

Chaplaincy Services in Tasmanian State Schools Procedure

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1. Purpose

This Procedure supports the [Chaplaincy Services in Tasmanian State Schools Policy](#) (the Policy) by providing advice to schools about the roles, responsibilities and obligations of the Department of Education (DoE) schools and colleges (schools), Chaplaincy Providers, and Chaplains.

- This Procedure applies to all DoE employees, schools, and school associations, Chaplaincy Providers, and Chaplains, unless otherwise indicated.
- All schools engaging the services of a Chaplain must consider relevant provisions of this Procedure regardless of the funding source.

2. Overview

The considerations and actions that must be undertaken by schools engaging a Chaplain to provide pastoral care services and wellbeing support strategies include:

- an initial determination that the school community supports the engagement of a Chaplain
- the roles, responsibilities and obligations of DoE, schools, Chaplaincy Providers, and Chaplains
- the process for engaging the services of a Chaplain
- the process for the ongoing management of Chaplaincy services.

3. Roles and Responsibilities

Roles and responsibilities are outlined in this Procedure, the [Policy](#), the [Project Agreement for the National School Chaplaincy Program](#) (NSCP Project Agreement) and the Chaplaincy Contract for Services.

3.1 Department of Education

The role of DoE is to administer the NSCP in Tasmania on behalf of the Australian Government.

- DoE is responsible for all aspects of delivering the NSCP as outlined by the Australian Government in the [NSCP Project Agreement](#).
- DoE must administer and allocate funding to government and non-government school sectors to participate in the NSCP.
- DoE must establish and maintain relevant documentation that supports the provision of chaplaincy services in State schools regardless of whether or not they receive NSCP funding.
- DoE must report on delivery of the NSCP as outlined in the [NSCP Project Agreement](#).
- DoE may request additional information from participating schools and Chaplaincy Providers as required to meet its obligations under the [NSCP Project Agreement](#).

3.2 Schools

The role of participating schools is to manage the provision of chaplaincy services through the School Principal (or their delegate). The following responsibilities are to be considered by the Principal when considering engaging the services of a Chaplain and must be followed when chaplaincy services are provided in DoE schools.

- Schools must confirm that the school community, particularly parents, support the engagement of a Chaplain.
- Schools must select their preferred Chaplaincy Provider from the panel of [Approved Chaplaincy Providers](#).
- Schools must negotiate the chaplaincy services to be provided to their school community with their Chaplaincy Provider.

- Schools must work with their Chaplaincy Provider to engage an appropriately qualified Chaplain for their school community.
- Schools must inform parents/carers/students in writing of the availability and nature of chaplaincy services and activities.
- Schools must establish appropriate processes to ensure that participation in chaplaincy services and chaplaincy related activities by all students is voluntary.
- Schools must give parents the opportunity to object, as a matter of conscience, to their children participating in any chaplaincy related services and activities if they wish.
- Schools must approve all services and materials to be delivered by the Chaplain and ensure that they contribute to the wellbeing of students; and that these services are consistent with the Chaplain's qualifications and the requirements of the [Policy](#) and the [NSCP Project Agreement](#). It is best practice that where Chaplains promote external events run by religious organisations to students, deliver special religious instruction, conduct religious services or ceremonies or lead students in religious observances that Principals consult with their School Association to inform their decision.
- Schools must provide the Chaplain with an induction to relevant DoE and school based policies and procedures and the [Behaviour Standards and Code of Conduct for Chaplains in Tasmanian State Schools](#).
- Schools must ensure the Chaplain is subject to the overall management structures and procedures of the school.
- Schools must complete the Checklist prior to the Chaplain starting work at their school.
- Schools must retain copies of all documents relating to a chaplaincy service.
- Schools must provide regular reports, including an acquittal of expenditure for NSCP funding, to DoE to enable it to monitor and evaluate chaplaincy services and fulfil its reporting obligations to the Australian Government.
- It is best practice that where religious instruction is provided in a school (in accordance with the [Education Act 2016](#) and the [Religious Instruction in State Schools Policy](#)) that it is provided independently of the Chaplain.
- Schools are responsible for providing Chaplains with guidance around the referral process to appropriate services or support for students both within and outside the school.
- Schools must ensure that Chaplains understand the roles of Social Workers and School Psychologists and the referral process for their services and assist Chaplains to develop skills in discerning when referrals to professional staff are warranted.
- Schools must ensure 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.
- Schools must ensure that Chaplains only collect student information that is necessary to provide the agreed chaplaincy service, and that all student information is held securely to avoid loss; unauthorised access, use, modification or disclosure; and all other misuse in accordance with the [Personal Information Protection Act 2004](#) and the DoE policy on [Personal Information Protection Policy](#).
- Schools must allow the Chaplain access to appropriate professional development.
- Schools must allocate work space and support facilities for the Chaplain, including IT access.
- Schools must ensure the Chaplain is integrated into the life of the school through professional and personal support and supervision.

