

# Department of Education

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## National School Chaplaincy Programme: Guidelines for Tasmanian Government Schools



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## National School Chaplaincy Programme – Guidelines for Tasmanian Government Schools

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### **1. Introduction**

The purpose of these guidelines is to assist Tasmanian Government schools and providers of chaplaincy services to establish and maintain school chaplains under the National School Chaplaincy Programme (NSCP).

The purpose of the NSCP is the provision of chaplaincy services in Australian schools, to support the emotional wellbeing of students by providing:

- pastoral care services; and
- strategies that support the emotional wellbeing of the broader school community.

The NSCP will provide chaplaincy services to selected schools for the 2015, 2016, 2017 and 2018 school years.

This document replaces the *Guidelines for Chaplains in State Schools and Colleges in Tasmania* and reflects the requirements agreed to by the Tasmanian and Australian Governments in the Project Agreement for the National School Chaplaincy Programme (Project Agreement).

Relevant provisions of these Guidelines should also guide schools in obtaining chaplaincy services regardless of funding source. In particular, schools should use the Panel of Approved Chaplaincy Providers and should ensure that every chaplain, regardless of how they are funded, signs the School Chaplain Code of Conduct.

The Department of Education reserves the right to amend or supplement these Guidelines.

### **2. Scope**

These Guidelines are applicable to the provision of chaplaincy services in all Tasmanian Government schools.

These Guidelines are not applicable to Tasmanian non-government schools.

A separate agreement between the department and the Tasmanian Catholic Education Office (TCEO) and Independent Schools Tasmania (IST) relates to the provision of chaplaincy services in non-government schools under the NSCP. All chaplaincy services must be provided in accordance with the NSCP Project Agreement regardless of school sector.

### **3. Roles and Responsibilities**

Roles and responsibilities are outlined in these Guidelines, the Project Agreement and the Chaplaincy Contract for Services.

#### **a. Role of the Commonwealth**

The NSCP is an initiative of the Australian Government.

The role of the Commonwealth is to support the delivery of the NSCP by states and territories. The Commonwealth is responsible for:

- Monitoring and assessing achievement against milestones in the delivery of the NSCP
- Providing a consequent financial contribution to the states for the NSCP

#### **b. Role of the State**

The Tasmanian Government has agreed to administer the NSCP on behalf of the Australian Government through the Tasmanian Department of Education (the department).

The Department of Education is responsible for:

- All aspects of delivering the NSCP as outlined by the Commonwealth in the Project Agreement for the National School Chaplaincy Programme
- Allocating funding to government schools and non-government school sectors to participate in the NSCP
- Establishing a cross-sectoral panel with the Tasmanian Catholic Education Office and Independent Schools Tasmania to select and prioritise schools for funding
- Inviting Tasmanian Government schools to apply for funding
- Establishing a Panel of Approved Chaplaincy Providers for Tasmanian Government Schools
- Reimbursing government schools for their expenditure on chaplaincy services (up to their agreed funding allocation)

- Establishing and maintaining these Guidelines and other relevant policies and procedures that support the provision of chaplaincy services in government schools.

**c. Role of Chaplaincy Providers**

A Panel of Approved Chaplaincy Providers will be established through a tender process conducted by the Department of Education. The role of these agencies will be to provide the services of chaplains to schools under the NSCP.

Approved Chaplaincy Providers will be responsible for:

- Entering into a formal contract with the department for the delivery of chaplaincy services before commencing chaplaincy services in any government school
- All employment related responsibilities
- Working with identified schools to agree on the chaplaincy services to be provided in a school community (to be reflected in an Official Order for chaplaincy services)
- Working with identified schools to appoint a chaplain to provide services to the school community who meets all the minimum requirements
- Verifying that any chaplain placed in a school has a current Working with Children Check, a Good Character Check and possesses the minimum qualifications
- Ensuring that any chaplain engaged under the NSCP has signed the Code of Conduct for School Chaplains before commencing work in any school
- Establishing and maintaining policies and procedures relating to the operation of the chaplaincy service, including appropriate complaints mechanisms
- Providing ongoing professional development and support for chaplains
- Advising the school of matters relating to the cost and maintenance of the chaplaincy service
- Presenting the school with audited balance sheets and other financial statements relating to the chaplaincy service on a regular basis and as requested
- Providing adequate insurance cover for the chaplaincy service
- Managing financial accounts including receipting of tax deductible donations, account keeping and reporting
- Ensuring a minimum of 80 per cent of the total annual funding is used for the purposes of paying school chaplain/student welfare worker salary or

wages and superannuation. This may also include travelling time between schools in regional and remote cluster arrangements or salary/wages whilst attending training or development but not regular/daily commute

