from time to time where projects are complex or long-running, or participants are vulnerable.
- Researchers respect the developing capacity of children and young people to be involved in decisions about participation in research.
- Active consent, where the primary caregiver has explicitly agreed to participate through the return of a completed consent form, is to be obtained in all but exceptional circumstances.
- The privacy and anonymity of participants is protected.
- Researchers respect the privacy, confidentiality and cultural sensitivities of the participants and of their communities.
- Procedures for maintaining confidentiality when storing, accessing and disposing of data are clearly specified.
- Proposals ensure the confidentiality of participating schools.
- The research is undertaken primarily for the public good rather than for commercial or material gain.

Risk, consent and privacy

Level of risk

In some cases research may lead to harm, discomfort or inconvenience for participants or others.

Harm includes:

- physical harm, including injury, illness and pain
- psychological harm, including distress
- social harm, including social stigmatisation
- economic harm, including the imposition of direct or indirect costs on participants
- legal harm, including disclosure of criminal conduct.

Less serious than harm is *discomfort*, such as anxiety induced by an interview. Less serious again is *inconvenience*, such as giving up time to participate in research.

A risk is a potential for harm, discomfort or inconvenience. Determining the level of risk involves considering:

- the likelihood that harm, discomfort or inconvenience will occur
- the severity of the harm
- the consequences of the harm.

The expression 'low risk research' describes research in which the only foreseeable consequence is one of discomfort. 'Negligible risk research' describes research in which there is no foreseeable consequence of harm or discomfort or that any foreseeable consequence is no more than inconvenience.

Much human research, and most education research, carries low or negligible risk. In designing research projects, researchers should gauge the level of risk and have strategies in place to minimise this risk. Information about such strategies need to be outlined in information sheets for participants.

All researchers have a responsibility to design their research and report the findings in ways that are sensitive to, and respectful of:

- cultural, religious and other such differences amongst research participants
- the impact that publication could have on participants.

Insurance cover

The Department expects that research activity will not expose students, staff or the Department to any unreasonable risk. Accordingly, the Department requires researchers to hold public liability and workers compensation insurance for the term of the research project.

Usually, the researcher will be covered either by the institution in which they are enrolled or by their employer. Specifically, the researcher must have, or be covered by:

- public liability insurance in the amount of not less than \$10 million for each and every occurrence and unlimited in the aggregate for the period of the project

- professional indemnity insurance in the amount of not less than \$10 million for any one occurrence
- workers' compensation insurance in accordance with NSW legislation for all research staff.

The Department requires researchers who are not employed by a university or government department to provide evidence of their, or their organisation's, insurance coverage for the research activities. Such evidence will ordinarily take the form of a copy of the certificate of currency and should state:

- the insurer
- details of the cover
- the value of the insurance
- the parties insured and
- the term of the insurance.

Duty of care

The Department must be satisfied that research involving the participation of a student is not contrary to their best interest.

Researchers must be conversant with, and comply with the Department's Child Protection Policy and procedures.

The Department does not encourage the interaction of researchers with individual students. Where research requires interviews with students, a group interview should be conducted in the presence of a teacher or other trusted adult. If a group interview is not possible, the interview should be conducted in the presence of a teacher or other trusted adult or in an open space in view of the school staff.

Research involving students must provide for their emotional and psychological security and wellbeing. If at any time during a research project, a researcher identifies that a student may be at risk of harm, the researcher must report this information, including the identity of the student, to the principal.

Privacy and anonymity

Research involving the disclosure of personal or health information held by the Department must comply with the requirements of the *Privacy and Personal Information Protection Act 1998*, the *Health Records and Information Privacy Act 2002* and any relevant statutory guidelines and directions issued under this legislation.

It is important that the privacy and anonymity of participants be protected. So, for example, if the research involves a questionnaire, the information should be collected anonymously. When anonymous data collection cannot be achieved the confidentiality of participants must be assured except as required by law. Such situations might include when information is being gathered by audiotape or videotape or identifying information is needed to track participants in longitudinal studies.

Persons other than the researcher must not be able to link the information collected to individual participants. Researchers need to ensure that in reporting the findings of research that small cell sizes containing information that could potentially identify individuals are suppressed.