- Schools must follow [Procedures-for-Planning-Off-Campus-Activities](#). Chaplains may attend school camps, off-campus activities, and excursions organised by the school. Chaplains cannot be included when the school is calculating staff supervision ratios.
- Under no circumstances can the school's duty of care for students be delegated to its 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 Procedure](#).

3.3 Chaplaincy Providers

The role of the Chaplaincy Provider is to employ Chaplains to provide chaplaincy services in Tasmanian schools.

- Principals and Chaplaincy Providers must work collaboratively to select a Chaplain for appointment to a school and must negotiate and document a work plan which details the duties and tasks the Chaplain will undertake in the school (to be reflected in an Official Order for chaplaincy services). Refer to section 11 [Approved Chaplaincy Providers](#).
- Chaplaincy Providers must enter into a formal contract with DoE for the delivery of chaplaincy services before commencing chaplaincy services in any State school.
- Chaplaincy Providers are fully responsible for all employment related matters related to Chaplains and for paying the salary and other employment-related costs for the provision of chaplaincy services, and the provision of professional development and support for Chaplains. However, Chaplains are subject to the direction and management of the Principal (or their delegate) in their day to day tasks.
- Chaplaincy providers must not pressure schools or School Associations to fund additional chaplaincy hours beyond the level funded under the NSCP.
- Chaplaincy Providers must ensure that they and their employees adhere to the requirements outlined in this Procedure, the Policy, the Contract for Services, and the [NSCP Project Agreement](#), including establishing appropriate complaint mechanisms.
- Chaplaincy Providers must report to schools and other business units within DoE and provide feedback regarding chaplaincy related matters.
- Chaplaincy Providers must negotiate an annual Official Order with each school engaging a Chaplain.
- Chaplaincy Providers must verify and provide evidence to the school of a Chaplain's relevant qualifications and current and valid [Registration to Work with Vulnerable People \(RWVP\)](#), and ensure that the Chaplain has signed the [Behaviour Standards and Code of Conduct for Chaplains](#) prior to the Chaplain commencing work at that school.
 - » **NSCP ONLY:** Chaplaincy Providers must ensure that NSCP Chaplains undertake professional learning, in particular, the [professional learning in responding to and preventing bullying and cyberbullying](#) provided by the Office of the eSafety Commissioner, within the given timeframe. However, such activity must not be undertaken within the minimum 400 hours of chaplaincy services provided to a school, unless agreed by the Principal.

3.4 Chaplains

The role of the Chaplain is to work with wellbeing and student support staff in schools to support students and the wider school community to provide:

- » pastoral care and guidance to students
- » strategies that support the emotional wellbeing of the broader school community
- » a contribution to the school's wellbeing team in the delivery of student wellbeing services
- » referrals for students, or sourcing appropriate services to meet their needs
- » support to improve student engagement and connectedness
- » a safe, inclusive and supportive learning environment.

The primary role of the Chaplain is to support students. However school staff may initiate access to 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 Program \(EAP\)](#), particularly matters relating to work¹.

Chaplains must:

- observe a high standard of professional conduct at all times.
- ensure that participation by all students in all chaplaincy services is voluntary.
- respect, accept and be sensitive to other people's views, values and beliefs.
- comply with all laws and DoE policies, and procedures including child protection matters.
- have regard to the [National Framework for Protecting Australia's Children](#), and the relevant State responses to the recommendations from the [Royal Commission into Institutional Responses to Child Abuse \(Volume 6 – Making institutions child safe, Volume 10 – Children with harmful sexual behaviours and Volume 13 – Schools\)](#).
- have a current and valid [RWVP](#) and provide proof of registration to their employer and the school before commencing work in any school.
- meet the NSCP's minimum qualification requirements.
- sign and act in accordance with the [Behaviour Standards and Code of Conduct for School Chaplains](#)
- accept day-to-day direction from the Principal (or their delegate).
- notify the Principal (or their delegate) if they have concerns about the wellbeing of a child. Chaplains are mandatory reporters under the [Children, Young Persons and their Families Act 1997](#).
- notify Child Safety Service if they know, believe or suspect that a child is being abused or neglected. Chaplains should refer to DoE's [Mandatory Reporting Procedures](#) for further information regarding child protection requirements.
- refer students to other support staff or services where appropriate.
- adhere to the [Social Media Policy](#).
- ensure that they take responsibility for, and obtain prior approval from, the Principal for any external people that they invite onto the school premises to provide student activities.
- adhere to all DoE policies for volunteers and external providers, including DoE's [Registration to Work with Vulnerable People Policy](#).