- Monitoring the availability of funds to ensure that salaries and other entitlements are paid regularly and on time
- Ensuring that they continue to fulfil the minimum requirements for inclusion on the Panel of Approved Chaplaincy Providers
- Ensuring that chaplains meet the minimum qualifications as outlined in these Guidelines and the NSCP Project Agreement
- Ensuring that a minimum of 400 hours of chaplaincy services per annum is provided to receive the maximum funding available per school (or a pro rata minimum service level for funding less than the maximum)
- Providing reports to the department from time to time to allow the department to discharge its reporting obligations to the Australian Government under the NSCP Project Agreement.

#### **d. Role of Schools**

- To ensure that the school community supports the engagement of a school chaplain under the NSCP
- To apply to the department for funding under the NSCP
- To select their preferred Chaplaincy Provider from the Panel of Approved Chaplaincy Providers
- To work with their Chaplaincy Provider to engage an appropriately qualified chaplain for their school community
- To decide whether their school community wishes to purchase additional hours of chaplaincy from their own funding sources (eg fundraising, school resource package)
- To negotiate an annual Official Order with their Chaplaincy Provider which sets out the agreed parameters of the chaplaincy service
- To provide the chaplain with an induction to departmental and school based policies, procedures and guidelines including *Learners First* and *Respectful Schools and Workplaces* and School Improvement Plans in addition to the School Chaplain Code of Conduct
- To pay their Chaplaincy Provider as agreed in the Official Order
- To work with their School Association to determine its role in the provision of chaplaincy services for the school community (eg the School Association may choose to form a sub-committee to oversee the chaplaincy service in partnership with the Principal)

- To provide the chaplain with day-to-day direction through the principal or his/her delegate
- To provide regular reports, including an acquittal of expenditure, to the department to enable it to monitor and evaluate the programme, reimburse expenditure and to fulfil its reporting obligations to the Australian Government

**e. Definition and Role of School Chaplain**

A chaplain<sup>1</sup> may be of any faith and is an individual who:

- is recognised by the school community and the appropriate governing authority for the school as having the skills and experience to deliver school chaplaincy to the school community;
- and is recognised through formal ordination, commissioning, recognised religious qualifications or endorsement by a recognised or accepted religious institution; and
- meets the minimum NSCP qualification requirements.

The NSCP's minimum qualification requirements are either:

- a Certificate IV in Youth Work; or
- a Certificate IV in Pastoral Care; or
- an equivalent qualification (as determined by the Department of Education)

This Certificate or equivalent qualification must include competencies in 'mental health' and 'making appropriate referrals'.

Chaplains support the emotional wellbeing of students by providing:

- pastoral care services; and
- strategies that support the emotional wellbeing of the broader school community.

Pastoral care services are defined as the practice of looking after the personal needs of students, not just their academic needs, through the provision of general spiritual and personal advice.

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<sup>1</sup> Under the NSCP a title other than 'chaplain' may be used where the title is appropriate to the religious affiliation of the individual.

Chaplains must:

- ensure that participation by any student is voluntary
- not proselytise or evangelise
- respect, accept and be sensitive to other people's views, values and beliefs
- comply with all laws and departmental policies, procedures and guidelines, including child protection matters
- adhere to the State Service Code of Conduct, State Service Principles and the Conduct and Behaviour Standards developed by the department for department employees
- sign and act in accordance with the Code of Conduct for School Chaplains
- have current Working with Children Check and Good Character Check before commencing work in any school
- accept day to day direction from the school principal or his/her delegate
- not provide professional services for which they are not qualified for or that are beyond the scope of agreed services such as teaching or counselling
- refer students to other support staff or services where appropriate.

Chaplains are mandatory reporters under the *Children, Young Persons and their Families Act 1997*. Chaplains are legally required to notify Child Protection Services if they know, believe or suspect that a child is being abused or neglected. Chaplains should also refer to the department's mandatory reporting guidelines.

More information on the parameters of chaplaincy services is provided under the heading 'parameters of school chaplaincy services'.

