## LA TROBE UNIVERSITY COMMUNITY CHILDREN’S CENTRE

**OBSERVATION AND RESEARCH**

### AIM

**The aim of this document is to ensure that any research conducted within the La Trobe University Community Children’s Centre is of benefit to and improves outcomes for children, their families and the community.**

**Support the advancement of Early Childhood Education nationally and internationally. Enhance the professional knowledge throughout the Centre’s community.**

**Ensure that research conducted within the Centre is consistent with the University’s Future Ready: Strategic Plan (2013 – 2017), University Ethics and Our Mission.**

We welcome students and or Researchers to our team. We accept students seeking practical experience and those undertaking research projects each year from a variety of Educational Institutions.

Allowing students and/or Researchers to utilise our Centre, keeps us informed of new ideas and developments affecting both the children and service provision, whilst also further promoting the reputation of our service.

Working With Children Check – We require, upon commencement of students, Researchers and or volunteers the presentation of a current assessment notice (Education and Care Services National Law Act 2012 and Education and Care Services National Regulations).

Practicums and Observational visits are arranged in consultation with the Manager, Field Supervisors (a person who has achieved a minimum two year qualification and is employed by the Centre), along with personnel from the relevant Educational Institution.

Student visits to our Centre for practicums or observational projects are arranged to minimise any disruption to the operation of the Centre. Students and/or Researchers are expected to maintain a professional attitude at all times and demonstrate a work ethic equivalent to that reflected in Our Mission 2013-2017.

To ensure an understanding of expectation we have developed the following guidelines for Centre educators and students, for practicums or observational projects:

1. The Manager, or her nominated representative, will provide and discuss with each student a package of information about our Centre.
2. Students are to work the same roster as the Field Supervisor.
3. Students must have written work up to date and available for Field Supervisors each day.
4. Students must contact the Centre if absent.
5. Students are to have two hours planning/preparation time each week with the Field Supervisor.
6. Students are also provided with an hour at the end of each day to complete written tasks/preparation. (They must not leave the Centre.)
7. Students will be supervised at all times by Centre educators.
8. Communication between Centre educators and students is encouraged at all times.

### The activities indicated above are considered to be part of our normal operation and will be arranged by the Manager.

**Research Projects**

**All project applications must be supported by an Ethics Approval.**

**Specific consent will be sought from parents** for the participation of individual children in research projects. This will include associated activities such as: photographs, video recording, audio recording, involve interviews, completion of questionnaires, or systemic observational record-taking of individual children.

### Procedure

* 1. All applicants must complete a Centre Research Application form (APPENDIX A)
  2. The full application with Ethics Committee approval must be attached to the application. The application must be submitted to the Centre Manager. Applications will not be considered without this documentation.
  3. Applications must be submitted 14 working days prior to the Centre’s Educational Forums (EF). The EF are held on a fortnightly basis.
  4. This enables our Researcher and the Educational Forum Team to discuss the application and then consult with all Early Childhood Educators who will be required to be involved in the research.
  5. Educators and parents have the right not to participate or withdraw at any time. If all educators and parents do not wish to participate in the research the applicant will be notified as soon as possible.
  6. If educators agree to the research proposal and are satisfied that all their questions have been addressed by the applicant, Educational Forum will forward the application with a recommendation to the Family and Children’s Services Management Team. The Senior Management Team meets on a monthly basis. (See Appendix B, dates)
  7. The applicant will be contacted within 2 weeks after the Senior Management Team meeting with a written response to the application.
  8. Before the commencement of the approved project a meeting will be organised between the Manager or her nominated representative, Project Supervisor and the student or research assistant. The purpose will be to discuss the project in more detail and explore the physical environment for suitability.
  9. Children will not be permitted to be taken out of their playroom without the presence of the child’s parent/guardian or educator as arranged with management.

Where a research project involves educators participation through:

* + - Administration tasks
    - Interviews
    - Research meetings with staff
    - Accompanying a child, the researcher will need to reimburse the Centre for relief costs. The current rate for the cost of relief staff ($38/agreed rate) or staff overtime will be charged to the researcher.
  1. Children will not be permitted to be involved in the research without signed informed consent from their parent/s or legal guardian 5 days prior to conducting research. It is the responsibility of the researcher to collect the original consent forms or if agreed upon by Management collected from each child’s playroom. A copy of such is to be placed into the child’s individual file.
  2. Children will not be offered a reward for participation in the research project.
  3. Applicants will be required to provide their own equipment and resources. If the applicant wishes to use the Centre resources permission must be granted from the Manager prior to conducting the research.
  4. The applicant will provide at regular intervals during the research written feedback to the Centre about the research conducted. On completion of the research the Centre will be provided with a written report of the outcome of the research. The researcher will also provide any articles pertaining to the research to the Centre.
  5. Where a person converts their research from Masters to PHD during their data collection or during their time at the Centre, the researcher will submit the conversion report to Senior Management Team.
  6. In the event where the researcher needs to collect extra data a written agreement must be obtained from the Manager.
  7. If there are any questions or concerns arising out of the research project from any of the parties involved they are to be forwarded to the Manager.

Video and audio recordings, photographs, or motion film must be securely stored with the researcher in accordance with the Privacy and Data Protection Act 2014 (Vic). This material must not be used for any other purpose than specified in the research projects Ethics Approval. Subjects may request this material be destroyed at any point in the research time frame and at any time subsequent to the research project concluding.