¹ Employee Assistance Program (EAP) can assist staff with matters related to aspects of both their personal and professional lives.

- vet any content to ensure that these external people do not try and spread their own religious beliefs, hand out biased material or undertake any activities that are not consistent with this Procedure and DoE's [Partnering with External Organisations Policy](#) and [Working with External Support Providers Procedure](#).
- be performance managed by their Chaplaincy Provider. However, Chaplains are subject to the direction and management of the Principal (or their delegate) in their day to day tasks.
- ensure that they only collect information about students that is directly relevant to their role as a Chaplain and adhere to the [Personal Information Protection Act 2004](#) and [Personal Information Protection Policy](#).

Chaplains must not:

- proselytise, evangelise, advocate for a particular religious view or belief, or attempt to convert students to a religion or set of beliefs.
- provide professional services for which they are not qualified or that are beyond the scope of agreed services, such as teaching or counselling; where a Chaplain has qualifications in these areas, they are not permitted to provide these roles in their capacity as a Chaplain.
- conduct themselves in a manner which negatively impacts the delivery of their services as a Chaplain, even in a private capacity.
- put themselves, or allow themselves, to be placed in a compromising situation. Becoming involved in a parenting dispute, family law matter or other legal proceeding is not impartial and compromises the Chaplain so that they can no longer provide unbiased support to students, families and the community. Likewise, assisting a parent or family to prepare for court proceedings falls outside the services a Chaplain should be providing.
- visit students' homes to work with them or their families.
- promote external events run by religious organisations (such as camps, excursions, youth conferences, and guest speaker presentations) to students without permission from the Principal (or their delegate).
- deliver special religious instruction, conduct religious services or ceremonies or lead students in religious observances without permission from the Principal (or their delegate).
- initiate faith discussions with a view to coercing or manipulating students to a particular view or spiritual belief.
- make public comments which could be perceived as compromising their capacity to fulfil their duties in accordance with the [Behaviour Standards and Code of Conduct](#).