**f. Role of School Associations**

- Work with their Principal (or delegate) and the wider school community to determine the need and support for a school chaplaincy service for their school community
- Work with the Principal (or delegate) and the Chaplaincy Provider to select an appropriate Chaplain to work in their school community
- *May* choose to establish a sub-committee to provide support and feedback on the chaplaincy services provided in the school in partnership with the Principal (or delegate)
- *May* choose to work with the Chaplaincy Provider and the Principal (or delegate) to fundraise to purchase additional chaplaincy services beyond those funded under the NSCP, where there is prior agreement to do so

between the School and the Chaplaincy Provider and agreed in the Official Order.

#### **4. Programme Funding**

Under the NSCP Project Agreement the Australian Government will provide up to \$2.13 million per year to Tasmanian schools (for 2015-2018) subject to the number and location of schools selected to receive funding. The funding will be allocated to both government and non-government schools based on 2013 enrolments details. Ongoing funding is subject to continued Australian Government funding.

A maximum of \$20 000 per annum is available to schools (\$24 000 for remote/very remote schools<sup>2</sup>).

Chaplains will need to provide services for a minimum of four hundred (400) hours per calendar year to obtain the maximum funding. The school may determine the most appropriate apportioning of hours of this service to be agreed annually through an Official Order.

Schools can negotiate a level of servicing above this minimum requirement however, funding levels are agreed to at the establishment of the programme and additional funding will NOT be provided by the department if additional hours of service are provided. Additional hours must be agreed in advance and must be reflected in the annual Official Order.

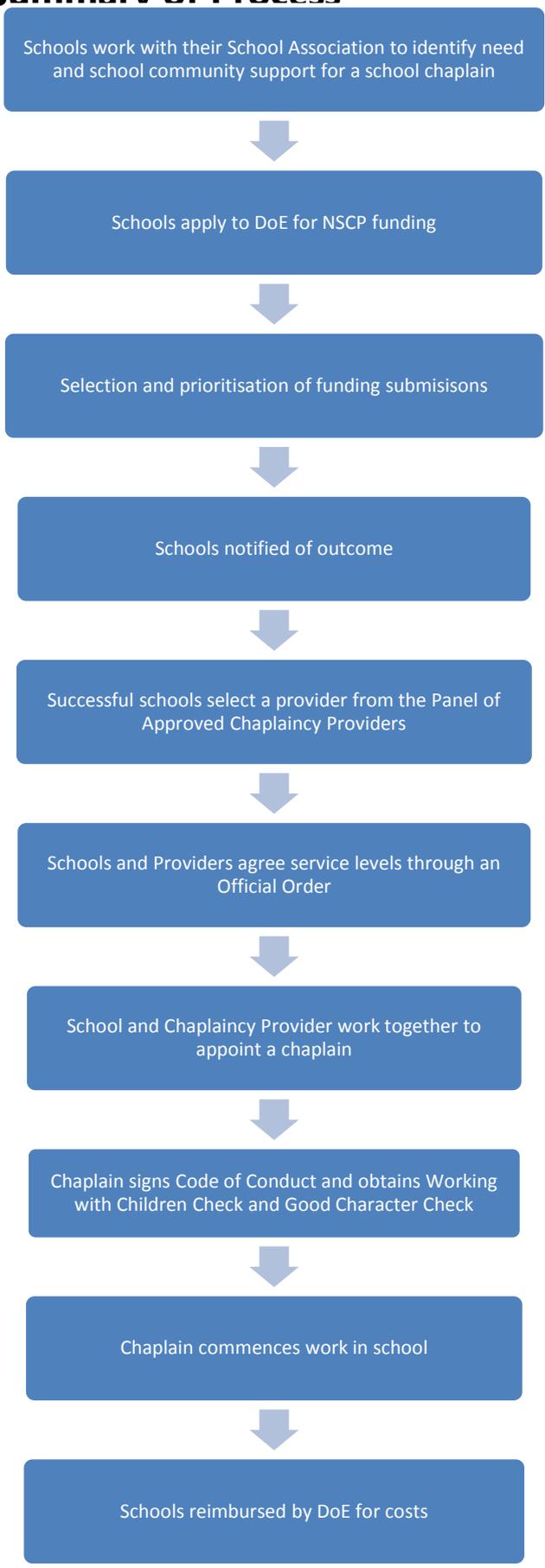
**Note:** There is no obligation on the school or School Association to fund additional chaplaincy services beyond those funded under the NSCP.