Consent

Active consent

In all but exceptional circumstances, the Department requires that active consent be granted for all participants. Active consent requires that participants provide written consent to participate in the proposed research.

It is generally expected that where research involves the participation of students who are children or young people, consent will be provided by the student's parent or caregiver in place of, or in addition to, the assent of the student.

In the case of participants or their parents/caregivers with limited English language skills, information and consent forms should be provided in translation. Where participants or their parents/caregivers are not literate in their first language, interpreters should be provided to ensure informed consent.

Passive or implied consent

The use of passive consent occurs when consent is assumed unless some action is taken to withdraw consent. This is sometimes referred to as implied consent or the "opt-out" procedure.

Passive or implied consent runs the risk of participants, or their parents/caregivers denying that they provided informed consent and alleging breaches of privacy legislation.

NSW privacy legislation makes provision for the disclosure of personal and health information for the purpose of research, in particular circumstances where disclosure would otherwise be in breach of the legislation.

Research requiring passive consent must be approved by an ethics review body which has considered the implications of the absence of active consent.

Waiving Active Consent

In deciding whether to waive active consent, the Department takes into consideration:

- the sensitivity of the research
- whether parents could reasonably object to their child's participation in the research
- the degree of risk of harm
- the degree of integration of the research into regular school programs
- the maturity of the participants
- the methodology of the research
- the agency and respect that the research affords participants; specifically, conducting research with children rather than on or about them, which in process gives their views legitimacy.

Standing parental consent

Standing parental consent enables parents to give consent for their child's involvement in particular types of research in the school setting for the period of the school year.

Parents are notified of each project but are not required to give further consent in each instance. They are reminded with each notification that they may withdraw their consent for the particular project. Parents may withdraw their standing consent at any time.

Schools may only arrange for standing parental consent to be given for a child's participation in research that is for the benefit of children and comprises no more than

- overt observation in school classrooms
- anonymous or coded (potentially identifiable) questionnaires
- surveys on subject matters not involving sensitive personal information or personal or family relationships.

In the case of standing parental consent, researchers should consider the information relating to passive consent.

Consent of the student only

Where a research project requires the consent of students who are under the age of 18 years without the additional consent of their parent/guardian, this must be made explicit in the research approval provided by an ethics review body. Information and consent forms for young people should be written in clear and accessible English and provided in translation where required. In deciding whether to waive parental consent, the Department takes into consideration criteria similar to those for waiving active consent, outlined above (page 9).

Special considerations in relation to data requests

Extant data is not typically collected for the purposes of research. Extant data refers to data that has already been collected and is held by the Department, for example, this includes school attendance data and performance data, such as NAPLAN and HSC results.

If the Department considers that the cost of preparing the information to meet a request for extant data is substantial, the Department will provide an estimate of the cost to the applicant and reserves the right to recover these costs from the applicant should they decide to proceed with the request.

Where data is individually identifiable, the consent of participants must be sought to use their data for the purposes of research.

For data that is not individually identifiable, it is not always feasible to seek the consent of individuals to use this data for research purposes. In such cases the requirements of consent may be waived under the following conditions:

- the waiver is not prohibited by state, federal, or international law
- involvement in the research carries no more than low risk
- the benefits from the research justify any risks of harm associated with not seeking consent
- there is no known or likely reason for thinking that participants would not have consented if they had been asked
- there is sufficient protection of participants' privacy
- there is an adequate plan to protect the confidentiality of data. (refer to *National Statement on Ethical Conduct in Human Research*, page 24)

Such a waiver is subject to the approval of the data steward.

Special advice to honours, masters and diploma students

New researchers, such as candidates for Bachelors (Honours) degrees, Masters degrees or Diplomas, are likely to find that their research experience, resources and available time make the choice of certain research topics unsuitable. The topic areas listed below will generally require the demonstration of a very high level of educational benefit to justify potential risks and disruption to schools and students.

Subject areas which often require extensive consultation include:

- eating disorders
- drug or alcohol consumption
- sexuality
- grief, death or trauma
- depression
- anti-social behaviour or criminal activity
- sensitive personal and emotional issues
- cultural issues.