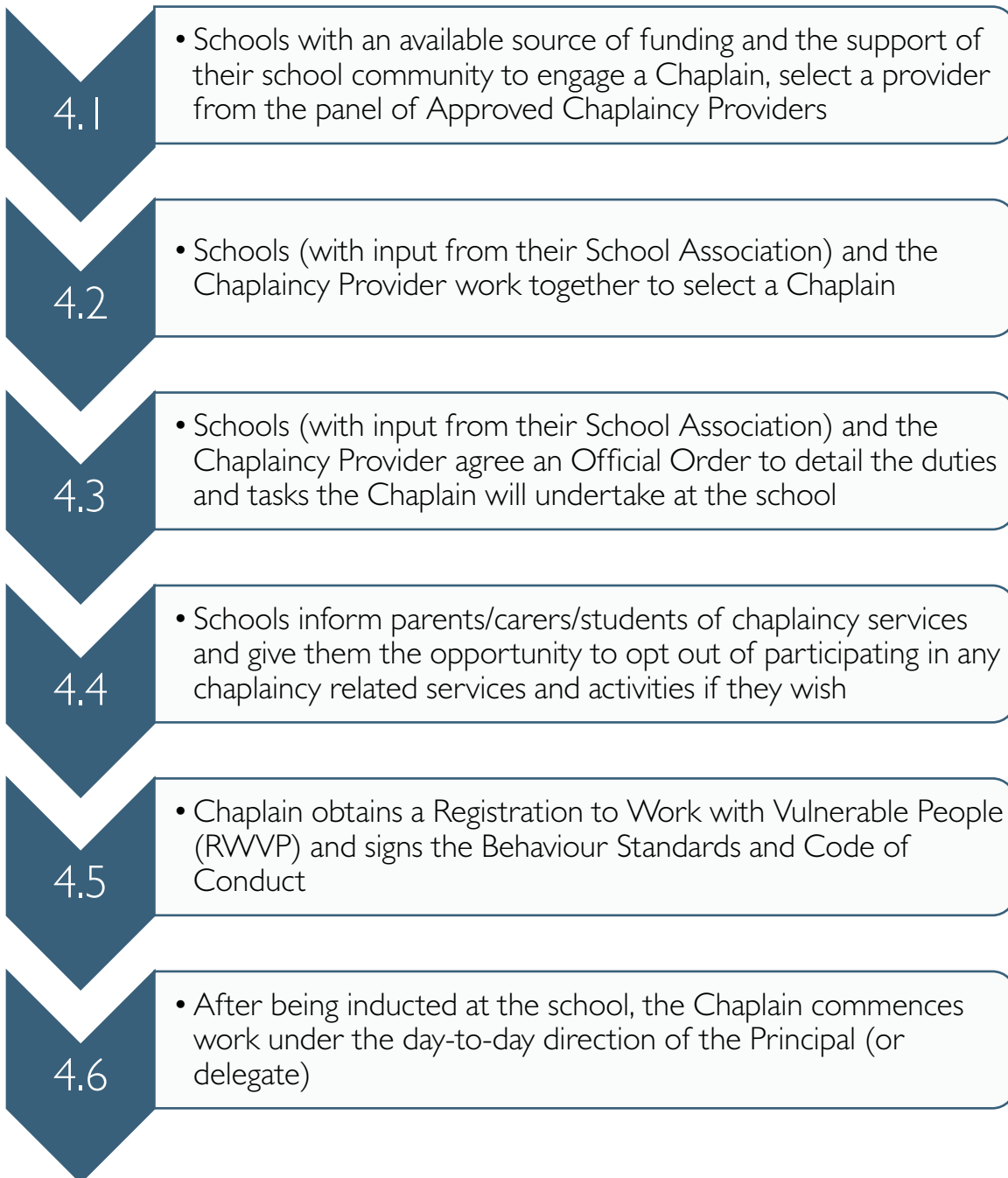
3.5 School Associations

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.

- School Associations may work with the Principal (or delegate) and the Chaplaincy Provider to select an appropriate Chaplain to work in their school community.
- School Associations may choose to form a sub-committee to oversee and provide advice on the services and materials to be delivered by the Chaplain, and the development and implementation of the chaplaincy service in partnership with the Principal (or delegate).
- There is no obligation on the school or School Association to fund additional chaplaincy services beyond those funded under the NSCP.
- School Associations may choose to work with 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,

4. Process

The process for provision of chaplaincy services is to be taken into account by the Principal when considering engaging the services of a Chaplain, and must be followed whenever chaplaincy services are provided in Tasmanian State schools. These steps are explained in detail in **sections 4.1 to 4.6**



4.1 Schools with an available source of funding and the support of their school community to engage a Chaplain, select a provider from the panel of Approved Chaplaincy Providers

Schools choosing to engage a chaplaincy service

- The following requirements for provision of chaplaincy services must be considered by the Principal before applying for funding, and must be followed when chaplaincy services are delivered.
- Schools must confirm that the school community, particularly parents, support the engagement of a Chaplain prior to a Chaplain being engaged at the school through extensive and wide consultation. Consultation is to include:
 - » school Association
 - » parents/caregivers
 - » teachers and other school staff
 - » students.
- Schools choosing to engage the services of a Chaplain must choose their preferred Chaplaincy Provider from the [Panel of Approved Chaplaincy Providers](#).

4.2 Schools (with input from the School Association) and the Chaplaincy Provider work together to select a Chaplain

- Schools must work with their Chaplaincy Provider to engage an appropriately qualified Chaplain for their school community. The Principal (or his/her delegate) selects the Chaplain with input from the School Association along with the Chaplaincy Provider. Refer to Addendum – Approved Chaplaincy Providers for more information.

4.3 Schools (with input from the School Association) and the Chaplaincy Provider agree an Official Order to detail the duties and tasks the Chaplain will undertake in the school

- Schools must negotiate an annual work plan with their Chaplaincy Provider to be reflected in an [Official Order](#) for chaplaincy services.
- The [Official Order](#) sets out the agreed parameters of the chaplaincy service 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).
- 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 agreed.
- As schools will monitor the hours worked by their Chaplain, they should likewise regularly maintain records that will objectively and periodically demonstrate the number of hours being delivered by the Chaplain to the school community, DoE, and other key stakeholders on request.
- The school and Chaplaincy Provider must outline the nature of the chaplaincy service to be provided, approved materials and activities, how performance will be jointly managed, the operation of any School Association governance arrangements or any other matter that the parties wish to document, so long as it is consistent with the [NSCP Project Agreement](#), this Procedure, the [Policy](#), and the Contract for Services signed by each of the Approved Chaplaincy Providers.