Chaplaincy providers must not pressure schools or School Associations to fund additional chaplaincy hours beyond the level funded under the NSCP.

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<sup>2</sup> Remote/very remote areas are those geographical areas classified as such by the 2011 version of the Accessibility/Remoteness Index of Australia Plus.

## Chaplaincy Service: Summary of Process



## 5. Selection of Schools

Government schools were invited by the Deputy Secretary, Early Years and Schools to apply for funding under the NSCP on 17 November 2014.

Schools are required to apply for the full four year period. Schools are encouraged to enter into cluster arrangements with other schools in close geographical proximity. Schools could apply for a maximum of \$20 000 (equating to a minimum of 400 hours service per calendar year) and a minimum of \$10 000 (equating to a minimum of 200 hours service).

The selection panel comprises the Managers' School Support (or equivalent role) in each Learning Service and the Manager, Strategic Policy and Planning.

The selection panel will select and prioritise schools for funding based on an assessment of the following:

- A clear plan for how a chaplain will contribute to the identified needs and priorities of the school, including how a chaplain would integrate with other support personnel with a school (eg how it will link to the School Improvement Plan, health and wellbeing objectives, school data such as suspensions, attendance etc)
- Demonstrated school community support for a chaplain
- Total chaplaincy hours requested
- Current school data
- Socio-economic status of the school

The selection panel will also ensure a broad selection of schools across the state can participate in the programme.

Schools should also address how their proposed chaplaincy programme would be affected if the full funding request was not able to be provided.

Funding submissions close on Friday 12 December 2014. Schools will be advised of the outcome before the end of Term 4 2014.

Schools have the option when applying for funding to share the use and resource of a chaplain with neighbouring schools. Schools will receive an individual funding allocation, but may share the services of a single chaplain. This arrangement may allow for flexibility in servicing between schools. Schools who enter into this arrangement may wish to enter into a service level agreement in order to ensure all schools are satisfied with the arrangement.

## **6. Panel of Approved Chaplaincy Providers**

A Panel of Approved Chaplaincy Providers will be established by the department to provide chaplaincy services for government schools.

Selected schools will have the capacity to choose their preferred Chaplaincy Provider from this panel. This arrangement will ensure that Chaplaincy Providers and the chaplains that they employ meet agreed minimum standards and expectations.

The request for tender will be advertised on 6 December 2014 with submissions closing on 16 January 2015. A list of providers on the panel will be available on the Department of Education website early in Term 1 2015. The department will write to successful schools to advise them of the panel as soon as it is finalised.

The department will enter into a Contract for Services with each approved panel member. The contract fee will be determined by the amount agreed between a school and its chosen Chaplaincy Provider in an Official Order.

Schools must not enter into any commitment with a chaplaincy provider until they are accepted for inclusion on the Panel of Approved Chaplaincy Providers.

## **7. Official Order**

Schools and their selected Chaplaincy Provider will negotiate and agree an Official Order as described in the Chaplaincy Contract for Services. An Official Order is an order placed by a school to a provider for chaplaincy services. While there is no set format for an official order, it must be in writing and must only contain details, terms and conditions which the parties have already agreed.

A template Official Order has been provided in Annexure 3 for use by schools.

The minimum details that must be included in the Official Order are:

- Name of school and Chaplaincy Provider
- Funding allocated under the NSCP and associated minimum hours of service
- (If agreed) Any additional non-NSCP funded chaplaincy service (cost and minimum hours)
- Apportionment of chaplaincy service throughout the school year (eg 2 days per week)
- Whether there is a shared chaplaincy service with another school (identify school)
- Identify the specified personnel (ie School Chaplain)
- Payment terms.

The school and Chaplaincy Provider may also wish to agree the nature of the chaplaincy service to be provided; approved materials and activities; how performance will be managed jointly; the operation of any School Association governance arrangements or any other matter that the parties wish to agree, so long as it is consistent with the NSCP Project Agreement; these Guidelines and the Contract for Services signed by all approved Chaplaincy Providers.

An Official Order should be renegotiated each year of the programme. A copy of the completed Official Order must be sent to [eyes.correspondence@education.tas.gov.au](mailto:eyes.correspondence@education.tas.gov.au).

