Guidelines for Approving Applications from External Agencies to Conduct Research in NSW Government Schools

June 2001
Amended, September 2004
1. INTRODUCTION

The NSW Department of Education and Training welcomes research undertaken in its schools as a significant way of helping to maintain and improve the quality of public education.

The Department has a responsibility to ensure that research conducted in schools(1) does not infringe upon the rights or jeopardise the welfare of students within the Department’s care or personnel employed by the Department, and that research activity does not impede educational programs.

Accordingly, proposals to conduct research in Department schools will be assessed with the intention of ensuring:

- the rights of students in the Department’s care and personnel employed by the Department are protected
- the welfare of students in the Department’s care and personnel employed by the Department is ensured
- the probity of research undertaken within Departmental schools
- the research question is of sufficient educational value, purpose, or significance for the Department, to justify the expenditure of any necessary time and effort required of Departmental students and/or staff
- the research methodologies are appropriate and capable of producing valid outcomes
- the research findings are presented fairly and accurately.

It is stressed that the last two parameters should not be interpreted as an attempt to stifle research but simply as an effort to ensure that the findings of such research are both valid and accurately presented.

It is a condition of approval that, upon completion of a project, the researcher will provide the NSW Department of Education and Training with a report of the findings of the study and grant the NSW Department of Education and Training the right to disseminate this report to personnel employed by the Department. The researcher will also provide participating schools with a summary of the study findings.

Applications being submitted to the Department of Education and Training should be addressed to:

Manager, Research and Analysis
NSW Department of Education and Training
Level 6, 35 Bridge St.
Sydney 2000.

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1. Throughout this document, research conducted in schools is assumed to include research conducted in all government pre-school and K-12 education and training precincts, such as, for example, senior secondary colleges.
Officers of the Research and Analysis Unit may be contacted on (02) 9561 8094, (02) 9561 8402, or (02) 9561 8822.

2. APPROVAL PROCEDURES

2.1 Coursework / assignment ‘research’

The Department recognises that so-called ‘research’ assignments are often included as part of the requirements for undergraduate (pass) and coursework masters (pass) degrees. Such exercises are usually on a small scale, have to be completed within one or two semesters and are more of the nature of coursework projects or exercises. To facilitate access to schools for this type of research, approval can be provided by school Principals without prior approval having been obtained from State Office. (Of course, proposals for research of this nature should already have been subjected to the approval procedures of the institution with which the student is affiliated.) School Principals will approve such proposals, however, only if they judge them to satisfy the Criteria for Assessing Applications (Section 3) and they consider that the ‘research’ will not place excessive demands on staff, students and the school’s administration. School Principals and/or School Education Directors authorising coursework/assignment research will ensure that those undertaking such research will have filled out and presented FORM B: Confidential Declaration by Principal Researcher.

If it is intended to involve participants from more than one Government school in research activity undertaken as part of the requirements for an undergraduate (pass) or coursework (pass) masters degree, then approval to do so must also be obtained from the Director of the School Education Area in which the schools are located as well as from the Principals of the schools involved. All such research activity must be undertaken within the one school Area.

Where students are conducting course related research in schools while undertaking a practicum, school Principals may approve the use of information which is collected as part of their teaching activities, for example student evaluations of teaching materials, without requiring this information to be collected in accordance with the Research Guidelines.

If Principals and, where appropriate, School Education Directors are in doubt as to whether a proposal satisfies the Criteria for Approving Applications they will refer it to State Office for assessment. Principals and, where appropriate, School Education Directors will also refer to State Office proposals which focus on sensitive issues – for example student welfare matters, or school students’ evaluation of their teachers. The Department considers that proposals of a sensitive nature should be assessed by State Office personnel with relevant expertise.
2.2 All other external research projects

Approval for all other external research projects - eg research theses associated with Bachelors (Honours) degrees, Masters (Honours) degrees and Doctorates - must be sought from State Office through the State Education Research Approval Process (SERAP).

Research should usually attempt to extend, rather than duplicate, existing knowledge. Applicants are to provide evidence that they are aware of existing knowledge and research in the area, and are required to demonstrate how the proposed project will add to the store of knowledge and understanding. Where a study is designed to replicate earlier work, it is necessary to provide grounds to justify such replication.

