

## **Guidelines for Conducting Observations and Research at the Center for Child and Family Studies (CCFS)**

This policy statement is intended to provide initial information regarding observation and research activities at the CCFS. Prior to submitting an application to conduct observations and/or research, carefully read this document to ensure a good fit between CCFS needs and operations, and your proposed observation/research project.

### **Guidelines for ECL child participation in research at the CCFS:**

To ensure the least disruption to the classroom and safety of the children:

1. A maximum of two observers/research assistants/researchers per classroom at any time is permitted. This is true whether or not observers are from the same research project. Observers are only allowed once per day in the infant and toddler classrooms.
2. A maximum of two sessions of individual testing is permitted (not more than 30 minutes for each) for any single child to be taken out of class during a week. Infants and toddlers may not be taken out of their classroom without parents being present.
3. A maximum of 8 hours is permitted for any child to participate in research for a quarter.
4. If testing or researcher interaction is required with infants or toddlers, parents must be present. Observation and videotaping outside of parental presence is allowed with parent consent. Testing of infants and toddlers during class time must be limited to 10 minutes and must not disrupt the normal workings of the classroom for children not participating.

We suggest testing with parents present outside of class space and can work with you to provide a space if needed. Parents of preschoolers can discuss with researchers whether they wish to be present when researchers are interacting with their children.

5. Student caregivers may not be asked to assist a researcher unless prior approval has been obtained from the CCFS Academic Coordinator and classroom Program Coordinator, and the student caregivers have been briefed on their roles. A Lead Teacher may be asked when momentary help is required. Be aware that fulfilling classroom duties is the top priority and as a result, program staff may not always be available to assist researchers.
6. All researchers who wish to take children out of the classroom or interact with children other than by just observing must first visit the classroom to allow children to become familiar with them. Program Coordinators and Lead Teachers will assist with this process.
7. For their own safety and that of the children, all researchers who take a child out of class

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must remain on CCFS property with the child. They must also either have another approved researcher or CCFS staff member with them and the child at all times or videotape the child during the entire time away from class.

8. Observers and researchers must contact the CCFS Academic Coordinator for the classroom they wish to observe or with which they wish to conduct research to schedule observation or research times.
9. Researchers who will conduct their research with ECL children while they are in class must provide Program Coordinators/Lead Teachers with a list of children whose parents signed informed consent forms and a schedule of testing so that staff know when to expect researchers.
10. Before going to a classroom, all observers and researchers must check in with the Administrative Assistant in the office of West House. They must wear observer/researcher identification badges at all times while on CCFS grounds.
11. Researchers conducting research with ECL children while they are in class must inform Lead Teachers when they arrive in the classroom each day, must post a sign on the classroom door informing parents that research is taking place on that day, and if removing children from the classroom, must sign children out by their first name and the time that the child leaves from and returns to the room.
12. Before conducting any observation or research, each observer and researcher must read the center philosophy statement and observation/research guidelines and agree to abide by them.
13. No toys, gifts, or food rewards may be given to children during program time. Other options for making research participation attractive to children may be discussed with the CCFS Academic Coordinator.
14. Staff make every reasonable effort to facilitate research at the CCFS, but their main priority is to protect children in their care acting en locum parentis. If any staff member thinks that what a researcher is doing at any given moment will harm a child or does not conform to the informed consent obtained by the researcher, that staff member will ask the researcher to leave the classroom immediately. The researcher must comply and contact the CCFS Academic Coordinator and Department Advisory Committee to resolve the issue so the research can continue.