

Web publishing content brief

Instructions

Please attach your completed web publishing content brief to the Web Work Request (WWR) [online form](#). If you require help completing this form please contact the Web and Digital Production team via email at webworkrequest@qed.qld.gov.au.

Approvals required

Existing page content request	Business unit Director level or above
New internal page requests (e.g. OnePortal) *Requests will be reviewed and where possible added to existing pages to enhance site usability	Business unit Executive Director (ED)
New public-facing page requests *Requests will be reviewed and where possible added to existing pages to enhance site usability	Business unit Assistant Director-General (ADG)
Urgent requests New page and existing content	Business unit Assistant Director-General (ADG)
Ministerial announcements New page and existing content	Business unit Assistant Director-General (ADG)
Politically, strategically or operationally sensitive request	Business unit Assistant Director-General (ADG)

Complete this web publishing content brief by either using colour block highlighting; or track changes in Microsoft Office.

How to use colour block highlighting

1. Copy/paste content within the **[Page content]** area (Page 2).
2. Highlight changes as per table.

Instruction	Style application
Add new text/create new page	Highlight in green
Notes required within page	Highlight in yellow
Delete text from existing page	Highlight in red

How to use track changes

1. Copy/paste content within the bracketed **[Page content]** area (Page 2)
2. Turn track changes on (Ctrl + Shift + e). Track changes tutorials are available on the [Microsoft Office website](#)
3. Make changes.

Note: Please remove internal business unit communications 'Comments' before sending the WWR.

Content

Page details and content (Note: Copy this section for each page being updated)	
Page Title Name of the page	Chaplaincy and student wellbeing officer services
Page URL Web address for the page	Existing URL: https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-welfare-worker-services New requested URL: https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-wellbeing-officer-services
Description One sentence that summarises the page. This displays on a search engine.	Chaplaincy and student wellbeing officer services policy statement and supporting documents
Keywords List of words, separated by semicolon (;) , that people may search for on a search engine.	Chaplains; student wellbeing officers; National Student Wellbeing Program
OnePortal News Items If you would like a news item republished, please specify dates/times and frequency.	N/A

[Page content start]

Chaplaincy and student welfare worker wellbeing officer services

Chaplaincy and student ~~welfare worker~~ wellbeing officer (formerly 'student welfare worker') services are optional for schools and support the general wellbeing of students, parents and staff, provide students and staff with social, emotional and spiritual support, provide an additional adult role model in the school and can enhance engagement with the broader community, including parents.

Local community support is required for chaplaincy chaplains and student welfare worker services wellbeing officers to operate in a school. Student involvement in any activities offered by the chaplain or student wellbeing officer as part of a school's chaplaincy or student welfare worker service is voluntary.

Chaplaincy and student welfare worker wellbeing officers services are inclusive of, and show respect for, all religious and non-religious beliefs and other stances worldviews represented in the school community. All activities and events provided are non-discriminatory and equally available to all students of all beliefs.

Chaplains and student welfare workers wellbeing officers are not permitted to engage in evangelising or proselytising, nor attempt to undermine a student's religious or other beliefs.

The chaplaincy and student welfare wellbeing worker officer services policy statement (DOCX, 204KB) and supporting documents provide assistance for schools implementing these services a chaplaincy or student welfare worker service (paid or voluntary).

Many school communities (XLS, 174KB) across the state have established a chaplaincy or student welfare worker wellbeing officer service with the assistance of state and/or Australian government funding, through use of school funds, and/or through local community fundraising. Some schools may have a volunteer chaplain or student welfare worker wellbeing officer.

Commented [BS1]: Keep link and document as is

Government funded programs include:

Commented [BS2]: link added

1. the Australian Government National Student Wellbeing Program

2. The State Government Chaplaincy/Chaplain/Student Welfare-Wellbeing Officer Funding Programs (SGCSWFP/CSWOPs) provides funding (recurrent) to eligible schools to engage the services of a chaplain or student welfare worker. There are 147 state schools in low socio-economic areas with enrolments over 100 students that are allocated funding through the SGCSWFP. The Queensland Government committed additional non-recurrent funds in 2015–2018 to ensure that schools could maintain an existing chaplaincy or student welfare worker service funded through the former National School Chaplaincy and Student Welfare Program (NSCP). The state government has continued this commitment for the 2019–2022 school years. Schools provided with this funding in 2018 continued to receive this funding in 2019, plus indexation. The National School Chaplaincy Programme The NSCP is a 4 year (2019–2022) Australian Government funded program that provides funding to schools to engage a chaplain only. Schools that received NSCP funding in 2018 under the NSCP continued to receive funding in 2019, plus indexat

As part of the 2019–22 Project Agreement for the NSCP, NSCP funded chaplains are to complete a 3-hour online professional learning package (PLP) aimed at responding to and preventing cyberbullying. The PLP, developed and delivered by the Office of the eSafety Commissioner, is available to NSCP school chaplains and should be completed only once. A 1-hour refresher training webinar is available for chaplains who have completed the 3-hour initial training. Information on the PLP, including frequently asked questions, is available on the Australian Government Department of Education, Skills and Employment webpage. NSCP funded chaplains can register for the training now.

All Queensland schools were invited to apply for NSCP and non-recurrent state government funding for the 2020–2022 school years. By agreement of the chaplaincy and student welfare wellbeing officer programs cross-sector panel (PDF, 266KB), the allocation of funding to schools was is determined by each school sector with consideration for factors such as the number of full time equivalent student enrolments, continuity of service provision, socio-economic disadvantage, geographic location and other characteristics of the school community.

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Information on the application and funding allocation processes for 2020–22 chaplaincy and student welfare worker funding is available in the NSCP FAQs (DOCX, 158KB).

All government funding for chaplaincy and student welfare worker wellbeing officer services in 2019–2022/2023 is fully allocated. During 2023, all Queensland schools will be invited by their respective schooling sector (e.g. Catholic, independent or state) to apply for government funding for a chaplain or student wellbeing officer for the 2024–2027 school years.

The chaplaincy and student wellbeing officer services policy statement and supporting documents provide assistance for schools implementing these services (whether funded or voluntary).

Schools must use government funds for the purpose and specific type of service (chaplain or student welfare worker) for which they have been allocated. Schools should contact State Schools Operations at ChaplainsWelfareWorkers@ged.qld.gov.au for confirmation of service type if required.

