



Association of Child Protection Professionals Research Panel

Terms of Reference

1. Purpose

- The purpose of this Research Panel is to provide quality assurance and governance to applications made to the Association of Child Protection Professionals (herein the AoCPP) for research endorsement and approval.
- The Research Panel will provide a formal process for consideration of research applications, ensuring due diligence and transparency in that process, and that any endorsement made is aligned to the AoCPP's constitution, values, and vision, and that it is in the interest of the Association and its members.

2. Responsibilities and remit of the panel

Specifically, the panel will be responsible for consideration of the following:

- Applications for research project endorsement.
- Applications for research conference endorsement and/or partnership.
- Applications for the AoCPP to join research bids.

3. Benefits to potential applicants for research endorsement

- The benefit of receiving formal endorsement from the AoCPP Research Panel is that it indicates to third parties (i.e., participants; attendees; funding committees; etc) that the proposed project/endeavour was formally considered against the AoCPP Research Panel's Assessment Criteria (below); that it was judged by the Panel as meeting these criteria; and thus, was, at the point of application, considered to be worthy of endorsement by the AoCPP.
- All applications which receive endorsement by the AoCPP Research Panel will receive a formal letter notifying applicants of this outcome, which will also include a unique endorsement reference number.
- Applicants who receive formal endorsement are welcome to share their endorsement letter and/or endorsement reference number in all future aspects of the proposed project/endeavour (including data collection; participant information/consent forms; and in dissemination material).

4. Disclaimer



- It should be noted that payment for consideration of endorsement, does not guarantee that a project/endeavour will receive formal endorsement by the AoCPP Research panel. Furthermore, any endorsement of a project/endeavour by the Research Panel is offered solely on the basis of the received application alone, and indicates that the premise of the project/endeavour at that time of consideration by the Panel was in accordance with the Research Panel's assessment criteria (below). However, endorsement does not extend to any research findings or other outputs which emerge from the proposed project/endeavour. Indeed, the AoCPP will not accept liability for any opinions/findings expressed in relation to a project/endeavour that previously received endorsement from the AoCPP Research Panel. Moreover, any opinions/findings emerging from a project/endeavour should not be shared or promoted as reflecting the opinions or values of the AoCPP or its members, without a further application for consideration by, and endorsement from, the Research Panel.

5. Target Group

- Endorsement of a research project/endeavour may be of interest to anyone engaged in child protection and/or safeguarding research endeavours/knowledge exchange, including, but not limited to: practitioners; academics, PhD and MRes students; research fellows; private, charitable and voluntary organisations; and conference organisers. It is also likely to be of interest to a multi-professional demographic – including social workers; nurses; midwives; doctors; police officers; etc.

6. Assessment criteria

- Endorsement/approval will only be provided if the Research Panel are satisfied that the following conditions are met:
 - A research project has already received ethical approval from an institutional ethics panel/board.
 - The research project/endeavour is judged to be aligned to the AoCPP's constitution, values, and vision for expanding knowledge and best practice activities in the field of child protection and safeguarding of vulnerable adults.
 - The research project/endeavour is judged to offer significant potential for expanding the child protection/ safeguarding knowledge base/ knowledge exchange.
 - Endorsement of the research project/ endeavour is judged as being in the broad interests of the AoCPP and its members.

7. Assessment process



- Applicants for research consideration should complete a research endorsement application proforma, available at <https://www.childprotectionprofessionals.org.uk/wp-content/uploads/2023/08/Application-for-Consideration-and-Endorsement-by-AoCPP-Research-Committee-Proforma.pdf>
- Completed application proformas should be emailed to the Research Panel central email address research@aocpp.org.uk
- The Panel Chair (currently Dr Ciarán Murphy), along with the Association's Operations Manager (currently Helen Wilson) will monitor applications for research consideration and coordinate responses from the Research Panel members.
- The Panel Chair will liaise with applicants should members of the Panel feel that additional information is required to decide on the appropriateness of endorsement of a research project/endeavour, and share any supplementary information received from applicants with the Panel members.
- The Panel Chair, on receipt of all feedback from Panel members, will provide written feedback to the applicant(s) with respect to the outcome of their application.

8. Fees

- Review of an application for endorsement of a research project/endeavour will incur a nominal charge of £50.
- Those wishing to apply for 'FastTrack' consideration (see below) will incur an increased charge of £100.
- Payment of fees must be research before consideration of an application takes place.

9. Timing

- In normal circumstances, the AoCPP Research Panel will consider applications for endorsement on a monthly basis. However, for an additional fee (above) the panel also offer a 'FastTrack' service, where initial feedback will be offered within 7 calendar days from receipt of an application.
- On receipt of an application, the Panel Chair will advise applicants of when they can expect a formal response from the Panel (usually within 2 weeks of the next meeting date).

10. Outputs of the Research Panel

- The Panel Chair will provide regular reports on the Panel's work at the AoCPP Board of Trustee meetings, as well as a more formal report to members at the AoCPP's annual AGM.



11. In the absence of the Research Panel Chair

- The Research Panel Vice-Chair (currently Prof Jermaine Ravelier) will deputise.

12. Variation

- The Terms of Reference for this, the AoCPP Research Panel, may be amended by the Panel but will be subject to approval by the AoCPP Chair and/or Vice Chair.
- These Terms of Reference will be reviewed on an annual basis, at the end of each financial year.

Last updated: September 2023