## **8. Selecting a Chaplain**

Once a school has been advised that their submission for funding is successful the principal (or their delegate) in consultation with the School Association will select a Chaplaincy Provider that best meets the needs of the school community. The Chaplaincy Provider must be selected from the Panel of Approved Chaplaincy Providers.

It is recommended that the Principal (or his/her delegate) selects the School Chaplain with input from the School Association along with the Chaplaincy Provider.

The Chaplaincy Provider must provide to the selection panel verification that the Chaplain meets the minimum requirements of a chaplain as set out in these Guidelines; Contract for Services and NSCP Project Agreement and that the Chaplain signs the Code of Conduct, has a Working with Children Check and Good Character Check before they commence working in schools.

Refer to Annexure 1 for the Code of Conduct for School Chaplains.

If there is a need to appoint a new chaplain to provide chaplaincy services then the Chaplaincy Provider will work with the school to identify a replacement chaplain that meets all the necessary requirements and who best meets the needs of the school community.

## **9. Parameters of School Chaplaincy Services**

Chaplains are responsible for supporting the emotional wellbeing of students by providing pastoral care services and strategies that support the emotional wellbeing of the broader school community.

Chaplains must not provide professional services for which they are not qualified for or that are beyond the scope of agreed services, such as teaching or counselling.

The primary role of the chaplain is to support students and their families. However school staff may initiate access to collegial support from the chaplain on a voluntary basis.

Both chaplains and school staff should ensure that chaplaincy services are not accessed for matters that are more appropriately dealt with through the Employee Assistance Service (EAS) particularly matters relating to work. EAS can assist staff with matters related to aspects of both their personal and professional lives.

Should a school wish to engage a chaplain to provide professional services in another capacity within the school, these services must be independent of their chaplaincy role and must not be provided simultaneously.

It is strongly recommended and considered to be best practice that where religious education is provided in a school (in accordance with the Tasmanian *Education Act 1994* and the [Religious Instruction in State Schools Guidelines](#)) that it is also provided independently of the school chaplain.

A school chaplain should not make public comments which could be perceived as compromising their capacity to fulfil their duties in accordance with the Code of Conduct. School chaplains must also observe the department's [Social Media Guidelines](#) and must not use social media – such as blogs, facebook, or newsletters and school websites, to proselytise/evangelise to students within their school, in their role as a school chaplain.

Chaplains should also ensure that they take responsibility for, and obtain prior approval from the school principal for any external people that the school chaplain invites onto the school premises to provide student activities. All departmental guidelines for volunteers and external providers must be adhered to, including the department's [Good Character Checks Procedure](#). School chaplains should also vet any content to ensure that these external people do not proselytise or evangelise, distribute biased material or undertake any activities that are not consistent with these guidelines.

Services provided during funded hours must not include:

- providing religious education in their schools
- attempting to convert students to a religion or set of beliefs through proselytising or evangelising
- initiating faith discussions with a view to coercing or manipulating students to a particular view or spiritual belief.

**a. Voluntary participation**

It is not compulsory for any student to participate in activities or receive services from a school chaplain.

The principal (or delegate) must ensure that parents and carers have been fully informed of the programme. It must also be transparent that the programme is not part of the school curriculum and their children do not have to participate in this

service. Principals should also ensure that they have approved all services and materials that will be delivered by the school chaplain.

Parents and carers must be informed in writing of:

- the availability and nature of chaplaincy services and activities. (There must be clear distinction between the activities of the chaplain generally as part of the school's wellbeing service)
- the processes for accessing a chaplain and the requirements for written parental/carer consent before a student participates or accesses the chaplaincy service/activities
- the opportunity to review permission annually and when there is a change to the chaplain or to their programme of services.

Parent consent and referral processes must be consistent with departmental guidelines and policies. Parents may withdraw their consent at any time.

School chaplains must ensure that all services that are delivered are:

- approved by the school principal
- have the appropriate prior parental/carer consent, and
- have the voluntary consent of students who participate.

#### **b. Working with school support staff**

Support staff includes Social Workers, School Psychologists and Speech Pathologists and all other staff with a student support role.

School Psychologists and Social Workers provide professional intervention and counselling to students in areas such as mental health. Chaplains are not professional counsellors and their role is different from that of these officers. However, chaplains can work alongside these officers as part of a school team to support and provide advice to students in need.