Policy statement

[Chaplaincy and student welfare worker wellbeing officer services policy statement \(DOCX, 204KB\)](#)

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Supporting documents

- [Chaplaincy and student welfare worker services: gGuidelines for schools \(DOCX, 221KB\)](#)
- [Chaplaincy and student welfare worker services: fFlowchart for establishing a service \(DOCX, 182KB\)](#)
- [Chaplaincy and student welfare worker services: dDefinitions \(DOCX, 208KB\)](#)
- [s73 - Irrelevant Information](#)
- [Chaplaincy and student welfare worker services: rRole of the chaplain/student welfare wellbeing officer worker \(DOCX, 205KB\)](#)
- [Chaplaincy and student welfare worker services: tTraining and qualifications \(DOCX, 211KB\)](#)
- [Chaplaincy and student welfare worker services: Accredited Employing Authorities \(AEAs\) \(DOCX, 206KB\)](#)
- [Chaplaincy and student welfare worker services: IList of Accredited Employing Authorities \(AEAs\) \(DOCX, 203KB\)](#)
- [List of Queensland State, Independent and Catholic schools funded for chaplaincy and student wellbeing officer welfare worker services \(XLS, 174KB\)](#)
- [National School Chaplaincy Program FAQs \(DOCX, 158KB\)](#)
- [Information for Queensland state school principals: Chaplaincy and student welfare worker wellbeing officer services FAQs \(DOCX, 524KB\)](#)
- [s73 - Irrelevant Information](#)

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Commented [BS7]: Remove and replace with CM#22/854955

s73 - Irrelevant Information

Commented [BS9]: Remove and replace with CM#22/854940

Commented [BS10]: Remove and replace with CM#22/854936

Commented [BS11]: Remove and replace with CM#22/854964

Commented [BS12]: Remove and replace with CM#22/854960

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Commented [BS14]: Delete link, wording and document

Commented [BS15]: Remove and replace with CM#22/854925

s73 - Irrelevant Information

- [Chaplaincy and student welfare worker services: fForm 1 parent/student consent form \(DOCX, 204KB\)](#)
- [Chaplaincy and student welfare worker services: fForm 2 workplan \(DOCX, 206KB\)](#)
- [Chaplaincy mMinimum qualification waiver request form \(DOCX, 202KB\)](#)
- [s73 - Irrelevant Information](#)

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Commented [BS18]: Remove and replace with CM#22/854929

Commented [BS19]: Remove and replace with CM#22/853823

s73 - Irrelevant Information

Contact for further information

If you have any questions, please contact your relevant schooling authority:

Department of Education ~~State Schools—Operations~~

Email: ChaplainsWelfareWorkers@qed.qld.gov.au chaplainswellbeingofficers@qed.qld.gov.au

Independent Schools Queensland

s7(2)(b) - Contrary to the Public Interest
Email: [s7\(2\)\(b\) - Contrary to the Public Interest@isq.qld.edu.au](mailto:s7(2)(b) - Contrary to the Public Interest@isq.qld.edu.au)
Phone: s7(2)(b) - Contrary to the Public Interest

Queensland Catholic Education Commission

s47(3)(b) - Contrary to the Public Interest

Email: s47(3)(b) - Contrary to the Public Interest @qcec.catholic.edu.au

Phone: s47(3)(b) - Contrary to the Public Interest

[Page content end]

Released under the RTI Act by DoE

Checklist

Approval

- ☒ Correct approvals have been obtained and instructions on how to locate them if not within INC.
See page 1 for approval levels required.

Headings and paragraph style

- ☒ Use Microsoft Word default Styles and Formatting in content: Heading 1, Heading 2, Heading 3 and Normal.
☒ Use Microsoft Word Hyperlinking option for requested links (Insert > Links > Hyperlink).

PDFs, Word documents, images, video and other file types

- ☒ All files have been attached to Web Work Request Form, including images and documents.
Do not attach HPRM trim references.

PDF and Word documents

- ☒ Keywords and document properties provided (must be provided).

PDFs

- ☐ Accessible alternative provided (e.g. HTML, DOCX, RTF).

Images

- ☐ Alternative text description provided (if needed).

Video

- ☐ Transcripts must be provided for all videos.

Does this request need to be published on a specific date and time?

- ☐ Yes ☐ Date: / /
☒ No

If this request is considered urgent higher level approvals are required.
See page 1 for approval levels required.

Business impact if request is not processed

- ☐ Low
☒ Medium
☐ High
☐ Explanation of business impact if request is not processed.

Is this request politically, strategically or operationally sensitive?

- ☒ No
☐ Yes

See page 1 for approval levels required.

Is this request confidential?

- ☒ No
☐ Yes

Please note that it is against departmental policy to publish confidential documents (or materials) on public facing websites.

Terms of Reference – 2023

Chaplaincy and Student Wellbeing Officer Programs Cross Sector Panel

Purpose

To select and prioritise schools for funding under the Australian Government's National Student Wellbeing Program (NSWP) and Queensland Government Student Wellbeing Officer Program.

Scope

The cross-sector panel will:

- negotiate the chaplaincy and student wellbeing officer allocative funding model for each sector, for services from 2024-2027;
- negotiate the process for allocation of funding to schools, including allocation of any unspent funding or savings, for services from 2023-2027; and
- support the project milestones and reporting arrangements outlined in the Federation Funding Agreement for NSWP, and Clauses 6.1 and 6.2 of the Service Agreement for the Queensland Government's 2023 Student Wellbeing Officer Program.

Strategic alignment

Queensland Government priorities:

- Backing our frontline services in the education field and Supporting Jobs by assuring the job security of chaplains and student wellbeing officers for up to 5 years.

Department of Education Equity and Excellence Strategy:

- Supporting staff and student wellbeing and engagement to establish a strong foundation for learning outcomes.

Membership

Role	Position and organisation
Chair	Assistant Director – General (ADG), Disability, Inclusion & Student Services (DI&SS), Department of Education or nominee
Members	Executive Director, Queensland Catholic Education Commission or nominee Chief Executive Officer, Independent Schools Queensland or nominee
Secretariat	Manager, DI&SS, Department of Education

Governance

Status of terms of reference

☐ Draft

☒ Final

Reference: 23/117633

Date approved: 09/03/2023

Approver: Chaplaincy and Student Wellbeing Officer Programs Cross Sector Panel

Committee type

☐ Decision making

☒ Advisory

Committee term

- 2023-2027
-

Authority

- Federation Funding Agreement – NSWP 2023-2027
 - Service Agreement for Commonwealth Government's 2023 NSCWP
 - Service Agreement for Queensland Government's 2023 Student Wellbeing Officer Program
-

Parent entity

- Key issues, advice or risks will be reported to the Deputy Director-General, Schools and Student Support, Associate Director-General, Early Childhood and State Schools, Director-General or Minister as required.
 - The parent entity has final decision-making responsibility to ensure compliance with the NSWP Federation Funding Agreement and Student Wellbeing Officer program requirements.
-

