



26-Apr-2020

Dear Belinda Parker,

<b>Project Title</b>	The BEAM Project: Evaluating an online adolescent mental health training program for Secondary School Educators
<b>HC No</b>	HC200257
<b>Re</b>	HC200257 Notification of Ethics Approval
<b>Approval Period</b>	24-Apr-2020 - 23-Apr-2025

Thank you for submitting the above research project to the **HREC Committee B** for ethical review. This project was considered by the **HREC Committee B** at its meeting on **21-Apr-2020**.

I am pleased to advise you that the **HREC Committee B** has granted ethical approval of this research project. The following condition(s) must be met before data collection commences:

**Conditions of Approval:**

**Project Description**

1. Section 3: Please indicate what the baseline questions will ask of participants.
2. Section 3: For background purposes, please elaborate on the BEAM project and what the 10-week program involves.
3. Section 3: Please indicate what the post-test survey, phone interview and follow-up survey will consist of. Further, please indicate the duration of each component.
4. Section 3: Please indicate whether the phone interview will be audio recorded, if so, please ensure this is communicated within the PISCF. Further, if professional transcription will be taking place, please ensure a confidentiality agreement will be provided to the HREC.
5. Section 5: The inclusion criteria that specifies that participants should be available and present at their school for the duration of the study. Please clarify why this criterion is necessary given that the training is all online. If teachers are working from home while COVID-19 restrictions are in place teachers may think that they would be excluded.
6. Section 7: The recruitment ads are discussed mainly in the context of NSW Health School – Link (plus social media and the Black Dog website). The schools involved are both NSW state schools and independent schools. Please clarify whether the non-state schools will have access

to the NSW Health Schools link.

7. Section 3: Please clarify whether participants who conduct the post-test and follow-up survey will be aware of the potential phone interview that they may be invited to.

8. Section 8: Please ensure that the online PISCF is displayed on the landing page in full for the participants to read and agree to. Further, please ensure that a downloadable version of the PISCF is included on the landing page.

9. Section 9: Please indicate the type of e-gift card that will be given to participants and ensure this is reflected within the PISCF.

10. Section 10: The list of support services only mentions Lifeline and beyond Blue. The committee suggests that teachers should also be reminded of available in-school support and/or support offered. Before including these services, the research team should ensure that offering this service will not put any unnecessary burdens on routine school services.

### **Participant Information Statement and Consent Form**

11. Please ensure that within the consent form it indicates that the email address obtained will be used to re-contact participants for the phone interview component of the study.

### **Survey**

12. Please provide the link to the survey for the HREC to review. Please ensure the complete PISCF is shown on the landing page as well as a downloadable version available.

13. Please clarify whether the timing specified has been tested. It appears that the time to complete surveys is longer than the 15 minutes that has been specified.

### **State Education Research Application Process**

14. Please ensure that a copy of this approval is provided to the HREC and noted before recruitment and data collection commences.

### **Conditions of Approval - All Projects:**

- The Chief Investigator will immediately report anything that might warrant review of ethical approval of the project.
- The Chief Investigator will seek approval from the **HREC Committee B** for any modifications to the protocol or other project documents.
- The Chief Investigator will notify the **HREC Committee B** immediately of any protocol deviation or adverse events or safety events related to the project.
- The Chief Investigator will report to the **HREC Committee B** annually in the specified format and notify the **HREC Committee B** when the project is completed at all sites.
- The Chief Investigator will notify the **HREC Committee B** if the project is discontinued before the expected completion date, with reasons provided.
- The Chief Investigator will notify the **HREC Committee B** of his or her inability to continue as Coordinating Chief Investigator including the name of and contact information for a replacement.

The **HREC Committee B** Terms of Reference, Standard Operating Procedures, membership and standard forms are available from <https://research.unsw.edu.au/research-ethics-and-compliance-support-recs>.

If you would like any assistance, or further information, please contact the ethics office on:

P: +61 2 9385 6222, + 61 2 9385 7257 or + 61 2 9385 7007

E: [humanethics@unsw.edu.au](mailto:humanethics@unsw.edu.au)

Kind Regards,

A handwritten signature in black ink that reads "Margaret A. Rose". The signature is written in a cursive style with a large initial 'M'.

Professor Margaret Rose  
HREC B Chairperson

HREC Chairperson

This HREC is constituted and operates in accordance with the National Health and Medical Research Council's (NHMRC) *National Statement on Ethical Conduct in Human Research (2007)*. The processes used by this HREC to review multi-centre research proposals have been certified by the National Health and Medical Research Council.



15-May-2020

Dear Belinda Parker,

<b>Project Title</b>	The BEAM Project: Evaluating an online adolescent mental health training program for Secondary School Educators
<b>HC No</b>	HC200257
<b>Re</b>	Response to modification request received on 11.05.2020. The following documentation was submitted with this response: HC200257 Cover Letter HC200257 Project Description_BEAM_V3 HC200257 Appendix G_PISCF (V3).

The modification to this project was approved by the **HREC Executive** on **14-May-2020**. The following condition(s) must be met before data collection commences:

**Modification conditions of approval:**

N/A

The conditions of approval listed within the projects original approval letter still apply.

The **HREC Executive** Terms of Reference, Standard Operating Procedures, membership and standard forms are available from <https://research.unsw.edu.au/research-ethics-and-compliance-support-recs>.