With the assistance of the school, chaplains are responsible for understanding the role of school support and must develop skills in discerning when referrals to professional staff are appropriate.

Schools are responsible for providing chaplains with guidance around the referral process to appropriate services or support for students.

#### **c. Ongoing management and support of a chaplain within a school**

Chaplains are performance managed by their Chaplaincy Provider who is fully responsible for all employment related matters. However, chaplains are subject to the direction and management of the principal (or their delegate) in their day to day tasks.

The chaplain, as a member of the team of staff providing support to students in a school, should benefit from and be subject to the overall management structures and procedures of the school. This includes participation in relevant professional learning opportunities, including Professional Learning Days and Moderation Days where appropriate.

The chaplain should be part of the school wellbeing team; however, chaplains must be excluded from those parts of the wellbeing team meetings where discussion involves students who do not have parental consent to participate in the chaplaincy programme.

Further responsibilities of the school include:

- Confirming that the chaplain meets all the minimum requirements (including minimum qualifications, signed Code of Conduct, Working with Children Check and Good Character Check)
- Developing procedures about how and when students, teachers and parents may access the chaplain
- Ensuring chaplains understanding the roles of Social Workers and School Psychologists and the referral process for their services
- Assisting chaplains to develop skills in discerning when referrals to professional staff are warranted
- Ensuring that the chaplain understands the principles, ethics and practical implications of confidentiality in accordance with various regulations and the policies and procedures of the school
- Determining, through the principal or his/her delegate, the appropriate level of information about a student that is appropriate to share with a chaplain, in consultation with professional support staff, the students and parents/carers where appropriate, consistent with relevant legislation and department policies
- Identifying procedures for professional referrals to other people and agencies both within and outside the school
- Allowing the chaplain access to appropriate professional development
- Ensuring the chaplain is subject to the overall management structures and procedures of the school

- Allocating work space and support facilities for the chaplain, including IT access and DoE email access
- Ensuring the chaplain is integrated into the life of the school through professional and personal support and supervision.

#### **d. Complaints Process**

##### *Parent, student or community member*

Parents, students and other members of a school community have a right to raise complaints/concerns about the chaplaincy programme at their school. These complaints must be managed in accordance with the department's [Grievances – Guidelines for Parents and the Community](#) document.

##### *Resolution of disputes between Chaplaincy Provider and school*

In the first instance, issues or concerns between the Chaplaincy Provider and school should be resolved through discussion between the parties.

If a discussion does not resolve the matter then the Chaplaincy Contract for Services outlines a dispute resolution process where (except in the case of action required to be taken under statute, or where an urgent interim determination is sought), the parties must refer the matter for resolution by a person of appropriate qualifications and experience agreed between them.

Schools should notify the department at [eyes.correspondence@education.tas.gov.au](mailto:eyes.correspondence@education.tas.gov.au) if a formal contractual dispute resolution process commences.

#### **e. Duty of care**

Duty of care is a duty imposed by law to take reasonable care to minimise the risk of foreseeable harm to another person. Duty of care arises whenever the student and the teacher/staff member can properly be said to be in a teacher/staff member-student relationship.

The principal has a non-delegable duty of care to all students on their school/educational site during school hours no matter where the students are attending.

Under no circumstances can the school's duty of care for students be delegated to the chaplain. It is important that the chaplain and school staff understand their responsibilities to take reasonable care for their own safety and ensure that they do not adversely affect the health and safety of others. Further information on duty of

care is provided in the document [Duty of Care for Students on Departmental Educational Sites](#).

## 10. Reporting and Accountability

Key information will be collected through the Official Orders agreed annually between each school and Chaplaincy Provider.

Further, each school will be required to submit a return in March, July and November each year to provide required information to the department and to trigger the reimbursement of eligible school costs incurred under the NSCP (refer to the Funding Acquittal form at Annexure 2).

The department is required to report annually to the Australian Government on key milestones for administering the NSCP as a pre-requisite to receiving federal funding for the continuation of the programme. The department may request additional information from Chaplaincy Providers and schools as required to meet its obligations under the NSCP Project Agreement.