Reporting and referral relationships

- The two 6 monthly reports as outlined in Clause 6.1 of the service agreements for Commonwealth Government's 2023 NSWP and Queensland Government's 2023 Student Wellbeing Officer Program.
 - Annual financial report as outlined in Clause 6.2 of the service agreements for Commonwealth Government's 2023 NSWP and Queensland Government's 2023 Student Wellbeing Officer Program.
-

Meeting operations

Roles and responsibilities

Chair

- seek agenda items from members
 - set and confirm the agenda of each meeting to ensure the delivery of the panel's intended outcomes
 - circulate the final agenda and relevant papers three days prior to the meeting
 - ensure the panel operates effectively and according to agreed protocols
 - endorse non-members to attend meetings to address specific issues as required
 - facilitate the flow of information before, during and following meetings
 - liaise with, and report to, appropriate officers outside the panel as required
 - review and report panel activities as required.
-

Members

- represent each education sector in Queensland schools or nominate a delegate
 - provide specific expertise
-

- respond to the department with any agenda items (or a nil response), within the timeframe requested, noting that the Chair will make final decisions considering available meeting time
 - provide feedback (or a nil response) to departmental requests for comment by the timeframe requested (or advise if further time is required). This may include out-of-session papers or minutes
 - disseminate information provided at the meeting to their organisation as appropriate
 - liaise with other members of their organisation about effective practice to assist the panel to fulfil its purpose.
-

Secretariat

- compile and send out agenda and briefing papers prior to the meeting
 - take and distribute minutes and a list of actions from the meeting
 - monitor and track actions
 - maintain records in accordance with department policies and procedures
 - update distribution lists as required.
-

Meetings

Frequency

- The cross-sector panel will meet at least twice each year, once per semester, with the dates to be negotiated.
 - Chair, in consultation with the other members of the Panel, to determine if additional meetings are required.
-

Operations

- If the ADG DI&SS is unable to chair the meeting, the position of Chair may be assigned to another officer of the department.
-

Review arrangements

- Terms of Reference reviewed each year for currency.
-

Chaplaincy & student welfare worker services

Accredited Employing Authorities (AEA)

Agenda

Date/Time:	5 December 2022, 3 - 4pm
Location:	Online (Microsoft Teams)
Chair:	Becky Walsh, Director, Statewide Operations (SO)
Secretariat:	Megan Sully, Principal Policy Officer, SO
Invitees:	<p>Accredited Employing Authorities Association of Women Educators Inc; Church@theGabbie; Community Living Association Inc; Fourth Quadrant Foundation Pty Ltd; ICYS Ipswich Community Youth Service Inc; Inala Youth Care Community Inc; Jabiru Communities Youth & Children's Services; myPastoralCarer Pty Ltd; QLD Police-Citizens Youth Welfare Association; SU Australia; South Burnett CTC; The Cage Youth Foundation; Vocational Partnerships Group; YFS Ltd; Young Life Australia; Your Dream School Programs; YUMI Education.</p> <p>Department of Education Melissa Yim, Manager, SO</p>

	Agenda Item/Topic	Discussion Points	Responsible Officer
1.	Welcome	<ul style="list-style-type: none"> Acknowledgement of Country, welcome and apologies 	Chair
2.	Funding and program parameters	<p>s73 - Irrelevant Information</p> <ul style="list-style-type: none"> Key program changes 	Melissa
s73 - Irrelevant Information			
4.	Policy and procedures	<ul style="list-style-type: none"> DoE website Waivers Qualifications Naming of workers 	Megan
s73 - Irrelevant Information			
6.	Other business		All
7.	Meeting finalisation	Next meeting – February 2023	Chair

Ref: 22/783714

Agenda

Chaplaincy & student welfare worker cross sector panel

Date/time: 6 March, 2023; 1pm to 2pm

Location: Microsoft Teams

Chair: Melissa Yim, Manager
Disability, Inclusion & Student Services (DI&SS)
(delegated officer)

Secretariat: Megan Sully, Principal Policy Officer, DI&SS

Invited:

s47(3)(b) - Contrary to the Public Interest Education Officer, QCEC (delegated officer)
s47(3)(b) - Contrary to the Public Interest Senior Advisor, Independent Schools Queensland (ISQ) (delegated officer)
s47(3)(b) - Contrary to the Public Interest Education Services Officer, ISQ (delegated officer)

Agenda item	Action
1. Meeting opening 1.1. Welcome and acknowledgement of country 1.2. Previous minutes and business arising	Endorsement
2. Terms of Reference	Discussion & Endorsement
s73 - Irrelevant Information	
4. Chaplaincy and student wellbeing officer services policy statement and supporting documents	Noting
s73 - Irrelevant Information	
6. Qualifications and training	Discussion
s73 - Irrelevant Information	
8. Other business	Discussion
9. Meeting close 9.1. Next meeting – Date TBC	Noting

Ref: 23/116995

Agenda

Chaplaincy & student welfare worker cross sector panel

Date/time: 6 December 2022; 2.30pm

Location: Microsoft Teams

Chair: Melissa Yim, Manager, Statewide Operations (SO)
(delegated representative)

Secretariat: Megan Sully, PPO, SO

Delegated representatives:

s47(3)(b) - Contrary to the Public Interest [REDACTED] Director, Queensland Catholic Education Commission (QCEC)
s47(3)(b) - Contrary to the Public Interest [REDACTED] Education Officer, QCEC
s47(3)(b) - Contrary to the Public Interest [REDACTED] Senior Advisor, Independent Schools Queensland (ISQ)
s47(3)(b) - Contrary to the Public Interest [REDACTED] Education Services Officer, ISQ

Agenda item	Member	Action
1. Meeting opening 1.1. Welcome and acknowledgement of country 1.2. Previous minutes and business arising	Chair	N/A
2. Funding and program parameters	Chair	Discussion
s73 - Irrelevant Information		
4. Policy and procedures	Chair/Megan	Noting
s73 - Irrelevant Information		
7. Other business	All	Discussion
8. Meeting close 8.1. Next meeting – 2023 date TBC	Chair	Noting

