

### Information about gaining permission to carry out research in schools

If you are planning to recruit participants through their connection with a school, you need to ask for permission to do so from the local authority (LA) within which the school is set. In certain LAs, serving teachers may not need to ask for permission from the LA, but most authorities require that they do. Please check each authority's requirements.

It is important to realise that informed permission cannot be given from a local authority until you have received ethical approval from the university, and it may take several weeks to get this, so it is important that you begin the application process in good time. It is also important to note that sometimes local authorities do **not** give permission, so you need to allow time to restructure your research, should this be the case.

So the sequence of events is this:

- (a) complete the College of Social Sciences ethics application form and related documents
- (b) at this time, it is sensible to ask the HT of the school for **outline** permission, in principle, to carry out your research. If they agree, **this is not final or full permission**
- (c) when you receive your ethical approval notification from the ethics office, which may note permissions pending, you should submit your request to the Local Authority. You should normally attach a copy of your ethics approval form, along with the required details of your proposed research. If there is not an official form to complete, ensure that you give a clear account of what you are planning to do, and offer a strong justification of what the benefits of this research are likely to be for the participants and/or the school/LA
- (d) when you receive LA permission, contact the HT again, letting him/her know that this has been received, sending him/her your final documentation and ask for his/her final permission
- (e) forward your permissions to [socsci-ethics@glasgow.ac.uk](mailto:socsci-ethics@glasgow.ac.uk) for inclusion in your ethics file (additional documents cannot be uploaded to an approved application in the online system).