

# Zoological Society of East Anglia

## Research Procedure

Students are encouraged to use Africa Alive! & Banham Zoo as a base for studying sciences including animal behaviour, nutrition, environmental enrichment, physiology or veterinary science for their college or university courses.

We do not allow studies of an invasive nature or any activity that may cause distress to the animals in our care.

### **Procedure for Research applications**

We accept applications for research projects in two categories: "Research projects to be conducted within the Zoo" and "Requests for information from the zoo". If your project includes both, please follow the first procedure.

### **Research Projects to be Conducted Within the Zoo**

1. Students should complete a Research Application Form with as much information as possible and return it to the Research Coordinator, along with supporting material such as the project aims, methods and projected outcomes.
2. This application will then be discussed by the Research Coordinator, the Director of Conservation & Education and other appropriate staff members.
3. If your project is approved, the Research Coordinator will contact you regarding possible start dates for your study. If your project is not approved, or if we require more information in order to make our decision, the Research Coordinator will contact you.
4. Before you begin your study you will be asked to pay a refundable deposit of £30. This deposit is used to cover any costs incurred by the charity, such as staff time, and also includes your entrance to the zoo for the period of your study. Your deposit will be returned to you when a copy of your completed project is received by the Research Coordinator.
5. The Research Coordinator or other suitable staff member will meet the researcher prior to the project's start to familiarise the researcher with entrance and exit procedures to the zoo, health

and safety guidelines and contacts available. Health & Safety matters are of vital importance at Africa Alive! and Banham Zoo and all guidelines must be adhered to at all times. Any researchers that do not follow these procedures will have their research with the Zoological Society of East Anglia terminated and their deposit will not be refunded.

6. During your study you will be provided with a research tabard and name badge. These should be worn at all times within the zoo to identify you as a researcher. These must be returned at the end of your study or you will lose your deposit.
7. Relevant animal information can be made available at the discretion of the Research Coordinator and the Director of Conservation & Education.
8. The Education and Animal Management departments also hold many books that can be utilised by the researcher.
9. After the research has been concluded and the project write up completed, the Zoological Society of East Anglia should receive a copy of all final written work.

### **Requests for information from the Zoos**

1. Students should complete a 'Request for Assistance with Studies' form with as much information as possible and return it to the Research Coordinator, along with supporting material such as the questionnaires to be completed.
2. This application will then be discussed by the Research Coordinator, the Director of Conservation & Education and other appropriate staff members.
3. If your project is approved, the Research Coordinator will contact you with the information you have requested as soon as possible. If your project is not approved, or if we require more information in order to make our decision, the Research Coordinator will contact you. Please be aware that due to staff workload, information can take a few weeks to gather depending on the nature of the information requested.
4. After the research has been concluded and the project write up completed, the Zoological Society of East Anglia should receive a copy of all final written work.

## **HEALTH & SAFETY**

Health & safety matters are of vital importance at Africa Alive! and Banham Zoo and all staff ensure that working procedures and practices are carried out safely and appropriately. Some of these procedures will apply to visiting researchers during their time at the zoos and it is vital that these are followed exactly. Any researchers that do not follow these procedures will have their research with the Zoological Society of East Anglia terminated.

### **Guidelines for Health & Safety whilst working as a researcher at Africa Alive! or Banham Zoo**

1. All research must be approved by the Research Coordinator & Director of Conservation & Education before study commences.
2. Research must not be invasive or cause harm or distress to the animal(s).
3. Researchers can go over public fences **only** with the prior permission of the Animal Manager **and** in the presence of an authorised member of the keeping staff.
4. Animals must not be fed unauthorised food.
5. Any access to the zoo and to specific animal enclosures granted to the researcher applies only to the researcher and **not** to any member of their family, friends or other students.
6. Students must not give information to the general public about the animals unless it has been authorised by the Research Coordinator or a member of the animal management team. Guests may be curious about the study and of course this can be discussed.
7. If during your study you notice an animal becomes unwell or distressed you must notify a member of staff immediately.
8. In an emergency (fire etc) students will be treated as members of the public, please follow any directions as given by a member of staff.
9. Depending on the nature of your study it may be necessary for the researcher to wear appropriate Personal Protective Equipment (PPE). If this is issued by the Zoological Society of East Anglia then the researcher must adhere to all Health & Safety rules and recommendations pertaining to the use of the equipment whilst carrying out the study. Research tabards and ID badges must be worn at all times when in the zoo.
10. For health & safety reasons we ask that you **clock in and out with the Education / Zookeeping staff** so we are aware when you are on site.

For any further details please contact Sara Goatcher, Education & Research Coordinator at [sara.goatcher@zsea.org](mailto:sara.goatcher@zsea.org)