Ref: 22/832905

Chaplaincy & student wellbeing officer programs

Accredited Employing Authorities (AEA) meeting

Agenda

Date/Time:	14 February 2023, 1:00pm – 2:00pm
Location:	Online (Microsoft Teams)
Chair:	Melissa Yim, Manager - Disability, Inclusion & Student Services (DI&SS)
Secretariat:	Megan Sully, Principal Policy Officer (PPO) DI&SS
Invitees:	<p>AEA representatives Church@theGabba; Community Living Association; Fourth Quadrant Foundation; ICYS Ipswich Community Youth Service; Inala Youth Service; Jabiru Community Youth & Children's Services; QLD Police-Citizens Youth Welfare Association; SU Australia Ministries; South Burnett CTC; The Cage Youth Foundation; Vocational Partnerships Group; YFS; Young Life Australia; Your Dream School Programs; YUMI Education</p> <p>Department of Education representative Stephanie Bull, PPO DI&SS</p> <p>Apologies s73(3)(b) - Contrary to the Public Interest (Association of Women Educators Inc) Becky Walsh, Director, Statewide Operations, DI&SS</p>

	Agenda Item/Topic	Discussion Points	Responsible Officer
1.	Welcome	<ul style="list-style-type: none"> Acknowledgement of Country, welcome and apologies 	Chair
s73 - Irrelevant Information			
3.	Qualifications and training	<ul style="list-style-type: none"> Existing workers e-Safety training requirements 	Megan Sully
4.	Chaplaincy and student wellbeing officer services policy statement and supporting documents	<ul style="list-style-type: none"> Updates to align with new requirements 	Stephanie Bull
s73 - Irrelevant Information			
8.	Meeting finalisation	Next meeting – July 2023	Chair

Ref: 23/68588



**Queensland
Government**



MEETING AGENDA: NATIONAL STUDENT WELLBEING PROGRAM (NSWP) - STATE AND TERRITORY - QUARTERLY CHECK-INS & GENERAL DISCUSSION

Meeting Details - 2-3 pm AEDT on **14 March 2023** via MS Teams.

Agenda

1. Welcome and Introduction	Pam Banerjee
2. General: FFA and changes <ul style="list-style-type: none">➤ how is it all going?➤ Observations, status update	Pam Banerjee All attendees
s73 - Irrelevant Information	
4. Roll-over of schools from 2022 to 2023. <ul style="list-style-type: none">➤ How is it all going?➤ Cross Sector Panels established and progress➤ Expansions in 2023/24?➤ Ability to hire SWO/Chaplains	Pam Banerjee All attendees
5. eSafety Commission PLP: <ul style="list-style-type: none">➤ update on NSWP training➤ training on 16/2/2023 – participants asked if there was a Chaplains/SWO peer support group	Pam Banerjee All attendees
6. Guidance / Risk management materials to SWO/Chaplains. <ul style="list-style-type: none">➤ Please provide progress update	All attendees
s73 - Irrelevant Information	
8. Any other business	All attendees

Attendees

Jurisdiction	Representative
New South Wales	Sarah Chang Tegan Parker
Queensland	Melissa Yim Megan Sully
Victoria	David Billimoria Tara Dalton
Western Australia	Christine Canny Kara Metcalf
South Australia	David Denew Amanda Shaw
Tasmania	Josh Munting Zoe Laskey
Australian Capital Territory	Kristy Ward Alex Dance Emma-Louise Wilson
Northern Territory	Rachael Millard Rebecca Johnson
Commonwealth	Pamela Banerjee Marissa Booth

Released under the RTI Act by DOE

Chair notes – DRAFT

Chaplaincy & student welfare worker cross sector panel

Date/time: 6 December 2022, 2.30pm

Location: Microsoft Teams

Chair: Melissa Yim, Manager, Statewide Operations (SO)
(delegated officer)

Secretariat: Megan Sully, PPO, SO

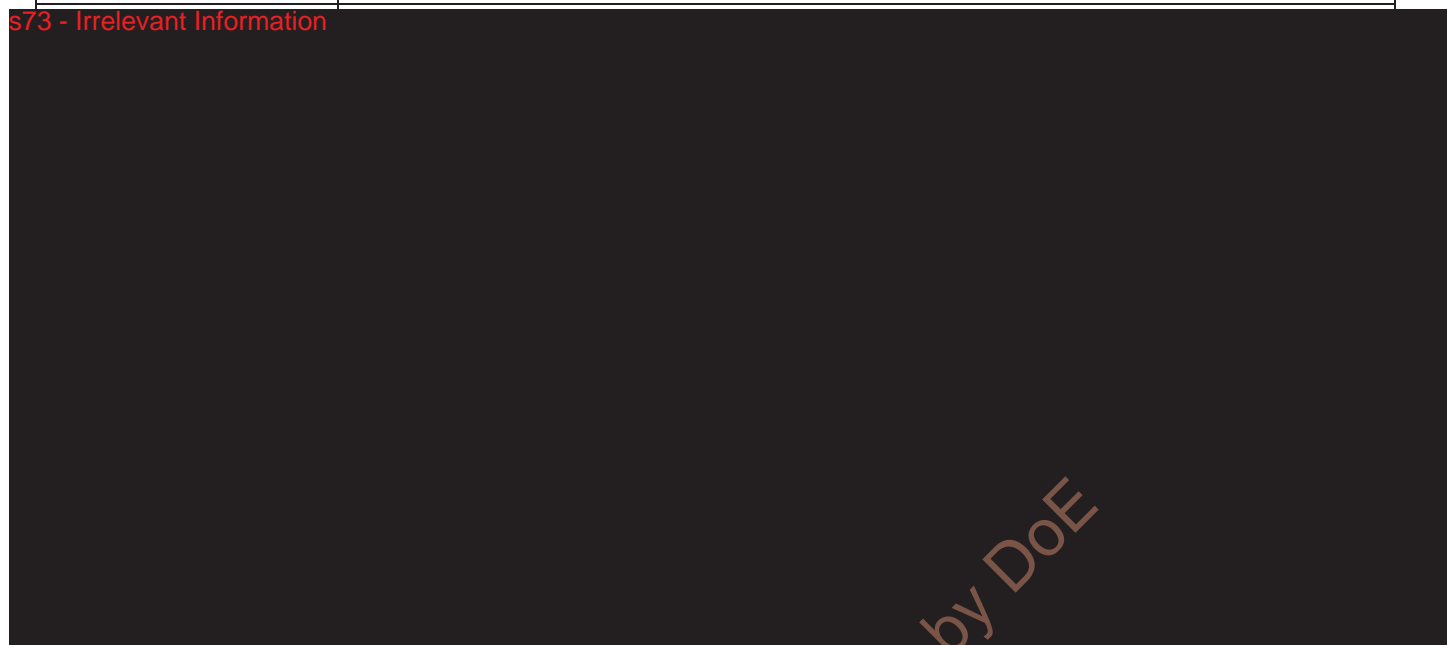
Agenda item	Speaking points
1. Meeting opening	<ul style="list-style-type: none">Welcome everyone.May I begin by respectfully acknowledging the Traditional Owners and custodians of the regions in which we are meeting today, and pay my respects to Elders past, present and emerging.I must also let you know that information throughout today's meeting is being shared with you "without prejudice". This means that the department will not be bound by the information shared in the event that the position changes during the course of negotiations with the Australian and State Governments. We offer this information in good faith, based on what we understand to be the case at this point in time.The previous minutes were updated with tracked changes to incorporate feedback from both ISQ and QCEC, and circulated on 8 August 2022.There were two Action Items from this meeting, with both now finalised: A20220712:01 – DoE to schedule a cross-sector panel meeting once the State and Territory allocations from 2023 onwards, have been finalised. <complete> A20220712:02 – QCEC and ISQ to provide DoE with any topics they want considered as part of the negotiation meetings with the AG. <complete> <Invite delegated officers to endorse previous minutes.>
2. Funding and program parameters	<ul style="list-style-type: none">We can now advise that the Federation Funding Agreement with the Australian Government has been signed on behalf of Queensland and State Government funding for the chaplaincy and student wellbeing officer programs. <p>s73 - Irrelevant Information</p> <p>Key program changes</p> <ul style="list-style-type: none">The agreement between the Australian Government and states/territories has resulted in a number of changes that will be implemented from 2023. For consistency the state government funding programs will align with these.The NSCP will now be called the National Student Wellbeing Program with the program being expanded to include student wellbeing officers. The role of the chaplain and student wellbeing officer remains the same. The purpose of the program has been clarified to specify what is out of scope such as professional counselling and religious instruction, along with providing a