Applications submitted to State Office should be in accordance with the Criteria for Approving Applications (Section 3) and include the Required Documentation listed in Section 4. Before completing the application, applicants should read the criteria carefully. Note that, in signing Form A, researchers indicate that they are familiar with the criteria and agree to abide by them. All of the documentation requested must be provided: including Forms A, B, C, D, E, F and G. Proposals cannot be assessed unless adequate detail is provided.

Proposals emanating from a university, which are required by university protocols to be approved by its research ethics committee, must be approved by that committee before final approval will be granted by the Department. To speed up the approval process, the Department is happy to consider the proposal at the same time as the university ethics committee is making its own assessment. The Department’s final approval will be withheld, however, until notification of the approval of the university’s human research ethics committee is supplied to the Department.

2.2.1 Processing of applications

Research applications are processed by the Research and Analysis Unit of the Planning and Innovation Directorate. Reviewing officers will recommend that the proposal be (a) approved, or (b) approved subject to modification or additional information being provided, or (c) rejected. 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.

In some situations the Department may seek more detailed undertakings from the researcher concerning methods of analysis and presentation. Such undertakings may be considered necessary to ensure that “the research methodologies are appropriate and capable of producing valid outcomes” and that “the research findings are presented fairly and accurately”. Approval will be conditional on researchers agreeing to abide by such undertakings.

Applicants who have obtained State Office approval must then obtain the approval of the Principals of the schools in which they wish to conduct their research. Principals...
have the right, in all cases, to decline requests for the conduct of research in their schools. Approval of proposals by State Office does not diminish this right.

2.2.2 Facilitating the process

The Department welcomes approaches by applicants who may have any inquiries about the Department’s procedures for providing approval for research in NSW Government schools, colleges or any other public school education and training precincts, or who may require assistance in preparing an application. The Department recognises the complexities often faced by applicants in the past, and is keen to streamline the approval processes, without sacrificing rigour. It may suit a university student / member of staff applicant, for example, to discuss a proposal informally with officers from the Research and Analysis Unit prior to seeking formal approval.

3. CRITERIA FOR APPROVING APPLICATIONS

These criteria are in accord with the National Statement on Ethical Conduct in Research Involving Humans and comply with the Information Protection Principles contained in the New South Wales Privacy and Personal Information Protection Act 1998.

3.1 Anonymity and confidentiality

Whenever possible, the anonymity of participants must be protected.

Thus, for example, if the research is of a survey kind, the information should be collected anonymously: it should not be possible to link the information collected to individual participants. When this cannot be achieved, for example when information is being gathered by audiotape or videotape or identifying information is needed to track participants in longitudinal studies, the confidentiality of participants must be assured. Persons other than the researcher must not be able to link the information collected to individual participants.

Researchers who wish to collect information which enables participants to be identified by the researcher, must be able to demonstrate the necessity for collecting such information and describe the procedures which will be adopted to ensure confidentiality. Procedures for storing, accessing and disposing of data which enables participants to be identified, such as audiotapes and videotapes, will need to be outlined. Such information should be retained for only as long as is necessary for the purpose for which it was collected; should be stored securely and protected by taking reasonable precautions against unauthorised access, use, modification or disclosure, and against all other misuse; and should be disposed of securely.

Notwithstanding the above, when studies have the potential to identify students as being at risk of harm from themselves or others, then information will need to be
collected in a manner which enables such students to be identified and their names disclosed to the relevant school Principals to enable further action to be taken as may be appropriate. The Department acknowledges that this requirement may jeopardise confidentiality and may present methodological problems. In such situations, however, it considers its ‘duty of care’ obligations to be paramount. In such cases, as there is a possibility of confidentiality undertakings being breached, this should be clearly spelt out in consent forms.

In addition, only proposals which ensure the confidentiality of participating Departmental institutions will normally be approved. State Office may agree to waive this condition, however, if it is considered appropriate to identify an institution in the research findings.

3.2 Informed consent

The assent of participants must be obtained before research begins. In addition, in accord with Section 4.2 of the National Statement on Ethical Conduct in Research Involving Humans, the consent of a primary caregiver (2) is required if the participant is a “minor” (under the age of 18).