Approved: 309 Meeting, 29 May 2001 Minute No. 309.03.v: Updated 20/2/08.: Updated21.9.09.Reviewed 19May 2010 Approved: 26 May 2010 – Minutes 394.9:

Reviewed 29 November 2012, Approved 5 December 2012 – Minute 415.6: Reviewed 25 Oct 2013 Approved 30 October 2013, Minute 423.5.2c. Reviewed 17 March

2014 Approved 26.03.14 – Minute 426.6.1.i.d:Reviewed 17 March 2015, Approved 29 April 2015, Minute 435.5.1.i.b: Reviewed Oct 2015, Approved 18 November 2015, Minute 439.5.1.i.pReviewed March 2016, Approved 30 March 2016 Minute 2.6.A.c

# Appendix A

**LA TROBE UNIVERSITY COMMUNITY CHILDREN’S CENTRE**

**APPLICATION FOR RESEARCH**

### LA TROBE UNIVERSITY COMMUNITY CHILDREN’S CENTRE COMMITTEE

**LA TROBE UNIVERSITY COMMUNITY CHILDREN’S CENTRE APPLICATION FORM FOR APPROVAL TO CONDUCT RESEARCH**

For research at the Children’s Centre to be approved all applicants must submit to the Children’s Centre Committee:

* An outline of the proposed research, including tasks and/or questions that will be given to staff, children or parents at the service.
* A copy of the submission to the appropriate Ethics Committee.
* A copy of Ethics Approval.
* A copy of all information to be distributed to staff and parents.
* A Children’s Centre Committee (CCC) Application to Conduct Research.

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| --- | --- | --- | --- |
| **PROJECT TITLE** |  | | |
| **PRINCIPAL RESEARCHER(S)** |  | | |
| ***Tel:*** |  | | |
| ***Email:*** |  | | |
| ***Fax:*** |  | | |
| **OTHER RESEARCHERS** |  | | |
| ***Telephone*** |  | | |
| ***Email*** |  | | |
| ***Fax*** |  | | |
| **UNIVERSITY/ORGANISATION** |  | | |
| **FACULTY/DEPARTMENT/SCHOOL/CENTRE** |  | | |
|  | | | |
| **1. APPLICANT INFORMATION** | | | |
| **1.1 PROPOSED DURATION** | | **From** | **To** |
| **1.2 START DATE FOR DATA COLLECTION** | |  | |
| **1.3 NUMBER, TYPE AND AGE RANGE OF SUBJECTS** | | | |
|  | | | |
| **1.4 MEANS BY WHICH SUBJECTS ARE TO BE RECRUITED** | | | |
|  | | | |
| **1.5 ARE ANY OF THE SUBJECTS IN A DEPENDENT RELATIONSHIP WITH ANY OF THE RESEARCHERS (PARTICULARLY THOSE INVOLVED IN RECRUITING FOR OR CONDUCTING THE PROJECT?)** | | | |
| **Yes** | | **No** | |
| *(If YES, has this been identified through the ethics committee, and please explain the relationship and the steps to be taken by the researchers to ensure that the subject’s participation is purely voluntary.)* | | | |
| **1.6 RESEARCHER’S EXPERIENCE AND SKILLS** | | | |
| **1.7 ARE THERE LIKELY TO BE ANY DIRECT BENEFITS TO SUBJECTS FROM THIS RESEARCH?** | | | |
| **Yes** | | **No** | |
| *(If YES, please describe)* | | | |

|  |  |
| --- | --- |
| **1.8 WILL CENTRE STAFF BE PARTICIPATING IN THE RESEARCH?**  *(If YES, will this be outside normal duties, please supply details of how this will be funded)* | |
| **1.9 WHAT REQUIREMENTS ARE NECESSARY TO CARRY OUT THE RESEARCH** (space, equipment, Centre staff etc.,) | |
| **1.10 JUSTIFICATION FOR RESEARCH AND EXPECTED LONG TERM OUTCOMES:** | |
| *Please provide the following:*   1. *a brief description of the current research being undertaken in this field;* 2. *a justification as to why this project should proceed given current research in the field;* 3. *an explanation of any expected/potential benefits to the community which are likely to result from this particular research project? How are these significant?* | |
| **1.11 HOW AND WHEN WILL YOU REPORT BACK TO THE MANAGER, CHILDREN’S CENTRE STAFF AND FAMILIES ON THE PROGRESS OF THIS RESEARCH** | |
|  | |
| **2. EDUCATIONAL FORUM COMMENTS:** | |
| **2.1 DOES THE RESEARCH SUPPORT THE PHILOSOPHY OF THE SERVICE?** | |
| **YES** - (*If YES, how?)* | **NO** |
| **2.2 WILL THE RESEARCH EXTEND STAFFS’ THEORETICAL AND PRACTICAL KNOWLEDGE?** | |
| **YES -** *(If YES, please supply details)* | **NO** |
| **2.3 HAVE STAFF AGREED TO PARTICIPATE IN THE RESEARCH?** | |
| **YES** | **NO -** *(If NO, please supply details.)* |
| **3. CHILDREN’S CENTRE SENIOR MANAGEMENT COMMENTS** | |
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# Appendix B

### I have listed the scheduled dates for the Senior Management meetings for 2017 for your information

**Meetings are held on the last Thursday of the Month, starting at 11.00am**

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| --- | --- |
| **February** | **23 February** |
| **March** | **30 March** |
| **April** | **27 April** |
| **May** | **25 May** |
| **June** | **29 June** |
| **July** | **27 July** |
| **August** | **31 August** |
| **September** | **28 September** |
| **October** | **26 October** |
| **November** | **30 November** |

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