	<p>definition of pastoral care services in the Interpretation section of the agreement.</p> <ul style="list-style-type: none"> • The funding agreement will be in place for 5 years 2023-27. • Student welfare workers will now be called student wellbeing officers and schools will be able to use their funding to engage either service type. <i>Note: schools will still be expected to have documented community support for their service type and to let the department know if they make a change.</i> • Training in preventing cyberbullying will be an ongoing requirement with a specified timeframe to complete this within 3 months of commencing in the service. Refresher training at least once every two and half years will also be required. <i>Please note: the Australian Government will no longer share the specific registration data for this training and employers will be expected to verify a worker has completed the training as they would with other minimum qualifications.</i> • A number of the policies and strategies that relate to child protection and child safety have been updated to include having regard to the National Principals for Child Safe Organisations and the Commonwealth Child Safe Framework. Weblinks to these documents are included in the FFA. • While the previous agreement specified that chaplains could be of any faith, the new agreement has added that Chaplains and SWOs may be from any faith or of no faith. • The requirement for chaplains to be recognised through endorsement by a recognised or accepted religious institution remains. So, to be known as a Chaplain, the person must have the endorsement of a religious institution. This is the only difference between the Chaplain and SWO role. • Whilst the Certificate IV level qualification remains a minimum requirement, the specific reference to the Cert IV in Youth Work, Cert IV in Pastoral Care and Cert IV in Chaplaincy and Pastoral Care has been removed. States and territories can determine any specific qualifications This recognises that names and content of courses may change over time. • In Queensland, we plan to continue to list the specific Certificates as minimum requirements, noting that equivalency is already allowed and will continue to be allowed. If there are any other Certificates that your workers currently have, that you consider equivalent (e.g. Certificate Iv in Community Services), we can look at adding these to the training and qualifications document. <p><Invite QCEC and ISQ to send through any qualifications that would like included in the list, for consideration by DOE></p> <ul style="list-style-type: none"> • Of the four listed units of competency, the two current mandatory units of mental health and making appropriate referrals remain, with a new requirement to have one of either pastoral care or working with youth. • In our mapping of the current certificates, we believe that most workers will have the relevant units in their existing qualification. It's likely that someone with a Cert IV in youth work will have the working with youth unit and a Cert IV in chaplaincy/pastoral care will have the pastoral care unit. • We recognise there may be some instances where an existing SWW does not have these new units or are still working towards their full qualifications based on our existing SWW requirements. • To accommodate the SWO role into the national program, a new waiver process will be required and Megan will talk to this at Agenda Item 4. <p><Ask for questions></p>
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<p>4. Policy and procedures</p>	<p>DoE website</p> <ul style="list-style-type: none"> • Due to the changes in the program, we need to update all of the documents and some content on the DoE C/SWW website. • It's likely these won't be published until late January 2023 and an email will be sent to QCEC and ISQ advising when the changes are live. <p>Waivers</p> <ul style="list-style-type: none"> • Under the current arrangements AEAs are required to submit a minimum qualifications waiver request when reasonable attempts to recruit have resulted in the inability to find a chaplain. • For SWWs, as long as they were working towards achieving the minimum qualifications there was no requirement to do this. • From 2023, the waiver process will apply to all chaplains and student wellbeing officers, regardless of funding source. • We acknowledge there may be some current SWOs who are working towards their qualification and there is no expectation that schools run a recruitment process in these circumstances. However, we do request that they submit a waiver request. • For all new workers, the waiver must be applied for and granted prior to them starting work in a school. • Key points for schools to remember are: <ul style="list-style-type: none"> • waivers are only granted when there is a genuine difficulty in recruiting a worker that meets the qualification requirements; • they are granted for up to 12 months with the mandatory units of competency required in the first four months; • waivers must include endorsement by the school principal; and • should include at a minimum, how long a position has been vacant, when it was first advertised and how widely, and other factors that may make recruiting more difficult. <p><Ask whether delegates believe the waiver timeframes are attainable with the new requirements></p> <p>Qualifications</p> <ul style="list-style-type: none"> • For both qualified workers and those where a waiver request has been submitted, please remind schools to ensure a statement of attainment or similar is cited by them (including a qualification that may be used to support a waiver request such as a Certificate III level). <p>Naming of workers</p> <ul style="list-style-type: none"> • Please be aware that whilst some states and territories do use different names for their workers, and this allowed under the FFA, in Queensland we are aligning the names with those used in the agreement. • The reasons for this are: <ul style="list-style-type: none"> • feedback at the national level was that the use of student wellbeing officer has been adopted due to negative connotations of using 'welfare worker' in some communities; and • there are a number of wellbeing programs and workers in schools, and keeping the naming consistent is reflective of the funding that is received.
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	<ul style="list-style-type: none"> While this is the department's preference, we understand some school communities may use alternative names.
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s73 - Irrelevant Information



7. Other business	<i><Invite delegates to raise other business or hold over until the next meeting in February 2023 depending on time.></i>
8. Meeting close	<ul style="list-style-type: none"> Thank attendees for their contribution. Next meeting: 2023 date TBC.