Potential participants, and their primary caregivers if the potential participants are under the age of 18, also have the right to be fully informed of the intent and nature of the research when deciding to participate or to allow participation.

Accordingly, all potential participants and, if they are under the age of 18, their primary caregivers, must be supplied with an information sheet which outlines the nature and conduct of the research and any other factors which might reasonably be expected to influence their willingness to participate, including information relating to the procedures for storing, accessing and disposing of data. Where the potential participants are unable to read effectively (for example, most kindergarten and many Year 1 children) these matters will be communicated in appropriate ways. Potential participants should also be informed that

- their participation is voluntary,
- a decision not to participate will in no way prejudice their academic standing or relationship with the school, and
- they are free to withdraw their participation at any time.

When the informed consent of a primary caregiver is required this must be in writing. As part of the written advice giving consent, the primary caregiver should indicate that he or she has discussed the matter with the potential participant who, in turn, has explicitly agreed to participate, that is, has given his/her assent.

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2. The term ‘primary caregiver’ is used throughout to refer to any person with the authority to provide the approval required by the National Statement on Ethical Conduct in Research Involving Humans.
Passive consent by the primary caregiver, that is, where consent is assumed to be provided unless the primary caregiver indicates otherwise, is generally not acceptable.

It is generally appropriate to accept participation as an indication of the participant’s informed assent: that is, participants will not generally be required to indicate in writing their willingness to participate.

When participants’ involvement is ongoing and there are significant changes in the nature or conduct of the research which might reasonably be expected to influence their willingness to participate, participants and, in the case of students under the age 18, their primary caregivers must be informed by the researcher of such changes in writing. The written consent of primary caregivers and the assent of participants must be obtained again.

The requirement for informed consent may be waived for student participants who will simply be observed and will not be required to interact directly with the researcher, provided that the students are aware of the researcher's presence.

Under no circumstances are classroom observations to be made without the informed consent of the class teacher.

3.3 Access to information

Students and Department personnel have the right to determine whether information which can be linked to them personally is made available by other parties for research purposes. Accordingly, such information should not be sought from school Principals or other Department personnel unless participants have given written consent for its release. (Written consent is required as school Principals or other Department personnel will need to satisfy themselves that consent for release has been given). Where it is intended to seek such information, this must be indicated clearly and unambiguously on consent forms.

Researchers should note that school Principals or other Department personnel are not authorised to release individual or aggregated performance data (e.g. BST, ELLA, SNAP, School Certificate and Higher School Certificate results) for research purposes. Permission to access aggregated data should be sought from the appropriate authority (the NSW Board of Studies or the NSW Department of Education and Training).

3.4 Sensitivity

The Department of Education and Training has a responsibility to ensure that students in its care are treated with sensitivity and with due regard to their personal and private lives and their cultural, religious and other beliefs. Department personnel are also entitled to the same consideration.
All researchers, therefore, have a responsibility to inform themselves of cultural, religious and other such differences amongst research participants, and only those studies which are sensitive to and respect these differences will be approved.

3.5 Minimisation of risk or harm

The Department of Education and Training has a duty to ensure that students in its care receive the best possible education and are protected at all times from physical, psychological and other forms of harm. Accordingly, research designs should not adversely affect students' educational progress or students' and other individuals' well-being. For example, adverse effects can result from:

- loss of privacy
- missing part of a curriculum
- loss of opportunities (e.g. falling behind contemporaries, being put in a lower 'stream', losing the opportunity to excel in a subject, etc.)
- harmful social, cultural, psychological or other consequences (e.g. from the collection of information that may result in students becoming distressed or being 'labelled' or categorised in particular ways by their peers).

In addition, where there is a possibility that students who may be distressed as a result of participating in studies, for example studies exploring issues such as psychological well-being, researchers will need to include strategies to ensure that adequate counselling support is available and that participants are aware of the availability of such support.

3.6 Child protection and duty of care responsibilities

The community has clear expectations of school personnel in matters relating to child protection. It rightly expects that, within the school context, children will be protected from all forms of abuse, including physical, sexual and emotional abuse. In addition, there is a legal obligation for school personnel to follow the Department’s child protection policies with respect to out of school issues which are articulated in the two documents:

- (DN/01/00051): Protecting and Supporting Children and Young People – Revised Procedures, December 2000

Approval to conduct research will be granted only when approving authorities are satisfied that researchers who are likely to come into contact with students do not represent a risk to students, are familiar with the Department’s child protection policies, and are aware of any obligations in relation to these policies.