## 11. Related Documents

The following documents are available from [www.education.tas.gov.au](http://www.education.tas.gov.au) (Search for the Doc ID)

- [Duty of Care for Students on Departmental Educational Sites](#) (Doc ID: TASED-4-4435) [Staff access only]
- [Grievances – Guidelines for Parents and the Community](#) (Doc ID: TASED-4-0000)
- [Religious Instruction in State Schools Guidelines](#) (Doc ID: TASED-4-2989)
- [Good Character Checks](#) (Doc ID: TASED-4-1152)

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|---------------------------------|--|
| Authorised by:                  | Colin Pettit   |
| Position of authorising person: | Secretary  |
| Date authorised:                | 4 December 2014  |
| Developed by:                   | Strategic Policy and Planning                                      |
| Date of last review:            | Not applicable   |
| Date for next review:           | November 2015  |
| This document replaces:         | Guidelines for Chaplains in State Schools and Colleges in Tasmania |

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## **Annexure 1**

Following is a Code of Conduct for school chaplains engaged under the NSCP in Tasmanian Government schools. This document must be signed by the school chaplain before they commence any work or chaplaincy service in a school. Chaplains who refuse to sign this code will not be permitted to be part of the programme.

### **School Chaplain Code of Conduct**

School chaplains are responsible for supporting the spiritual, social and emotional wellbeing of their students regardless of faith or beliefs. School chaplains must be able to provide support for a range of day to day matters affecting the school community and communicate effectively with a diverse group of people. They can become involved in a wide variety of issues including health, social and values education and emotional support.

It is expected that school chaplains would support and work with the school principal and the school student wellbeing staff or equivalent, to refer students to appropriate services when required. To assist in facilitating this, school chaplains should have or develop an appropriate and suitable external network of professional groups working within the community.

In providing these services, the school chaplain must sign and observe this Code of Conduct at all times.

The school chaplain must:

1. Adhere to all relevant Commonwealth, state or territory policy and legislation, including that concerning child safety, privacy and confidentiality.
2. Not conduct themselves in a manner which compromises their delivery of the services under the programme. As such school chaplains must adhere to the NSCP Guidelines for Tasmanian Government Schools; the Tasmanian State Service Principles and Code of Conduct and this School Chaplain Code of Conduct at all times where conduct in a private capacity might impact their delivery of services under the programme.
3. Have a current Working with Children Check and a Good Character Check before they can work in schools and must notify the department of any pending charges which may impact on their eligibility to participate/work in education related programs.
4. Recognise, respect and affirm the authority of the school principal and work in consultation with them.
5. Contribute to a supportive, safe, inclusive and caring learning environment within the school.

6. Respect, accept and be sensitive to other people's views, values and beliefs that may be different from his or her own, including respecting the rights of parents/guardians to ensure the moral and spiritual education of their children is in line with the family's own convictions.
7. Actively discourage any form of harassment or discrimination on the grounds of religious ideology, beliefs, sexuality, gender, intersex or gender identity (or any other attribute identified in the Tasmanian *Anti-Discrimination Act 1998*).
8. Not perform professional or other services for which they are not qualified and if not qualified, refer on to an appropriate service, in line with school protocols.
9. Refer a student to a service or organisation which is best placed to support the student's particular needs in accordance with the students own beliefs and values.
10. Provide accurate and impartial information about the support and services available in the broader community, including community groups and religious groups.
11. Not put him or herself, or allow him or herself, to be placed in a compromising situation, recognising that there are circumstances where confidentiality may be sought by the student.
12. Avoid unnecessary physical contact with a student, recognising however that there may be some circumstances where physical contact may be appropriate such as where a student is injured or distraught.
13. While recognising that an individual school chaplain may in good faith express views and articulate values consistent with his or her own beliefs, a school chaplain must not take advantage of his or her privileged positions to proselytise, evangelise or advocate for a particular view or belief.
14. Adhere to the Project Agreement for the National School Chaplaincy Programme.

### **Use of information on this form and privacy**

Information on this form is collected for the purposes of the administration of the National School Chaplaincy Programme. Information on this form can be disclosed to other parties without your consent in accordance with the Privacy Act 1988.

Acknowledgement by school chaplain

I understand and agree to the terms of this Code of Conduct

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*Signature* of school chaplain

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Name of school chaplain

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Name of Witness

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Position of witness

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Date

**Guidance to Chaplaincy Providers and school principals for breaches of the code of conduct**

As school chaplains hold a special position of trust, they must be accountable for their actions. In addition, the Chaplaincy Provider and the school principal must take all reasonable steps to ensure that school chaplains comply with the Code of Conduct. On appointment of the school chaplain, the school principal must outline to them the measure in place to ensure compliance with the Code of Conduct and how breaches of the Code of Conduct will be managed.