Proposals with these features generally also require extensive consultation and assessment before approval is given. The additional time required to complete this process may not be appropriate for inexperienced researchers needing to complete projects within limited time requirements.

This is also the case for research designs which include any non-standard features such as deception, or the collection of sensitive personal information. These features require a compelling justification for their inclusion and must also be justified by the significant educational benefit of expected research outcomes.

Research design features that will generally not be approved without strong justification for their inclusion include:

- passive, rather than active consent
- use of procedures, activities or equipment other than those in everyday school use, particularly those that may involve physical risk or emotional distress
- medical procedures and/or the collection of body fluids for analysis
- collection of personal background information
- deception
- possible identification of individual participants, classes or schools in the report
- reporting of comparative data which could identify individual schools or educational sectors.

The application process

Overview

The SERAP Online process:

- collects all the administrative information required to produce application forms
- collects any screening information required for verification by the Department
- uploads the completed proposal form
- creates the personalised and completed application form for printing and signing

NOTE: this process cannot be completed until all of the items are provided.

Hard copies of signed documents should be mailed to:

Manager, Quality Assurance/Research

NSW Department of Education and Communities
Locked Bag 53
Darlinghurst NSW 1300

Electronic copies (with signed forms scanned) should be emailed to:
serap@det.nsw.edu.au

Documentation required as part of the application

The following items must be provided as part of the application.

Research instruments

The researcher must submit copies of interview schedules, questionnaires or other data collection instruments (including tests or stimulus materials and interest and focus group questions). These are to be in the final form proposed for use. Information that demonstrates the adequacy and appropriateness of the instrument(s) (such as data relating to its validity and reliability) should be provided where available.

Letter to principals

A letter to principals seeking permission for their schools' participation in the research should be written in plain English and should be concise and clearly worded. It must include information outlining the nature of the research, what is required of school resources, school personnel and participants, the amount of time research activities will take and the timeline for the research.

The letter must also inform principals of their right to withdraw from part or all of the project at any time.

Information to principals should include as attachments research instruments, information sheets and consent forms, as well as any other documents to be provided to participants.

Information sheets and consent forms for participants

Information about the project and the request for consent to participate must be provided, in a suitable format, to all participants. Samples of information sheets and consent forms are provided in Appendix 2.

Completing the application

The online application will request information as follows:

- details of applicant and other parties involved in the research
- confidential declaration by principal researcher
- dissemination of information on completed research projects
- requirements for meeting the new Working With Children Check for all researchers having direct physical or face-to-face contact with children as part of the research project; further information can be found at www.newcheck.kids.nsw.gov.au
- indemnification by the principal researcher or their employer
- researcher declaration.

Ethics committee approval

A copy of the final approval letter from the relevant ethics committee (such as a university's human research ethics committee) is required where applicable.

Applications to a university ethics committee (or similar) can be submitted at the same time as the SERAP application. However, while the Department will start its consideration of the proposal at the same time as the ethics committee is making its own assessment, no application will be approved until a copy of the final ethics committee approval letter, all ethics committee communications regarding the project, final approved versions of information sheets and consent forms have been received.

University ethics committee approval letters and related documents that could not be included with the initial application should be forwarded directly to the Department processing office as indicated on the online application home page and in the application acknowledgement letter.

Progress of the application

If the application includes all the required documentation, an acknowledgement letter will be sent which will include the SERAP number assigned to your application at the beginning of the online application process and an indication of any missing documents.

Applicants should refer to this SERAP number in any further enquiries or correspondence about the progress of their application.

During the course of the assessment of the application, the applicant may be asked to provide further information or address issues raised by assessors. This may require modification of the proposal before approval can be finalised. Such communications will be made by email using the email address supplied in the application.

At the conclusion of the assessment process, the research application will either be approved or rejected and a formal letter of notification will be sent.

In general the assessment process is completed within one month.

Approval

If the research proposal is approved, an approval letter will be sent which contains the names of all researchers cleared for interacting with children in NSW schools for the purposes of the proposed research.