- The minimum details that must be included in the [Official Order](#) are:
 - » name of school and Chaplaincy Provider
 - » amount to be paid for the service and associated minimum hours of service
 - » for NSCP funding recipients, details of any additional non-NSCP funded chaplaincy service (cost and minimum hours)
 - » distribution of chaplaincy service throughout the school year (e.g. two days per week)
 - » whether there is a shared chaplaincy service with another school (identify school)
 - » identify the specified personnel (i.e. Chaplain's name)
 - » evidence of Chaplain's [RWVP](#)
 - » payment terms.
- Key information will be collected through the Official Orders agreed annually between each participating school and the Chaplaincy Provider.
- The Official Order must be renegotiated each year. Schools are required to retain a copy of the Official Order.
- The Chaplaincy Provider is required to send a copy of the completed Official Order to schoolchaplaincy@education.tas.gov.au

4.4 Schools inform parents/carers/students of chaplaincy services and give them the opportunity to opt out of participating in any chaplaincy related services and activities if they wish

- 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, carers, and students have been fully informed of the program and the role of the Chaplain in the school. It must also be clearly communicated that the program is not part of the school curriculum and their children do not have to participate in this service.
- Schools must establish communication processes to provide parents/carers at the beginning of the school year and at enrolment, and on request, information that details the school's chaplaincy services (e.g. publishing information on the school's website, in the parent handbook, and/or school newsletter). This detailed information includes:
 - » information about the Chaplaincy Provider and Chaplain
 - » process for parents to opt their child(ren) out of chaplaincy services.
- Parents/ 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 program of services and
 - » that they may withdraw their consent at any time.
- School chaplains must ensure that all services that are delivered are:
 - » approved by the Principal
 - » have the appropriate prior parental/carer consent
 - » have the voluntary consent of all students who participate.
- Schools may determine if it is appropriate to advise parents/carers where it is deemed particular school activities are of a religious nature.

4.5 Chaplain obtains a Registration to Work with Vulnerable People (RWVP) and signs the Code of Conduct and Behaviour Standards

- The Chaplaincy Provider must provide evidence to the school that the Chaplain meets the minimum requirements of a Chaplain as set out in this Procedure, the [Policy](#), Contract for Services, and the [NSCP Project Agreement](#) and that the Chaplain signs the [Behaviour Standards and Code of Conduct for Chaplains](#), and that they hold a valid [RWVP](#) before they commence working in the school.
- On appointment of the Chaplain, the Principal must outline to them the measures in place to ensure compliance with the [Behaviour Standards and Code of Conduct](#) for Chaplains and how breaches will be managed.
- Schools must retain copies of all documents related to chaplaincy service including:
 - » a Chaplain's Registration to Work with Vulnerable People ([RWVP](#));
 - » relevant qualifications of the Chaplain;
 - » that the Chaplain has undertaken an induction process and relevant professional learning;
 - » the [Code of Conduct and Behaviour Standards](#) for Chaplains signed by the Chaplain; and
 - » the annual [Official Order](#).
- An effective induction process is essential to ensure Chaplains are aware of their responsibilities and what is expected of them, and also to ensure they are across key legislation, policies, procedures, safety, security, and the like.
- There is no specified induction process that schools must follow. Examples of induction processes used by schools include:
 - » school staff meetings
 - » face to face meeting between Principals and Chaplains.
- Whatever school induction process is followed, the Principal must ensure that relevant school documents, policies, and procedures are discussed, for example:
 - » [2018-2021 Department of Education Strategic Plan, Learners First: Every Learner, Every Day](#)
 - » [Respectful Schools and Respectful Behaviour](#)
 - » [School Improvement Planning](#)
 - » [Code of Conduct and Behaviour Standards for Chaplains in Tasmanian State Schools](#)
 - » [Social Media Policy](#).
- Schools must complete the [School Checklist - Chaplaincy Services in Tasmanian State Schools](#) prior to the Chaplain starting work at their school.