Ref: 22/833056

Released under the RTI Act by DoE

Chair notes

Chaplaincy & student wellbeing officer cross sector panel

Date/time: 6 March 2023; 1pm

Location: Microsoft Teams

Chair: Melissa Yim, Manager, DI&SS

Secretariat: Megan Sully, PPO, DI&SS

Agenda item	Speaking points
1. Meeting opening	<ul style="list-style-type: none">Welcome everyone.May I begin by respectfully acknowledging the Traditional Owners and custodians of the regions in which we are meeting today, and pay my respects to Elders past, present and emerging.I would also like to acknowledge the contribution that [REDACTED] made to the cross-sector panel during her time with QCEC. <p>Minutes and Action Items</p> <ul style="list-style-type: none">The Minutes from the meeting held on 12 July 2022, were circulated on 8 August 2022, following amendments from both QCEC and ISQ.In addition, a meeting was held on 6 December where information that at that time was not yet finalised, was shared 'without prejudice'. A record of this meeting has been shared with meeting papers for this meeting.I can advise that all outstanding action items are either underway or complete. <p>12 July 2022 meeting</p> <p>s73 - Irrelevant Information</p> <p>[REDACTED]</p> <p><i>Invite members to endorse previous minutes.</i></p> <p>6 December 2022 meeting</p> <p>s73 - Irrelevant Information</p> <p>[REDACTED]</p> <p>A20221206:2 – QCEC and ISQ to provide any equivalent qualifications to be included in the training and qualifications document. <Ongoing action, <u>but this action item will be closed.</u>></p> <p>A20221206:3 – DoE to advise when website changes are live. <Progressed for publication<u>Complete</u>></p> <p>A20221206:4 – DoE to provide a waiver request form for use by schools where an SWW is already employed. <Complete></p> <p>s73 - Irrelevant Information</p> <p>[REDACTED]</p>

2. Terms of Reference	<p>Melissa</p> <ul style="list-style-type: none"> • The Terms of Reference have been reviewed and circulated with the papers for this meeting. • The membership remains at the ADG/Executive level with the option to delegate to nominated officers. We anticipate the meetings to discuss allocations between the sectors will be held with senior executives. • Changes have been 'tracked' in the document for ease of reference. This includes: <ul style="list-style-type: none"> - Name changes to align with the NSW P and SWO terminology and new names of the responsible DoE branch. - Updates to the Strategic Alignment section to reflect current Queensland Government and DoE Equity and Excellence Strategy priorities. <p><i>Does anyone have any further changes to propose?</i></p> <p><i>Invite members to endorse the revised Terms of Reference.</i></p>
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s73 - Irrelevant Information

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4. C/SWO policy statement and supporting documents	<p>Steph</p> <ul style="list-style-type: none"> • The Chaplaincy and student wellbeing officer services policy statement and supporting documents have now all been updated to align with the new FFA requirements and progressed for publication. • We will look at doing a more comprehensive review of these documents during 2023. If you have any feedback or suggested changes, please let us know before the end of Term 1, so these can be considered as part of this broader review. • Key updates as part of this review, include: <ul style="list-style-type: none"> - the ability for schools to now determine the most suitable worker type for their school (i.e. a chaplain or SWO);
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	<ul style="list-style-type: none"> - addition of the requirement for all student wellbeing officers to already hold the minimum qualification (instead of working towards it) upon commencement of services or to be on a waiver; - addition of the requirement for all workers to hold three mandatory units of competency; - allowing workers on a waiver six (instead of four) months to obtain the three required units; - change to the name of a 'student welfare worker' to a 'student wellbeing officer'; and - s73 - Irrelevant Information <ul style="list-style-type: none"> • The updated Schedule A, Workplan and Waiver Request form have already been provided to you via email.
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s73 - Irrelevant Information

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6. Qualifications and training	<p>Megan</p> <ul style="list-style-type: none"> As previously advised, all chaplains and student wellbeing officers are now required to hold the minimum qualifications, including three mandatory units of competency, prior to commencing services in schools or be on a waiver. The units of competency listed by the Australian Government are the broad categories required rather than the names of specific units of study. Queensland will continue to allow equivalency of a qualification or unit of competency and we remind you that any decisions about equivalency are the responsibility of the AEA as the employer, and that these should be documented and defensible. The Australian Government training website – training.gov.au - provides detailed information about the performance and knowledge that needs to be demonstrated to pass each unit and this may assist you in making decisions about equivalency. <p><u>Waivers</u></p> <ul style="list-style-type: none"> <u>Request that ISQ and QCEC remind schools that reasonable attempts at recruiting are to be made before submitting a waiver request and that all sections of the form need to be completed with as much information as possible to support the request.</u> <u>Remind ISQ and QCEC that they should be monitoring the progress of approved waivers.</u> <p>eSafety Training requirements</p> <ul style="list-style-type: none"> NSWP funded chaplains and student wellbeing officers must complete the professional learning package in responding to and preventing cyberbullying delivered by the Office of the eSafety Commissioner. The requirement is that this training be completed within three months of commencing services, and refreshed at least once every two and a half years. The Australian Government has redeveloped this training package. After it is released in April 2023, will no longer offer the refresher training. The new training will be 2 hours in duration. We recommend all new workers this year and those that have reached (or are close to reaching) the 2.5 year milestone since last completing the training, enrol in the first training available. The Australian Government has advised there will be multiple sessions available in April and we will let you know of these once we're advised. Our understanding is that the expectation will be that all workers have completed the new training package by the end of this year – including those who did the previous training in the last two years. These workers will have slightly more time to enrol in the course but can also enrol in April.
<p>s73 - Irrelevant Information</p>	
9. Meeting close	<ul style="list-style-type: none"> Thank members for their contribution. Next meeting: date TBC.