Accordingly, all applicants are required to sign FORM B of the application package declaring that all researchers and research assistants who will be visiting a school in carrying out the research have:
• been made aware of the special responsibilities associated with undertaking research with children, in particular, responsibilities in relation the Department’s child protection policies.

• signed a Prohibited Employment Declaration (Form E)

• completed a consent to employment screening form (Form F)

• submitted proof of identity (as per the checklist Form G)

• have been made aware that a Working with Children Check will be undertaken in relation to each researcher or research assistant who visits a school as part of the research.

Note that researchers must also seek the approval of the Principal for the manner in which the research will be undertaken in a school, including the location of the research and supervision of students. In some cases a Principal may require evidence of a satisfactory criminal record check.

3.7 Prevention of unnecessary disruption

The Department of Education and Training has a responsibility to ensure that research activity does not impose an undue burden on schools and school personnel. The potential contribution of the research should be sufficient to justify the involvement which participants are being asked to make. This means, of course, that the level of disruption which is considered acceptable will be dependent on the potential value of the research. Research that imposes unacceptable levels of disruption to the teaching and learning program of schools will not be approved.

Researchers should note that, even if a proposal has been approved by State Office, school Principals have the right to deny access to their schools if they consider that research will cause an undue disruption to educational programs.

3.8 Methodological adequacy

The Department has a responsibility to ensure that research methodologies are appropriate and capable of providing a valid assessment of educational processes and outcomes. The researcher has a responsibility to articulate and provide justification for the methodology, and to outline strategies employed to ensure methodological validity and reliability. The Department reserves the right to withhold approval of studies which are considered to be methodologically inadequate.

3.9 Commercial gain

The Department does not generally provide approval for research which is undertaken primarily for commercial or material gain.
4. REQUIRED DOCUMENTATION

4.1 Proposal outline (original, 1 copy)

An outline of the research proposal should be provided. This should indicate:

- the research questions or hypotheses
- the context and background for the research
- the means by which the data/information will be gathered
- the participants from whom the data/information will be gathered
- the methods for ensuring the privacy of participants
- a time line for the research.

4.2 Letter to principals (original, 1 copy)

Approaches to Principals seeking approval to gather data in the schools for which they are responsible must be accompanied by a letter outlining the nature of the research and the commitment required of school personnel. A copy of this letter must be included with the proposal.

4.3 Research instruments (original, 1 copy)

The researcher must submit copies of interview schedules, questionnaires or other data collection instruments (including tests or stimulus materials). These are to be in the final form proposed for use. Where modifications are made, the researcher must submit the revised copies before they are used.

4.4 Information / consent letter (original, 1 copy)

The researcher is required to provide an information letter for distribution to all participants, and their primary caregivers if they are under 18 years of age. If the participants are likely to be under the age of 18, the letter must include a section which allows the primary caregiver to provide informed consent.

In addition to satisfying the requirements of Section 3.2 of the Criteria for Approving Applications the information /consent letter must clearly indicate the status of the researcher and the researcher’s institutional affiliation. Where researchers intend to collect information which enables participants to be identified by the researcher, the procedures for storing, accessing and disposing of data, as outlined in Section 3.1, should be described in consent /information letters.

4.5 A list of schools that will be invited to take part in the research (original, 1 copy)

So that the Department can keep track of the impact of research on schools, researchers are required to submit a list of the names of schools that will be invited to take part in the research. The Department reserves the right to require changes to
the list. This may be necessary if, for example, it is considered that the school has already had excessive research demands placed upon it.

### 4.6 University human research ethics committee approval (original, 1 copy)

It is assumed that research proposals from university staff and students have been or are being assessed by the appropriate university authorities as well as being submitted to the Department. Accordingly, if the university requires submission to its human research ethics committee, a copy of the committee’s approval must be submitted before final approval can be given by the Department. (The university research ethics committees is asked not to make Departmental approval a condition for the university research ethics committee’s approval or, alternatively, to grant approval subject to approval by the Department.)