4.6 After being inducted at the school, the Chaplain commences work under the day-to-day direction of the Principal (or delegate)

- The Chaplain should be part of the school wellbeing team. School Psychologists and Social Workers provide professional intervention and counselling to students in areas such as mental health. Chaplains work alongside these officers as part of a school team to support and provide advice to students in need.
- Chaplains are not permitted to provide professional services for which they are not qualified or that are beyond the scope of agreed services, such as teaching or counselling.
- As a member of the support team providing support to students in a school, the Chaplain 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.

Document Retention

The *Archives Act 1983* stipulates that State and local government organisations must not dispose of records of any type or format without the written approval of the State Archivist. Disposal of records involves their destruction, their removal from the custody of their creating Agency, or their transfer to the Tasmanian Archive & Heritage Office. Practically, the retention of documents is crucial to business continuity, particularly if contact officers for each school are regularly updated. Schools must retain all documents related to chaplaincy service.

Parent, Student, or Community Member Complaint

Parents/carers, students and other members of a school community have a right to raise complaints/concerns about the chaplaincy services at their school. Complaints must be managed in accordance with DoE's [Grievances Policy for Parents and the Community](#).

- Schools must report all complaints about Chaplains to DoE at schoolchaplaincy@education.tas.gov.au
- Schools must hold records of all complaints about Chaplains at the school.

Resolution of Disputes between Chaplain and School

Chaplains are employees of the Chaplaincy Provider.

- In the first instance, disputes between the Chaplain and the school or between the Chaplain and their employer should be resolved with the Chaplain's manager and the Principal as appropriate, according to the Chaplaincy Provider's dispute resolution procedures.
- In the event the Chaplain and Provider and school are unable to reach agreement about a matter that is affecting service delivery to the school, DoE may meet with the provider to discuss the matter in good faith and ensure the provider is complying with its obligations under the NSCP.

Resolution of Disputes between Chaplaincy Provider and School

Schools must ensure that the Chaplain and the Chaplaincy Provider are aware of DoE's policy on complaints management. Principals must also ensure there are procedures in place at the school level to manage complaints about the Chaplain or service delivery with the Chaplaincy Provider concerned. This will always involve engaging the Chaplaincy Provider when a complaint is escalated to the Principal.

- In the first instance, issues or concerns between a 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 must notify DoE at schoolchaplaincy@education.tas.gov.au if a formal contractual dispute resolution process commences.

5. Related policies

- Chaplaincy Services in Tasmanian State Schools Policy
- Grievances Policy for Parents and the Community
- Religious Instruction in State Schools Policy
- Registration to Work with Vulnerable People
- Policy Social Media Policy
- Personal Information Protection Policy
- Partnering with External Organisations Policy

6. Related procedures

- Mandatory Reporting Procedure
- Planning-Off-Campus-Activities Procedures
- Duty of Care for Students on Departmental Educational Sites Procedure
- Working with External Support Providers Procedure

7. Supporting information/websites

- Project Agreement for the National School Chaplaincy Program
- School Checklist - Chaplaincy Services in Tasmanian State Schools
- Behaviour Standards and Code of Conduct for Chaplains
- Official Order - Chaplaincy Services in Tasmanian State Schools
- Department of Education Website – National School Chaplaincy Program
- Australian Government Website - National School Chaplaincy Program
- Conduct and Behaviour Standards
- *2018-2021 Department of Education Child and Student Wellbeing Strategy: Safe, Well and Positive Learners*
- *Registration to Work with Vulnerable People Website*

8. Legislation

- *Children, Young Persons and their Families Act 1997 (Tas)*
- *Education Act 2016 (Tas)*
- *Personal Information Protection Act 2004 (Tas)*
- *Registration to Work with Vulnerable People Act 2013 (Tas)*

9. Definitions

Approved Chaplaincy Provider

The approved person, corporation, other legal entity, partnership or joint venture, including any employee and agent, who has signed a Provider Agreement, and is able to provide chaplaincy services in Tasmanian State Schools.

Chaplain

The person engaged by the Approved Chaplaincy Provider and supplied to the school to provide chaplaincy services to that school. A title other than Chaplain may be used, if the title is appropriate to the religious affiliation of the individual.

Chaplaincy Services

Pastoral care services and strategies that support the emotional wellbeing of students and the broader school community. Chaplaincy services in Tasmanian State Schools should be provided during the school term and within school hours or at school-related activities approved by the school.

Contract for Services

The Contract for Services between the Tasmanian State School Leadership and an Approved Chaplaincy Provider for the provision of chaplaincy services in that Tasmanian State School.

Pastoral Care

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

Provider Agreement

The Contract for Services Agreement between the State of Tasmania through DoE and the Chaplaincy Provider for the provision of chaplaincy services in Tasmanian State Schools.

