**Procedure for carrying out research in schools**

1. Obtain ethical approval from PEC as normal. Please ensure ethics application includes parental consent form, can be found on psychology website and on R drive (info/Research/Research in Schools admin/Parental Consent Form).

Please be aware that the researcher who will be working with the children will need PVG membership. For normal testing in schools only PVG membership is required, special cases may require an enhanced disclosure. Please contact HR if you are unsure which you require. If the project is part of a grant, this should be paid for by the grant, otherwise the university will cover the fee. Please contact HR for the application and allow enough time for HR to process the application.

2a. **For research in schools within Aberdeen City**, the study must also be approved by Aberdeen City Council, allow a 2 week turnaround time. The application form can be obtained from Pamela Bain ([PABain@aberdeencity.gov.uk](mailto:PABain@aberdeencity.gov.uk)). There is an example form on the shared R drive (info/Research/Research in Schools admin/Aberdeen City Council Research Application Form Example). Details in the form can be duplicated from ethics documents submitted to the department. Within the form please stipulate which education sector you will be testing (nursery, primary, secondary or Special Educational Needs. Included alongside the form must be a copy of the following: PEC ethics approval, short research proposal (can be copied from ethics form), any questionnaires or interview schedules to be used, Participant information form, Parental and participant consent forms.

2b. **For research in schools within Aberdeenshire** please see the guidance and application form here [www.aberdeenshire.gov.uk/schools/research-in-schools](http://www.aberdeenshire.gov.uk/schools/research-in-schools).

3. Once you have obtained approval from the Council, identify and contact schools using contact information on the master lists on the R drive (unless testing in Aberdeenshire and Fiona Yarrow indicates that she will contact the school on your behalf).

The schools lists provide information relating to school type (Nursery, Primary, Secondary and Special Needs) the school postal address and website. Contact information for heads of school and contact emails are provided **but these should be checked via the school websites as they are subject to change at short notice.**

When contacting schools to test please make a note under the relevant header which schools you are testing in and the date from which you are starting, and an expected end date. If possible please also note which age/year groups you are testing. (Previous testing information has been left in the current documents)

As a rule of thumb please do not approach a school which has had testing conducted in it within the previous 6 months of when you are hoping to test, this is to prevent ‘research-fatigue’ occurring within schools which may result in less willingness to engage in future projects due to too much disruption. **Please do not test in a school which already has a project currently running, having multiple research projects within a school can make it very difficult for the teachers and admin staff to manage.**

4. Please use the ‘Headteacher Form’ on the R drive when contacting schools. Before testing begins, the Headteacher should sign two copies of this form with one being returned to the schools co-ordinator to send to the council (in the case of Aberdeen City testing).

5. After the project is completed a short summary of the findings should be sent to the schools co-ordinator to send to the council. In addition, the school may also like a copy of this summary.