As stated earlier, the Department is happy to consider the proposal at the same time as the university ethics committee is making its own assessment. The Department’s final approval will be withheld until notification of the approval of the university ethics committee is supplied to the Department.

### 4.7 Additional documentation (original, 1 copy)

In addition to the above, researchers are required to submit completed copies of Forms A, B, C, D, E, F and G

*Form A - Application to Conduct Research*

The application cover sheet contains the essential details of the proposal and the researcher(s). It is important that all sections are completed. Any incomplete information will cause delays in having the research approved.

All researchers must complete and sign Form A to acknowledge that the information supplied is correct, that they agree to conduct the research in accordance with the *Criteria for Approving Applications*, and that they and their representatives will maintain the confidentiality of all information collected from participants.

*Form B – Confidential Declaration by Principal Researcher*

The Department has an obligation to ensure that students will be protected from all forms of abuse and that all people who come into contact with students in Government schools have read and acknowledged their responsibilities as set out in the documents entitled:

- *(DN/01/00051): Protecting and Supporting Children and Young People – Revised Procedures, December 2000*
All researchers must sign Form B declaring that all researchers and research assistants who will be visiting a school in carrying out the research have:

- been made aware of the special responsibilities associated with undertaking research with children, in particular, responsibilities in relation the Department’s child protection policies.

- signed a Prohibited Employment Declaration (Form E)

- completed a consent to employment screening form (Form F)

- submitted proof of identity (as per the checklist Form G)

and that they are aware that a Working with Children Check will be undertaken in relation to each researcher or research assistant who visits a school as part of the research.

**Form C - Agreement to Provide Reports**

Researchers are required to provide the Manager, Research and Analysis with a report of their findings. This report will be forwarded to the appropriate State Office Directorate for information. The Department may also wish to disseminate the research findings more widely throughout schools in NSW. If re-drafting of the report is required for wider dissemination, this will be done in consultation with the researcher.

Researchers are also required to provide participating schools, or other public school education and training precincts with a summary of their findings, if requested.

**Form D – Referee’s Report (two separate reports required)**

It is the responsibility of staff at the sponsoring research institution to examine all research proposals to consider their quality, appropriateness and adequacy. Ethical issues also need to be considered, especially in relation to protecting the privacy of the people providing information and the confidentiality of the schools taking part. The researcher’s capacity to handle the research should also be considered. Two separate, completed referees’ reports must accompany proposals. Where the research is part of the requirements for the award of a university degree, at least one of the referees must be the research student’s supervisor.

**Form E – Prohibited Employment Declaration**

**Form F – Consent to Employment Screening**

**Form G – Proof of Identity as per Checklist**
Form A

Application to Conduct Research

Principal Researcher………………………………………………………………………Title ……………………………

Contact Name (if different from above)
........................................................................................................................................

Address ............................................................................................................Postcode…………

Telephone .......................................................................................... Fax .................................................................

E-mail address ........................................................................................................

Title of Proposal: .....................................................................................................................
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Precis of Proposal: .................................................................................................................
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Have you previously applied to conduct this or similar research within Government Schools? (Yes/ No) ..............

If 'Yes', state where and when .................................................................................................

Is the proposed research part of a University course? (Yes/ No) ............... If 'Yes'

Degree ........................................................................University ........................................................

Supervisor ..................................................Department ............................................................

Faculty.............................................................................................................................

Will the findings of the research be primarily used for commercial gain? (Yes / No) ..............

I declare that the above information is correct. I declare that I have read the Criteria for Approving Applications in the Department’s Research Guidelines and agree to abide by them in the conduct of this study. I undertake to ensure that I, and any assistants working with me and/or on my behalf, will maintain the confidentiality of all information collected from participants.

................................................................. ………………………………… ……………………

Signature of Principal Researcher                                                              Date

Planning and Innovation Directorate, September 2004
Confidential Declaration by Principal Researcher

a. I am aware of the special responsibilities associated with undertaking research with children, in particular, responsibilities in relation to the Department’s child protection policies.

b. The attached list of people includes all researchers and research assistants involved in the research.

c. All researchers (including myself) and research assistants who will be visiting a school in carrying out the research have:

- been made aware of the special responsibilities associated with undertaking research with children, in particular, responsibilities in relation the Department’s child protection policies.