School Association

Has the same meaning as that provided in section 7(1) of the *Education Act 2016* and *Secretary's Instructions No. 7 for School Associations*.

Authorised by: Jenny Burgess, Deputy Secretary, Strategy and Performance

Contact: strategicpolicyandplanning@education.tas.gov.au

Last Significant Review: 14 January 2020

Review Due: 14 January 2023

This Document Replaced: Chaplaincy Guidelines for Tasmanian Government Schools (TASED-4-1722)

APPENDIX

10. National School Chaplaincy Program (NSCP)

The NSCP is an Australian Government-funded program to support the emotional wellbeing of students and the broader school community through the provision of pastoral care services in government, Catholic and independent schools.

- The Australian Government has committed funding for the NSCP for the 2019 to 2022 school years.
- The [NSCP Project Agreement](#) outlines the NSCP requirements and was signed by all states and territories.
- Separate agreements between DoE and Catholic Education Tasmania (CET) and Independent Schools Tasmania (IST) relate to the provision of chaplaincy services in non-government schools funded under the NSCP. All chaplaincy services must be provided in accordance with the Project Agreement for the National School Chaplaincy Program (NSCP Project Agreement) regardless of school sector.

10.1 NSCP Funding Arrangements

Under the NSCP Project Agreement the Australian Government committed to provide up to \$2.2 million per year to Tasmanian schools during the 2019-2022 funding period. In 2019, State schools were given an opportunity to apply for NSCP funding for the 2020-2022 school years.

- A selection panel made up of DoE representatives from Child and Student Wellbeing, Student Support, and Strategic Policy and Planning assessed applications according to merit.
- The panel ranked applications in order of funding priority according to the assessment criteria/weightings:
 - » how a chaplain will support the wellbeing of students, and how they will contribute to the identified needs and priorities of the school – 45% weighting
 - » school community consultation and support for the school to engage a chaplain – 40% weighting
 - » demonstration of need for a chaplain based on school data – 15% weighting
- Schools selected to receive NSCP funding will receive payments each year as part of their School Resource Package (SRP).
- For schools purchasing chaplaincy services through NSCP funding, there is no obligation on the school or School Association to fund additional chaplaincy services beyond those funded under the NSCP.

11. Approved Chaplaincy Providers

- Schools engaging the services of a Chaplain must use one of the Approved Chaplaincy Providers. The Panel of Approved Chaplaincy Providers for the provision of chaplaincy services was established by DoE following a tender process to seek suitable providers of chaplaincy services in Tasmanian State schools to fulfil the Government's commitment to deliver the NSCP under the NSCP Project Agreement.
- Schools can be confident that these Approved Chaplaincy Providers have demonstrated that they meet a range of criteria necessary to delivering a high quality chaplaincy service for Tasmanian State schools.
- The establishment of a panel of Approved Chaplaincy Providers allows schools to choose the provider they feel is best placed to meet the needs of their school community.
- The Department has entered into a Contract for Services with each Approved Chaplaincy Providers 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.
- DoE does not endorse any specific Chaplaincy Provider. The choice of Chaplaincy Provider is a matter for the school. Schools do not need to use the same Chaplaincy Provider or Chaplain year to year, but may choose to do so if they are satisfied with the provider's performance.
- All schools wishing to engage a Chaplain (regardless of funding source) must use one of the providers listed.
- This arrangement will ensure that Chaplaincy Providers and the Chaplains they employ meet agreed minimum qualifications, standards, and expectations. Chaplaincy services are provided by a wide range of community organisations that can offer services to schools. Schools should ensure any organisation they wish to work with is able to meet the service requirements. It is recommended that schools compare Chaplaincy Providers' fees and services to secure value for money.
- Information about each of the three approved providers is detailed in section 11.2 [Information about Chaplaincy Providers](#).

11.1 Changing Chaplain, Provider, or Choosing to Discontinue Participation

- Schools are able to change their Chaplain or Chaplaincy Provider at any time. Funding to schools is tied to the provision of chaplaincy services, not to an individual Chaplain or Chaplaincy Provider. If there is a need to look for a new Chaplain, the Chaplaincy Provider is to 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.
- Schools are to note that lead times for notifying Chaplaincy Provider and their Chaplains exist under contractual arrangements; and where changes to Chaplaincy Providers or Chaplains are requested late in the school year, difficulty in recruitment may occur resulting in a gap in service.
- Schools are able to choose to discontinue their participation in the NSCP or engage a Chaplain at any time. Schools must notify DoE, the Chaplain, and the Chaplaincy Provider and ensure unspent funds are acquitted to the school. When schools discontinue participation or change their Chaplaincy Provider they are required to advise the Department's Strategic Policy and Planning business unit at schoolchaplaincy@education.tas.gov.au

11.2 Information about Chaplaincy Providers

This information has been received from the Approved Chaplaincy Providers about their organisation.