Released under the RTI Act by DoE

Chaplaincy & student welfare worker services

Accredited Employing Authorities (AEA)

Speaking points

Date/Time:	5 December 2022, 3 - 4pm
Location:	Online via Microsoft Teams
Chair:	Becky Walsh, Director, Statewide Operations (SO)
Secretariat:	Megan Sully, Principal Policy Officer, SO
Invitees:	<p>AEA representatives</p> <ul style="list-style-type: none"> <input type="checkbox"/> Association of Women Educators Inc. (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> Church @theGabb (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> Community Living Association Inc. (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> Fourth Quadrant Foundation Pty Ltd (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> ICYS Ipswich Community Youth Service Inc. (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> Inspire Youth and Family Services Inc. (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> Jabiru Communities Youth & Children's Services (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> myPastoralCarer Pty Ltd (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> QLD Police-Citizens Youth Welfare Association (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> Scripture Union QLD (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> South Burnett CTC (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> The Cage Youth Foundation (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> Vocational Partnerships Group (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> YFS Ltd (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> Young Life Australia (xx); <input type="checkbox"/> Your Dream School Programs (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> YUMI Education (s47(3)(b) - Contrary to the Public Interest) <p>Department of Education representative</p> <ul style="list-style-type: none"> <input type="checkbox"/> Melissa Yim, Manager, SO
Apologies:	Nil

	Discussion Points	Speaking notes
1.	Welcome and apologies	<p>Becky</p> <ul style="list-style-type: none"> • May I begin by respectfully acknowledging the Traditional Owners and custodians of the regions from which we are joining this meeting today. I pay my respects to Elders past, present and emerging. • < Welcome everyone and conduct a roll call.> • <Advise AEAs they can 'raise their hand' if they have questions during the meeting by clicking on the reactions tab on top of the screen, or add the question to the Chat.> • I must also let you know that information throughout today's meeting is being shared with you "without prejudice". <p>This mean that the department will not be bound by the information shared in the event that the position changes during the course of negotiations with the Australian and State Governments.</p> <p>We offer this information in good faith, based on what we understand to be the case at this point in time.</p>
2.	2023 Funding	s73 - Irrelevant Information

Key program changes

- The NSCP will now be called the National Student Wellbeing Program with the program being expanded to include student wellbeing officers. The role of the chaplain and student wellbeing officer remains the same. The purpose of the program has been clarified to specify what is out of scope such as professional counselling and religious instruction, along with providing a definition of pastoral care services in the *Interpretation* section of the agreement.
- The funding agreement will be in place for 5 years 2023-27.
- Student welfare workers will now be called student wellbeing officers and schools will be able to use their funding to engage either service. *Note: schools will still be expected to have documented community support for their service type and to let the department know if they make a change.*
- Training in preventing cyberbullying will be an ongoing requirement with a specified timeframe to complete this within 3 months of commencing in the service. Refresher training at least once every two and half years will also be required. *Please note: the Australian Government will no longer share the specific registration data for this training and employers will be expected to verify a worker has completed the training as they would with other minimum qualifications.*
- A number of the policies and strategies that relate to child protection and child safety have been updated to including having regard to the National Principals for Child Safe Organisations and the Commonwealth Child Safe Framework. Weblinks to these documents are included in the FFA.
- While the previous agreement specified that chaplains could be of any faith, the new agreement has added that Chaplains and SWOs may be from any faith or of no faith.
The requirement for chaplains to be recognised through endorsement by a recognised or accepted religious institution remains. So, to be known as a Chaplain, the person must have the endorsement of a religious institution.
This is the only difference between the Chaplain and SWO role.
- Whilst the Certificate IV level qualification remains a minimum requirement, the specific reference to the Cert IV in Youth Work, Cert IV in Pastoral Care and Cert IV in Chaplaincy and Pastoral Care has been removed. States and territories can determine any specific qualifications This recognises that names and content of courses may change over time.
- In Queensland, we plan to continue to list the specific Certificates as minimum requirements, noting that equivalency is already allowed and will continue to be allowed. If there are any other Certificates that your workers currently have, that you consider equivalent (e.g. Certificate Iv in Community Services), we can look at adding these to the training and qualifications document.
<Invite AEAs to send through any qualifications that would like included in the list, for consideration by DOE>
- Of the four listed units of competency, the two current mandatory units of mental health and making appropriate referrals remain, with a new requirement to have one of either pastoral care or working with youth.
- In our mapping of the current certificates, we believe that most workers will have the relevant units in their existing qualification. Its likely that someone

		<p>with a Cert IV in youth work will have the working with youth unit and a Cert IV in chaplaincy/pastoral care will have the pastoral care unit.</p> <ul style="list-style-type: none"> • We recognise there may be some instances where an existing SWW does not have these new units or are still working towards their full qualifications based on our existing SWW requirements. <Please let us know if this applies to any of your workers and we will work with your organisation moving forward> • To accommodate the SWO role into the national program, a new waiver process will be required and Megan will talk to this at agenda item 4. <Ask for questions>
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s73 - Irrelevant Information

4.	Policy and procedures	<p><u>Megan</u> <u>DoE website</u></p> <ul style="list-style-type: none"> • Due to the changes in the program, we need to update all of the documents and some content on the DoE C/SWW website. • Its likely these won't be published until late January 2023 and an email will be sent to AEAs advising when the changes are live. <p><u>Waivers</u></p> <ul style="list-style-type: none"> • Under the current arrangements AEAs are required to submit a minimum qualifications waiver request when reasonable attempts to recruit have resulted in the inability to find a chaplain. • For SWWs, as long as they were working towards achieving the minimum qualifications there was no requirement to do this. • From 2023, the waiver process will apply to all chaplains and student wellbeing officers, regardless of funding source. • We acknowledge there may be some current SWOs who are working towards their qualification and there is no expectation that you would run a recruitment process in these circumstances. However, we do request that you submit the relevant paperwork for a waiver. • For all new workers, the waiver must be applied for and granted prior to them starting work in a school. • For those of you who haven't submitted waiver requests before, some of the key points to remember are: <ul style="list-style-type: none"> • waivers are only granted when there is a genuine difficulty in recruiting a worker that meets the qualification requirements; • they are granted for up to 12 months with the mandatory units of competency required in the first four months; • waivers must include endorsement by the school principal; and • should include at a minimum, how long a position has been vacant, when it was first advertised and how widely, and other factors that may make recruiting more difficult. • If you believe these waiver timeframes are unattainable with the new requirements, please let us know asap so that we may consider this as part of our policy review.
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		<p>Qualifications</p> <ul style="list-style-type: none"> For both qualified workers and those where a waiver request has been submitted, please ensure that a statement of attainment or similar has been cited by your organisation <u>(including a qualification that may be used to support a waiver request such as a Certificate III level)</u>. –You may also be requested by a school to provide evidence of this. It includes a qualification that may be used to support a waiver request such as a Certificate III level. <p>Naming of workers</p> <ul style="list-style-type: none"> Please be aware that whilst some states and territories do use different names for their workers, and this allowed under the FFA, in Queensland we are aligning the names with those used in the agreement. The reasons for this are: <ul style="list-style-type: none"> feedback at the national level was that the use of student wellbeing officer has been adopted due to negative connotations of using ‘welfare worker’ in some communities; and there are a number of wellbeing programs and workers in schools, and keeping the naming consistent is reflective of the funding that is received. While this is the department’s preference, we understand some school communities may use alternative names. We would appreciate you advising us in these circumstances so we can keep up to date about this.
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s73 - Irrelevant Information

