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## GLASGOW CITY COUNCIL EDUCATION SERVICES RESEARCH EVALUATION CRITERIA

Education Services requires that all requests for research access are submitted in writing to the department for review and consideration. All candidates wishing to carry out research must submit their requests by completing the Research in Schools Application Form available on the Glasgow City Council website [www.glasgow.gov.uk](http://www.glasgow.gov.uk)

### **Criteria**

All research applications will be considered against both the council's Strategic Plan and also against Education Services own key priorities.

Glasgow City Council's [Strategic Plan 2022-2027](#) identifies four grand challenges:

- Reduce poverty and inequality in our communities
- Increase opportunity and prosperity for all our citizens
- Fight the climate emergency in a just transition to a net zero Glasgow
- Enable staff to deliver essential services in a sustainable, innovative, and efficient way for our communities.

Education Services grand challenges, outlined in our [Annual Business Plan 2024/25](#), are:

- Wellbeing and Learning
- Achievement and Progress
- Engagement, Participation and Inclusion
- Networked Learning Organisation
- Connected Learning

All applications will be measured against these criteria, however it should be noted that an application won't automatically be approved on the basis that it meets these criteria alone. Certain areas are over researched and we also have a duty of care to our pupils and staff to ensure the protection of client confidentiality and to avoid any excessive demands on staff resources.

**Please be aware that there is no legislative or policy imperative for the department to agree research access to any external party and the decision of the ESG is final - there is no opportunity to appeal.**

Research applications will not be considered by the ESG until approval has been received from the relevant organisation's/university's ethics committee.

Approval received from your organisation's/university's ethics committee does not guarantee approval from Education Services. We have our own application process and research criteria that must be met before approval will be granted.

Glasgow City Council is committed to adhering to the General Data Protection Regulations and the Data Protection Act (2018). In the event that you are granted research access please note that you and your organisation are bound by this legislation also.

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### **I work in a school do I need to apply?**

If your research is classroom-based action research that is part of your day-to-day teaching and approved by the head of your establishment then you do not need to submit an application to the ESRG. Action research facilitates the identification of specific areas of practice which have the potential to be refined or improved.

Teachers and other school-based staff (including peripatetic) do not need to apply to the ESRG if they are Glasgow City Council employees carrying out research (undergraduate or post-graduate – excluding doctoral level) in their own school and have approval from the head of establishment. Head Teachers planning on conducting research in their own or other Glasgow school(s) need to apply to the ESRG.

Teachers and other school-based staff (including peripatetic) planning on conducting research in a school they are not employed by do need to apply to the ESRG, as do all staff undertaking doctoral studies.

### **I am a university student on placement in a school do I need to apply?**

If your research is part of your Initial Teacher Education (undergraduate or postgraduate) is being conducted as part of your placement, is classroom based research and is carried out with permission from the head of the establishment you do not need to apply to the ESRG. However, if your research is at doctoral level we ask that an application is submitted.

### **Process**

Applications should be submitted to [PPR@education.glasgow.gov.uk](mailto:PPR@education.glasgow.gov.uk)

This should include the following:

- Education Services - Research Evaluation Application Form
- Evidence of ethical approval for the research from the relevant ethics committee.
- Any questionnaires or interview schedules to be used
- Participants information sheet and consent forms
- Parental information sheet and consent forms (If appropriate)
- A copy of PVG Certification (If applicable)
- Any other supporting documentation

**Please ensure you are aware of the submission deadlines for applications as noted on the Glasgow City Council website. Applications made after the deadline will not be considered until the next scheduled meeting of the ESRG.**

Your application will be:

- Checked and reviewed by the Planning, Performance & Research team in relation to other research being conducted/proposed in the subject area (to avoid duplication)
- Considered by the Education Services Research Group (ESRG) at a review meeting. Your application will be judged against the council and service priorities as well as on its potential value to the department and on the resource implications for the staff and pupils involved.
- You will be contacted by the Planning, Performance & Research team following the ESRG meeting to advise whether your application has been successful or not.
- The ESRG meets on the dates noted on the Glasgow City Council website to consider all applications for research access and researchers should be aware that it can take a number of weeks to receive a reply depending on when the initial application is received by the department. All researchers will be kept up to date on the progress of their application. To confirm the meeting schedule of the ESRG please email the PPR team on the email address noted below or check online at [www.glasgow.gov.uk](http://www.glasgow.gov.uk) and search for **Research Access in Schools**.

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- All successful applicants will be required to meet the appropriate Disclosure Scotland/PVG Scheme criteria as well as strictly adhering to GDPR guidelines.
- Any approval of proposals is contingent on a copy of your findings being sent to Glasgow City Council Education Services as part of your dissemination process.

### **Establishments**

Researchers must not approach schools to participate in a research project until an application has been made and appropriate approval has been granted by the Education Services Research Group.

Researchers should note that even if applications for access are approved by the ESRG the heads of establishments can still refuse to participate/ allow participation.

### **Consent**

Consent must involve a clear affirmative action and therefore all consent should be obtained on an opt-in basis. Parental consent must be sought for all pupils participating in any research project who are under the age of 16 years.

### **Education Services Research Group (ESRG)**

The ESRG is made up of colleagues from the Performance, Planning & Research team, Quality Improvement Officers and Psychological Services. When necessary, members of Education Services Directorate are also involved in the decision making process. This breadth of knowledge and experience allows us to appraise each research application effectively to maximise the benefits of research undertaken in Glasgow City Council establishments and to ensure the minimum impact on staff and pupil resources.

If you have any questions please contact the Performance, Planning & Research team at [PPR@education.glasgow.gov.uk](mailto:PPR@education.glasgow.gov.uk)

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