Approval to approach government schools will normally be granted for a twelve-month period. Approval will not extend beyond the duration of the ethics committee's approval or the completion date for the project if this is sooner.

Applicants who have obtained approval from the Department under the SERAP process must then obtain the approval of the principals of the schools in which they wish to conduct their research. A copy of the approval letter must be provided to the principal of any school approached to be part of the research.

Principals have the right, in all cases, to decline requests for the conduct of research in their schools. Approval of proposals by the Department does not diminish this right.

Rejection

A research proposal will be rejected only if it does not meet the assessment criteria.

Proposals which have been rejected may be revised and re-submitted. Applicants who are re-submitting proposals must indicate that they have previously applied to conduct this research.

The progress of re-applications will be facilitated if they directly address those issues identified as the cause of a previous rejection.

Extensions and variations to research projects

Extensions

Applications to extend research projects must be submitted online by using the SERAP number assigned to your application.

The Extension requests should be submitted along with a copy of the applicant's university ethics committee approval letter (where applicable) which covers the period of the extension requested.

Variations

Permission must be sought for all variations to approved research projects.

Where significant changes to the approved research project are proposed, a formal application to vary the project is required. A new ethics committee approval letter which covers the changes to be made should also be provided along with new information sheets and consent forms.

A list of additional schools to be approached (if any) should also be provided in the version of the form which describes the changes proposed.

NOTE: Only the changes proposed should be described; it is not necessary to resubmit the original application.

Provision of reports to the Department

It is a condition of approval that upon completion of a project, the researcher will provide the Department with a report of the research *and* a concise executive summary of the report. The latter is to be provided in a form suitable for wider dissemination. The report may take the form of a journal article or articles, or a copy of the thesis.

Please note that researchers are also required to provide the executive summary to participating schools.

The executive summary should focus on the outcomes of the research and should include the following sections:

- the title of the research
- the name of the principal researcher and their organisation or institution
- a précis of the research
- the importance of the research – how it builds on and adds to current theory and knowledge and how it is of value to public education
- research questions, hypotheses or relationships that have been examined
- a brief outline of the research design, including a rationale for that design, a description of the sample and data collection methods
- findings in relation to the research questions.

Reports and summaries should be written in a clear and concise manner, use headings and minimise the use of technical terms. If technical terms or acronyms are used they should be explained.

Uploading of reports

Research reports should be uploaded online. You can also provide an electronic copy of the report to serap@det.nsw.edu.au

Submissions of papers that have been written based on the approved project, are also welcome.

Appendix 1

Criteria for quality research

Quality research is well designed and capable of producing sound results that are relevant to the research goals. This means that the design of the project demonstrates care and systematic attention to detail in planning, and is described in sufficient detail so as to make the project transparent to peers.

Quality research has merit. It is:

- justifiable by its potential benefit, which may include its contribution to knowledge and understanding, to improved social welfare and individual wellbeing and to the development of skill and expertise of researchers
- designed using methods appropriate for achieving the aims of the proposal
- based on a thorough study of the current literature and previous studies such that:
 - the research can be supported by a systematic review of the literature that would demonstrate the importance of the research question
 - the research builds upon the results of previous research
 - similar research has not already been carried out in the same, or similar contexts
- designed to ensure that respect for the participants is not compromised by the aims of the research, by the way it is carried out, or by the results
- conducted or supervised by persons or teams with experience, qualifications and competence that are appropriate for the research
- conducted using facilities and resources appropriate for the research.

Researchers should ensure that research goals, questions, strategy, methodology, research instruments and the broader purposes to which the research contributes are clearly described and well matched such that:

- research goals and research questions are feasible, focused and clearly stated
- the research strategy adopted is appropriate to answering the research questions
- research instruments are well designed to elicit responses that will answer the research questions and do not include the examination of any unnecessary or extraneous elements
- the instruments are appropriate for use with the participants in terms of language, complexity and length.

The links between all these elements should also be made explicit.