- signed a Prohibited Employment Declaration (Form E) which is attached

- completed a consent to employment screening form (Form F) which is attached

- submitted proof of identity (as per the checklist Form G) which is attached

a) I am aware that a Working with Children Check will be undertaken in relation to each researcher or research assistant who visits a school as part of the research.

............................................................  ............................................................
Signature of Principal Researcher  Date

Planning and Innovation, July 2004
Agreement to Provide Reports

As Principal Researcher:

I agree to provide the NSW Department of Education and Training with a report of the findings of the proposed study.

I grant the NSW Department of Education and Training the right to disseminate this report to personnel in State Office directorates of the Department.

I agree to provide participating schools with a summary of the study findings.

I understand that, if the Department wishes to disseminate the report more widely, this will be done in consultation with me.

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Signature of Principal Researcher  Date

Planning and Innovation Directorate, September 2004
Referee’s Report

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<tr>
<th>Name of Principal Researcher</th>
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<tr>
<td>Title of proposed research</td>
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<td>Name of Referee</td>
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<tr>
<td>Referee's position</td>
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<td>Referee's address</td>
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<td>E-mail address</td>
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Relationship to researcher

Please comment on the following aspects of the proposal, in relation to the *Criteria for Approving Applications*.

Significance, purpose and value of the research

Appropriateness of the research design

Methodological adequacy and viability

Ethical considerations

To what extent do you consider the principal researcher to be capable of undertaking the research described in the attached proposal?

Referee’s signature \[Date\]
The Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a prohibited person) or a Registrable Person under the Child Protection(Offenders Registration) Act 2000 to apply for, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission or the Administrative Decisions Tribunal, declares that the Act does not apply to a particular person.

Section 5 of the Child Protection (Prohibited Employment) Act 1998 defines a serious sex offence as an offence involving sexual activity or acts of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment of 12 months or more even if the sentence was not served, or, an offence involving sexual activity or acts of indecency that was committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW.

Child-related employment means any employment that primarily involves direct contact with children where that contact is not directly supervised. Section 1 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment is:

- involving the provision of child protection services
- in pre-schools, kindergartens and child care centres (including residential child care centres)
- in schools or other educational institutions (not including universities)
- in detention centres (within the meaning of the Child (Detention Centres) Act 1987)
- in refuges used by children
- in wards of public or private hospitals in which children are patients
- in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership
- in any religious organisation
- in any entertainment venues where the clientele is primarily children
- as a babysitter or childminder that is arranged by a commercial agency
- involving fostering or other child care
- involving regular provision of taxi services for the transport of children with a disability
- involving the private tuition of children
- involving the direct provision of health services
- involving the provision of counselling or other support services for children
- on school buses
- at overnight camps for children.

Under this Act:

- it is an offence for a prohibited person to apply for, undertake or remain in child-related employment
- employers must ask existing employees, both paid and unpaid, and preferred applicants for employment to declare whether they are a prohibited person or not
- all child-related employees must inform their employers if they are a ‘prohibited person’ or remove themselves from child-related employment. A prohibited person is someone who has been convicted of a serious sexual offence or, who has had a finding for a charge of serious sexual offence proven in court, even if a conviction was not recorded.
- penalties are imposed for non-compliance.

I am aware that I am ineligible to apply for, undertake or remain in, child-related employment if I have been convicted of a “serious sex offence” as defined in the Child Protection (Prohibited Employment) Act 1998 or if I am a “Registrable Person” under the Child Protection (Offenders Registration) Act 2000. I have read and understood the above information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand my responsibilities and obligations under this Act.

I declare that I am not a person prohibited by the Act from seeking, undertaking, or remaining in child-related employment.