If you would like any assistance, or further information, please contact the ethics office on:

P: +61 2 9385 6222, + 61 2 9385 7257 or + 61 2 9385 7007

E: [humanethics@unsw.edu.au](mailto:humanethics@unsw.edu.au)

Kind Regards,

A handwritten signature in black ink, appearing to read 'K. Petoumenos', with a long horizontal flourish extending to the right.

Associate Professor Kathy Petoumenos

HREC Presiding Chairperson

This HREC is constituted and operates in accordance with the National Health and Medical Research Council's (NHMRC) *National Statement on Ethical Conduct in Human Research (2007)*. The processes used by this HREC to review multi-centre research proposals have been certified by the National Health and Medical Research Council.



Dr Belinda Parker  
Research Program Manager  
Black Dog Institute

Via email: [Belinda.parker@blackdog.org.au](mailto:Belinda.parker@blackdog.org.au)

Dear Belinda

I am writing in response to your request to undertake research titled “***The BEAM Project: Evaluating an online adolescent mental health training program for Secondary School Educators***”

Your request has been approved subject to the following:

1. The Principal gives final permission for research to be carried out in his/her school. This letter of approval should accompany any approach to schools or teachers.
2. If the schools are located in the ACT and the research is qualitative in nature, meaning that contact, however minimal, with a student will occur even if just to visit a classroom, the researcher must apply for and satisfactorily receive a Working With Vulnerable People Background Check prior to conducting the research. The background check required is the one for volunteers which means that there is no cost to the researcher to obtain this check. Please visit the ACT Office of Regulatory Services’ website on <http://www.ors.act.gov.au/> and click the ‘forms’ button and the Working With Vulnerable People, Volunteers link to access the registration process for the background check.
3. For research conducted in New South Wales Schools, please go to the NSW ‘Working With Children Check’ website at <https://check.kids.nsw.gov.au> and complete in the volunteer declaration. This task will be required by all researchers in NSW regardless of the nature of the research. Applications are free and are submitted electronically.
4. Brenda Foley is to be contacted immediately should your research differ in any way from that proposed.
5. Confidentiality of findings and anonymity of students is adhered to. The research must comply with the requirements of the Commonwealth Privacy Amendment (Private Sector) Act 2000.
6. That upon completion of your research a copy of your report is forwarded to me.

Mrs Brenda Foley contact details are:

Telephone: (02) 6234 5565

Email: [brenda.foley@cq.catholic.edu.au](mailto:brenda.foley@cq.catholic.edu.au)

Yours sincerely

A handwritten signature in cursive script that reads "Brenda Foley".

Brenda Foley  
Senior Officer: School and Family Services

12 June 2020

25 May 2020

Ms Cassandra Chakouch  
Researcher  
Black Dog Institute  
Hospital Rd, Randwick NSW 2031  
[belinda.parker@blackdog.org.au](mailto:belinda.parker@blackdog.org.au)

Dear Cassandra


Thank you for your application to conduct research in the Diocese of Maitland-Newcastle. Approval is given to undertake the research project 'The BEAM Project: Evaluating an online adolescent mental health training program for Secondary School Educators' at secondary schools that complete an expression of interest in our diocese. Please note the following points in relation to research requests:

- It is the school principal who gives final permission for research to be carried out in their school.
- The privacy of participants is to be observed in reporting and must comply with the requirements of the Commonwealth *Privacy Amendment (Private Sector) Act 2000*.
- There should be some feedback to schools and a copy of the findings of the research forwarded to this office.
- This letter of approval should accompany any approach to schools.

We understand that none of your researchers or research assistants will have any contact with children so do not require Working with Children clearance to interact with or observe children for the purposes of this research within the Diocese for the period indicated.

I look forward to the results of this study and wish you the best over the coming months. If you require any further assistance or wish to discuss any aspect of this research in our diocese, please do not hesitate to contact me.

Yours sincerely,



Brid Corrigan  
LEADERSHIP AND SYSTEM IMPROVEMENT





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03 August 2020

Dear Cassandra,

**Re: Application to undertake the research project entitled:**

**The BEAM Project: Evaluating an online adolescent mental health training program for  
Secondary School Educators**

Acknowledgement is made of your application for the above research to be conducted within Catholic Education Diocese of Wollongong (CEDoW) in Systemic Catholic Schools. The CEDoW Research Committee met recently to consider a significant number of research requests from a range of tertiary institutions and educationally aligned organisations.

Approval has been granted for you to proceed at a general level in the Diocese of Wollongong for 2020. We ask that you advise us of any teachers and schools in our Diocese that elect to take part in this research.

In accordance with the agreement permitting you to conduct your research within the Wollongong Diocese, I would ask that you provide a summary report of the project at your earliest convenience and within 6 months of the completion. Alternatively, inform me if the research project is discontinued, as this information will enable us to keep our records and files updated.

Please do not hesitate to contact me on 4253 0944 if you have any further enquiries.

I wish you well with this undertaking and look forward to receiving your final report.

Yours sincerely,

Anne-Maree Creenaune  
Senior Professional Officer Education Policy  
Catholic Education Office, Diocese of Wollongong  
Locked Mail Bag 8802  
WOLLONGONG NSW 2500

[creenaunea01@dow.catholic.edu.au](mailto:creenaunea01@dow.catholic.edu.au)