Quality research is conducted with integrity and is carried out by researchers committed to searching for knowledge and understanding whom follow recognised principles of ethical research conduct. Conducting research honestly includes, for example:

- taking steps to minimise the possibility of unrecognised or selective influences on the data collection and analysis
- the methods for analysing the data are clearly stated, systematic and appropriate to the nature of the data
- designing research that considers and accounts for all important influences on the issues or variables being investigated`
- identifying the limitations of the research and avoiding unwarranted generalisation

- where interviews and questionnaires are proposed, taking care to ensure that leading questions are avoided
- clearly specifying how the participants will be recruited and justifying the number and kind of participants proposed
- disseminating and communicating results whether favourable or unfavourable, in ways that permit scrutiny and contribute to public knowledge and understanding.

Research applications should provide explicit statements that demonstrate these qualities.

Appendix 2

Sample information sheets and consent forms

Information sheet for parents and carers

About the research project

The <name of your organisation> is inviting your child to participate in a research project about <focus of research>.

We want to find out <purpose of research>. This information will be used to <what information will be used for>.

We are asking you and your child if it's okay for your child to take part in this project.

What will be involved?

We will visit your child's school <or wherever project will take place> during <specify when>.

At this time your child will <specify what child will take part in, focus group, survey, interview etc>. It will last no longer than <specify amount of time>.

What if I don't want my child to take part in the consultations/project?

That's OK, it is not compulsory.

Both you and your child have to agree to your child taking part. You can let your child's school or us know if you wish your child to participate. Simply fill out the form attached saying you agree for your child to participate, and return it to your child's school, or to us.

Even if you and your child decide to take part, you both have the right to withdraw from the project at any time.

Can my child or I be identified as participants?

Include information here about how identifying the consultations/project will be. For example:

No, you or your child cannot be identified through the consultations/project. No report produced from the research will identify your child. The only exceptions to this is if a child reveals they are at risk of abuse or neglect, or that they have experienced abuse or neglect recently or that they may harm themselves or someone else. In these situations we are required to make a report to the school principal.

You may also want to say, if relevant:

With your consent and your child's consent, we may use quotes and photographs in the final report, on our website or in other materials, but no names or identifying information will be used. If you don't want photos used, you can say so on the consent form. We will keep your child's name so we can send your child a certificate of appreciation <or whatever you will send them> but we will not use it for any other purpose.

Is there anything that might make my child upset if they take part?

For example:

The topic is not likely to be upsetting or uncomfortable for your child. However, if anything they talk about during the discussion does make them feel upset they can stop taking part. If your child wants, we can assist them to obtain help by contacting you, teachers or counsellors in the school, or by giving them the names of other people to talk to such as the Kids Helpline.

What will happen to the information collected?

<Explain what will happen with the information> For example:

The material will be kept in a locked storage cabinet at <name of organisation> for five years from the completion of the project. At the end of five years the material will be destroyed.

What do I need to do?

If you agree for your child to take part in the project, please complete the consent form attached to this letter and return it to <return arrangement/school/etc> by <date>. Your child has also been given an information sheet about the consultations/project.

If you have any questions about the project you can contact <person's name and position> at <name of organisation> on <phone number/email address>.

Research on < name of project >

Consent form for parents or carers

Please complete this form and return to <name of school, centre, organisation, etc> by <date>.

I, _____
(please print name of parent)

declare that I have legal responsibility for _____
(please print name of child)

and I am legally competent to give consent to his/her participation in <name of project> to be held on <date> .

In giving my consent, I:

(NOTE: Not all of these dot points may be relevant to your project)

- Am happy for my child to participate in <project name>.
- Have read the information about the project and understand what is involved.
- Have discussed participation in the project with my child and they are willing to take part.
- Understand that <name of organisation> is conducting the <consultation/focus group etc> and that a <teacher> may also participate.
- Understand that the consultation will be audio/video recorded and that quotes may be used in the report, on the <name of organisation's> website or other materials, but that my child's name or any identifying information will not be used.

(please tick 'Yes' if you agree and 'No' if you do not agree):

• I agree to the my child's voice being recorded and quotes being used	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• I understand that my child's photo may be taken and used in the report, on the <name of organisation's> website or other materials, but that my child's name or any identifying information will not be used.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• I agree to my child's photo being taken and used in the report	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Details of Parent/Carer

Name _____

Signature _____

Date _____

Phone _____