<table>
<thead>
<tr>
<th>Name (Block letters)</th>
<th>Signature</th>
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</thead>
<tbody>
<tr>
<td>Workplace Name of school, district office, institute, division, state office directorate or AMES</td>
<td></td>
</tr>
<tr>
<td>Serial no. Current employees only</td>
<td>Date</td>
</tr>
</tbody>
</table>

Note: Seek independent legal advice if you are unsure of your status as a prohibited person. This form should be returned to the selection panel convener / principal / manager of the workplace as appropriate.
# Form F

## Consent to employment screening

### Personal details

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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<tr>
<td>SURNAME Block letters</td>
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<tr>
<td>First name</td>
<td></td>
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<tr>
<td>Middle name</td>
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<td>Previous names / Aliases</td>
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<tr>
<td>Gender Please tick</td>
<td>☐ Female ☐ Male</td>
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<tr>
<td>Date of birth</td>
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<tr>
<td>Place of birth</td>
<td>city, state and country</td>
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<tr>
<td>Address</td>
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<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Position applied for</td>
<td></td>
</tr>
<tr>
<td>Location of position</td>
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</tbody>
</table>

### Consent to screening

I certify that the above information is accurate and I understand that if I have provided false or misleading information it may result in a decision not to employ me or, if already employed, may lead to my dismissal.

I am aware that if I am considered for employment in a primary child related position, several screening processes will be undertaken to check my suitability, including:

- a national criminal record check for offences involving sexual activity, acts of indecency (whether involving child or adult), child abuse or child pornography
- a check for relevant apprehended violence orders taken out by a police officer or other public official for the protection of children
- checks for completed relevant disciplinary proceedings involving child abuse, sexual misconduct and acts of violence in the workplace which involve children, are directed at children or take place in the presence of children.

I understand that convictions, or charges that are proven in court but that do not proceed to a conviction, relating to sexual activity, acts of indecency, child abuse or child pornography will automatically prohibit my employment in a child-related position. I am aware that if I am a "registrable person" under the [Child Protection (Offenders Registration) Act 2000](https://www.legislation.nsw.gov.au/), I am prohibited from employment in a child-related position.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an approved screening agency from sources such as courts, police, prosecutors and past employers to enable a full and informed assessment. I understand that if additional information is not obtained, an approved screening agency may provide an assessment about me to an employer that is not based on all relevant available information.

I acknowledge that any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes including the investigation of any outstanding criminal offences.

I consent to these checks being conducted and am aware that any information obtained through these processes may be provided to my current or prospective employers for employment screening purposes.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
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<td>Block letters</td>
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### Office use only

To be completed by school, district office, institute, division, state office directorate or AMES

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<tr>
<th>Name of employer contact</th>
<th>Phone</th>
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To be completed by the Employment Screening Unit

<table>
<thead>
<tr>
<th>TRIM ID</th>
<th>Employer ID</th>
<th>Applicant ID</th>
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Proof of Identity Checklist

To ensure that applicants identify themselves appropriately they should provide one copy of a document from each of the following lists.

List 1

- Full birth certificate (showing parental details);
- Australian passport or document of identity issued by the Australian Passport Office that expired within the last two years;
- Current overseas passport;
- Australian naturalisation or citizenship document or immigration papers issued by the Commonwealth Department of Immigration and Multicultural Affairs;
- Current driver photo licence issued within Australia; or
- Current photo identity card issued by the Department of Foreign Affairs and Trade.

List 2

- Current Medicare card, pensioner Concession Card, Department of Veterans Affairs entitlement card or any other current entitlement issued by the Commonwealth Government;
- Current credit card, or account card from a bank, building society or credit union, or a passbook or account statement up to one year old;
- Telephone, gas or electricity bill up to one year old;
- Water rates notice, council rates or land valuation notice up to two years old;
- Electoral enrolment card or other evidence of enrolment up to two years old;
- Armed services discharge document up to two years old
- Current student identity card, or a certificate or statement of enrolment up to two years old from an educational institution.

Photocopies signed by the applicant and certified by a JP are acceptable. At least one of the documents should show the applicant’s signature and preferably their current address.
DOCUMENTATION CHECKLIST

I have provided the original and one copy of the following:

☐ Proposal Outline

☐ Letter to principals

☐ Research Instruments

☐ Participant Information and Consent form

☐ A list of schools

☐ University ethics approval letter

☐ Completed Form A

☐ Completed Form B

☐ Completed Form C

☐ Completed Form D (2)

☐ Completed Form E (if appropriate)

☐ Completed Form F (if appropriate)

☐ Acceptable Proof of Identity (if appropriate)

☐ Proof Working with Children Check (if appropriate)