## Annexure 2

### Funding Acquittal

*This report will need to be provided by the school in **March, July and November** of each year to trigger reimbursement of school costs under the NSCP for the preceding 4 month period. Information on this form is necessary to monitor and evaluate the programme and to submit required information to the Australian Government as per the NSCP Project Agreement.*

*Evidence of expenditure will need to be provided. It is recommended that you establish a separate budget centre or project code in your school chart for this purpose.*

Please submit your form to [ey.s.correspondence@education.tas.gov.au](mailto:ey.s.correspondence@education.tas.gov.au)

### 1. Summary of Chaplaincy Service

|   |  |
|---|--|
| School                                    |  |
| Chaplaincy Provider                       |  |
| Name of Chaplain                          |  |
| Total funding allocated under NSCP        | <i>eg \$20 000</i>   |
| Total agreed minimum hours funded by NSCP | <i>eg 400</i>  |
| Additional non-NSCP sourced funding       | <i>indicate amount and source (eg \$5 000 – school resource package/fundraising)</i> |
| Additional non-NSCP funded minimum hours  | <i>eg 100</i>  |

### 2. Expenditure

|   | <b>Total payments to Chaplaincy Provider<br/>\$</b> | <b>Total hours of service provided</b> | <b>Total NSCP funded payments to Chaplaincy Provider<br/>\$</b> | <b>Total NSCP funded hours of service provided</b> |
|---|---|--|---|--|
| <b>March Report</b><br>(Expenditure from 1 Nov – 28 Feb)    |   |  |   |  |
| <b>July Report</b><br>(Expenditure from 1 Mar – 30 June)    |   |  |   |  |
| <b>November Report</b><br>(Expenditure from 1 Jul – 31 Oct) |   |  |   |  |

### 3. Continuation of Chaplaincy Programme (only required for Nov Report)

Please indicate whether the school will participate in the programme in the following

year. If not, please explain why. If yes, please also provide evidence of ongoing support from your school community (*required only in the November report to confirm your school's continued participation in the programme in the following year*) eg letter of support from the School Association; evidence of consultation and feedback from school community

#### **4. Other Information**

Please briefly describe the contribution of the chaplaincy service to achieving the priorities of the School Improvement Plan

General comments/feedback

### Annexure 3

## Official Order

|   |   |
|---|---|
| School  |   |
| Chaplaincy Provider   |   |
| School Year   | <i>eg 2015</i>  |
| Name of Specified Personnel (Chaplain)  |   |
| Total funding allocated under NSCP  | <i>eg \$20 000</i>  |
| Total agreed minimum hours funded by NSCP   | <i>eg 400</i>   |
| Additional non-NSCP sourced funding – <b>only if applicable, school based decision</b>      | <i>indicate amount and source (eg \$5 000 – school resource package/fundraising)</i>  |
| Additional non-NSCP funded minimum hours – <b>only if applicable, school based decision</b> | <i>eg 100</i>   |
| Total agreed minimum hours of chaplaincy service (all funding sources)                      | <i>eg 500</i>   |
| Apportionment of chaplaincy service   | <i>eg 5 hours each Monday and Tuesday during school terms and 5 hours each alternate Wednesday</i>  |
| Payment Terms   | <i>eg Monthly invoices, 14 day payment terms</i>  |
| Is this part of a cluster arrangement?  | <i>If yes, indicate with which school(s)</i>  |
| Other information   | <i>Note any other agreed arrangements between the school and the Chaplaincy Provider – these MUST be consistent with the Guidelines, NSCP Project Agreement and the Contract for Services</i> |
| Other information   |   |

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**Signature of Principal**

**Date**

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**Name of Principal**

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**Signature of Chaplaincy Provider Delegate**

**Date**

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## **Name of Chaplaincy Provider Delegate**

*Note: An Official Order must be renegotiated each year of the programme. A copy of the completed Official Order should be sent to [eyes.correspondence@education.tas.gov.au](mailto:eyes.correspondence@education.tas.gov.au) and copies retained by the school and Chaplaincy Provider.*