Provider	Details
Devonport Chaplaincy	<p><i>About the Provider</i></p> <p>Devonport Chaplaincy Inc. is the local church in action. Our commitment is to serve our North West region through the provision of holistic support and care for students and their families. This is achieved through the service of our chaplains, mentors, volunteers and community networks</p> <p>As a Christian organisation we are compelled to serve others as was exemplified by Jesus Christ "For even the Son of Man came not to be served but to serve others and to give his life as a ransom for many." Matthew 20:28. Our organisation is faith based not faith biased. Our service is provided to benefit all people regardless of religion, race, disability or sexual orientation</p> <p><i>Region Covered</i></p> <p>North West Tasmania</p> <p><i>Approach to School Chaplaincy</i></p> <p>Our commitment is to "Serve Education" throughout the Devonport region. We seek to do this by establishing holistic and broad support for students and their families through our Chaplains and Volunteer networks. We value the importance of a "Local Community" working together to support one another towards a positive and vibrant future</p> <p>We offer support to our communities in the following ways:</p> <ul style="list-style-type: none">» Chaplaincy and Support Services» Mentoring» Leadership Development» Life Skills Training» Emergency Relief» Mental Health First Aid Training <p><i>Contact Details</i></p> <p>Mr Andrew Hillier, CEO - Mobile: 0418 594 054 Mrs Sharon Webber, Chaplaincy Administration & Support Mobile: 0418 592 862 Miss Ruth Brown, Program Management – Mobile: 0407 123 473 Mr Peter Smith, Program Management - Mobile: 0499 299 868 Phone: 03 6420 7575 Postal Address: PO Box 117, Devonport 7310 Website: www.devonportchaplaincy.org.au / www.lft.org.au Email: contact@devonportchaplaincy.org.au</p>

Provider	Details
<p>Hobart City Mission</p>	<p><i>About the Provider</i></p> <p>The Hobart City Mission is a local Community Service Organisation supporting those in need in Southern Tasmania. We are passionate about chaplaincy in schools and want to see supportive and healthy communities</p> <p><i>Region Covered</i></p> <p>Southern Tasmania</p> <p><i>Approach to School Chaplaincy</i></p> <p>The Hobart City Mission is an experienced and passionate organisation built on Christian values of service to the community, respect for our neighbour and compassion for those most in need. Our chaplains are encouraged to fulfil the needs of the school community, comply with the chaplaincy guidelines and provide professional level of care to students and staff</p> <p><i>Contact Details</i></p> <p>Contact: Bob Walker, Family, Housing and Community Services Manager Phone: (03) 6215 200 Address: 50 Barrack St. Hobart 7000 Website: https://hobartcitymission.org.au Email: info@hobartcitymission.org.au</p>

Provider	Details
<p>Scripture Union Tasmania (SU Tasmania)</p>	<p><i>About the Provider</i></p> <p>Scripture Union is a worldwide non-denominational Christian movement operating in more than 130 countries. SU Tasmania has been providing high quality chaplaincy services in Tasmanian schools since 1995 and is part of the National School Chaplaincy Association, a network of the largest Christian chaplaincy providers across Australia</p> <p><i>Region Covered</i></p> <p>All of Tasmania</p> <p><i>Approach to School Chaplaincy</i></p> <p>Our team of Regional Coordinators provides support at a local level to ensure a reliable chaplaincy service that is able to meet the unique needs of each school. All staff approach chaplaincy from a Christian world view, providing social, emotional and spiritual support for the school community and building strong links with the wider community. We work with each school to choose a chaplain that best suits the school community</p> <p><i>Other Information</i></p> <p>SU Tasmania has produced a range of programs and resources for use with small groups of students. 80% of our chaplains have qualifications above the required minimum standard</p> <p>Contact Details</p> <p>Contact: Jenny Cowley, Field and Resources Manager Phone: 03 6244 8422 Address: 23 Clarence Street, Bellerive 7018 Website: www.sutas.org.au Email: jenny.cowley@sutas.org.au</p>