



Active Schools Program Evaluation

Information sheet and consent form

August 2026

Introduction

You have been invited to take part in the evaluation of Active Schools, which aims to understand and assess the appropriateness, efficiency and effectiveness of the program funding model.

This is because you are involved in a Victorian school that has received funding through the Active Schools program.

This **information sheet** tells you about the research project. It explains the purpose of the research, and the activities and risks that may be involved. It also describes information that will be collected about you, how that information will be used and with whom it will be shared. Knowing what is involved will help you decide if you want to take part in the research.

Please read this information carefully. You can ask one of the researchers to go through the information with you if needed.

What is the Active Schools program?

The Department of Education's (the department's) Active Schools program seeks to encourage schools to get students active to increase their physical activity, improving their engagement in education. The program delivers a whole-of-school approach, offering dedicated funding (via 3 funding streams known as the Active Schools Grant, the Extracurricular (EC) Boost and the Physical Education (PE) and Sport Boost), professional learning and supports, a guiding framework (the Active Schools Framework), and tailored supports via the Expert Support Service (ESS). It is a state-wide Tier 1 intervention, focused on positive health and mental health promotion.

The department partners with Active Education Australia (AEA) to deliver the ESS component comprising of 12 full-time equivalent Physical Activity Advisors. These staff provide on the ground mentoring and capacity building for schools to implement the Active Schools Framework and to support schools to develop long-term planning to increase physical activity for all students. The ESS also develops resources and professional development opportunities for funded schools.

What does the research involve?

ACIL Allen researchers will be holding interviews with school leadership or relevant school staff who have been involved in the Active Schools program. The researchers would like to hear your views on how the Active Schools program has gone, and how it could work better.

You may participate in an interview which will be undertaken via Microsoft Teams, for up to one (1) hour.

Do I have to participate in the research? Can I change my mind?

Participation in this research is voluntary. If you don't wish to take part, you don't have to. Choosing not to take part in the research will not impact your role/involvement at the school. You don't have to answer any of the questions if you don't want to.

If you decide to participate at the beginning and later feel that you no longer wish to, you may withdraw from the research at any time without it affecting the support that you receive or may require in the future. If you decide you want to take part, you will have the chance to raise questions and then be asked to sign the attached **consent form** before the session starts. By signing the consent form, you are telling us that you:

- understand what you have read
- consent to take part in the research project
- consent to the use of your personal information as described.

Are there any risks for me if I participate?

The approach has been purposefully designed to avoid any risks for you if you choose to participate.

We understand that it may be difficult to talk about wellbeing or disadvantage. Support will also be available after the interview if you would like, through contacting a support provider listed below.

Lifeline is a national charity providing all Australians with access to 24-hour crisis support. Lifeline can be contacted on 13 11 14.

What are the benefits if I participate?

Your participation in this research will help to inform the Victorian Government's continuing work in delivering programs to support students to engage in education.

You will not be paid for your participation in this research.

Are there any costs involved in participating?

There are no direct costs involved in participating in this research.

How will my information be stored? Will it be confidential?

In collecting your personal information within this research, ACIL Allen must comply with the Australian Government's Privacy Act 1988.

ACIL Allen staff participating in the project will have access to your information and your responses. They will be taking notes about what is said. The notes and any other information received will be kept strictly confidential, in a locked computer. This information will be deleted after seven (7) years.

Only these staff will know what you said. Your views may be included in the project report provided to the department, but your identity will not be revealed and your confidentiality will be protected. No personal information that would enable you to be identified will be included in the report.

Please note that if information that you provide describes suffering or harm that has been caused, or is likely to be caused, to children, the researcher will discuss with you services that may be able to help. In doing so, the researcher will be obliged to follow Victoria's laws and guidelines including the *Children, Youth and Families Act 2005*, which may include reporting to the Victorian Government's child protection services.

How will I find out about the outcomes of the project?

If you would like to hear about the outcomes of the project, please speak to the department. You can also contact Eamon Fitzpatrick and the other people listed below if you would like more information about the outcomes of the project.

Who can I contact for more information?

If you have any questions about the project or would like any further information, please contact the project manager at ACIL Allen, Eamon Fitzpatrick, on e.fitzpatrick@acilallen.com.au or 03 8650 6024, or Mike Wilkie, Manager Healthy and Active Schools, Department of Education at michael.wilkie@education.vic.gov.au.

Who can I contact if I have any complaints?

If you think there has been a breach of your privacy you can contact the Commissioner for Privacy and Data Protection by telephone on 1300 666 444 or in writing via:

Commissioner for Privacy and Data Protection

PO Box 24014

Melbourne VIC 3001

Consent form

I have talked to a researcher from ACIL Allen about this research.

I understand the reason for the research and how it will be done.

I have had a chance to ask questions and get answers.

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I know that the researchers will talk to me about this research for up to one (1) hour.

I know that I can bring somebody to support me in if I would like to.

I know that on the day of the discussion, I can choose not to participate before the interview starts, or at any time during the session, if I feel uncomfortable.

I know that I can skip questions I don't want to answer.

I know that I can say 'no' and stop talking to researchers at any time. I know it won't change my relationship with the researcher or anyone else, and it won't affect my role/involvement at the school.

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I understand my rights, as described on the information sheet over page.

I know how the researchers will keep information about me and for how long it will be kept, as described in the information sheet.

I understand the risks that may be involved with talking to the researchers.

I know that information I provide in this session may be included in a report to the Department of Education, but I will not be identified, and my individual information will remain confidential.

I know that if I am worried about the research or want to make a complaint, I can contact the people listed in the information sheet.

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I have ticked the boxes below that I agree with.

☐	I am happy for researchers to take notes on my responses to the interview questions.
☐	The information that I provide in my responses can be used in the project report, on the condition that my identity is not revealed.
☐	Direct quotes from my responses can be used in the project report, on the condition that my identity is not revealed.
☐	No one has put pressure on me. I volunteer to participate in this research.

I the undersigned hereby voluntarily consent to my involvement in the research project titled 'Active Schools Program Evaluation.

Print Name: _____

Signature: _____

Date: ____ / ____ / 2026

Researcher to complete:

I have described the nature of the research to the participant and I believe that he/she understood and agreed to it.

Print Name: _____

Signature: _____

Date: ____ / ____ / 2026

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