6.	Other business	<p><u>Becky</u></p> <ul style="list-style-type: none"> <Invite AEAs to raise other business or hold over until the next meeting in February 2023 depending on time.>
7.	Meeting finalisation	<p><u>Becky</u></p> <ul style="list-style-type: none"> Next meeting – February 2023. Date yet to be determined. <p><Thank attendees and close meeting.></p>

Ref: 22/808822

Record of Meeting

Chaplaincy and student welfare worker services –Accredited Employing Authority (AEA) meeting

Date: 5 December 2022

Location: Microsoft Teams

Time: 3pm – 4pm

Secretariat: Megan Sully, Principal Policy Officer (PPO), Statewide Operations (SO)

Participants:

AEA representatives:

Association of Women Educators Inc. (s47(3)(b) - Contrary to the Public Interest) Fourth Quadrant Foundation Pty Ltd (s47(3)(b) - Contrary to the Public Interest)
 ICYS Ipswich Community Youth Service Inc. (s47(3)(b) - Contrary to the Public Interest) Inspire Youth and Family Services Inc. (s47(3)(b) - Contrary to the Public Interest)
 (s47(3)(b) - Contrary to the Public Interest); Jabiru Communities Youth & Children's Services (s47(3)(b) - Contrary to the Public Interest) QLD Police-Citizens Youth Welfare
 Association (s47(3)(b) - Contrary to the Public Interest) Scripture Union QLD (s47(3)(b) - Contrary to the Public Interest) South Burnett CTC
 (s47(3)(b) - Contrary to the Public Interest) Your Dream School Programs (s47(3)(b) - Contrary to the Public Interest)

Department of Education representatives:

Becky Walsh, Director, SO (Meeting Chair); Melissa Yim, Manager, SO

Apologies

Church @theGabba; Community Living Association Inc.; myPastoralCarer Pty Ltd; The Cage Youth Foundation; Vocational Partnerships Group; YFS Ltd; Young Life Australia; YUMI Education

Agenda item	Discussion / Outcomes
1. Welcome	<ul style="list-style-type: none"> Chair gave an Acknowledgement of Country and welcomed participants. Chair advised that, during this meeting, information is being shared “without prejudice” and in good faith, based on what department representatives understand to be the case at this time. The Department of Education (the department) will not be bound by the information shared today in the event that the situation changes during the course of negotiations with the Australian and State Governments.
2. 2023 Funding	<p>s73 - Irrelevant Information</p> <p>Released under the RTI Act by DOE</p> <p>Key program changes</p> <ul style="list-style-type: none"> The NSCP will now be called the National Student Wellbeing Program or NSWP with the program expanded to include student wellbeing officers. Student welfare workers will be called student wellbeing officers and schools will be able to use their funding to engage either service. Schools will still be expected to have documented community support for their service type and to let the department know if they make a change. The role of the chaplain and student wellbeing officer remains the same. The purpose of the program has been clarified to specify what is out of scope such as professional counselling, allied health services and religious instruction, along with providing a definition of pastoral care services. The funding agreement will be in place for 5 years 2023-27.

Agenda item	Discussion / Outcomes
	<ul style="list-style-type: none"> • Training in preventing cyberbullying will be an ongoing requirement with a specified timeframe to complete this within 3 months of commencing in the service. Refresher training at least once every two and half years will also be required. • The Australian Government will no longer share specific registration data for safety training and employers will be expected to verify a worker has completed the training as they would with other minimum qualifications. • A number of the policies and strategies that relate to child protection and child safety have been updated to including having regard to the National Principals for Child Safe Organisations and the Commonwealth Child Safe Framework. • While the previous agreement specified that chaplains could be of any faith, the new agreement has added that Chaplains and SWOs may be from any faith or of no faith. • The requirement for chaplains to be recognised through endorsement by a recognised or accepted religious institution remains. So, to be known as a Chaplain, the person must have the endorsement of a religious institution. • This is the only difference between the Chaplain and SWO role. • Whilst the Certificate IV level qualification remains a minimum requirement, the specific reference to the Cert IV in Youth Work, Cert IV in Pastoral Care and Cert IV in Chaplaincy and Pastoral Care has been removed. States and territories can determine any specific qualifications This recognises that names and content of courses may change over time. • The department will continue to list the specific Certificates as minimum requirements, noting that equivalency is already allowed and will continue to be allowed. <p>A20221205:1 AEAs to send through any equivalent qualifications to be included in the training and qualifications document, for consideration by the department.</p> <ul style="list-style-type: none"> • Of the four listed units of competency, the two current mandatory units of mental health and making appropriate referrals remain, with a new requirement to have one of either pastoral care or working with youth. • In mapping the current certificates, the department understands most workers will have the relevant units in their existing qualification. It's likely that someone with a Cert IV in youth work will have the working with youth unit and a Cert IV in chaplaincy/pastoral care will have the pastoral care unit. • The department recognises there may be some instances where an existing SWW does not have these new units or are still working towards their full qualifications based on our existing SWW requirements.

s73 - Irrelevant Information

4. Policy and procedures	<p>Department website</p> <ul style="list-style-type: none"> • Due to the changes in the program, all of the documents and some content on the department C/SWW website will be updated – likely to be late January 2023. <p>A20221205:3 The department to advise AEAs when website changes are live.</p> <p>Waivers</p> <ul style="list-style-type: none"> • Under the current arrangements (ending in 2022) AEAs are required to submit a minimum qualifications waiver request when reasonable attempts to recruit have resulted in the inability to find a chaplain.
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Agenda item	Discussion / Outcomes
	<ul style="list-style-type: none"> For SWWs, provided they were working towards achieving the minimum qualifications there was no requirement to do this. From 2023, the waiver process will apply to all chaplains and student wellbeing officers, regardless of funding source. The minimum qualification waiver request form is available at https://education.qld.gov.au/student/Documents/minimum-qualification-waiver.docx There may be some current SWWs working towards their qualification and there is no expectation that AEAs run a recruitment process in these circumstances. <p>A20221205:4 AEAs to advise the department directly if any student welfare workers are working towards a qualification and not yet fully qualified, and submit a waiver request.</p> <ul style="list-style-type: none"> For all new workers, the waiver must be applied for and granted prior to them starting work in a school. Key points to remember when submitting waiver requests: <ul style="list-style-type: none"> waivers are only granted when there is a genuine difficulty in recruiting a worker that meets the qualification requirements; they are granted for up to 12 months with the mandatory units of competency required in the first six months (currently four months); waivers must include endorsement by the school principal (this does not need to be in written format and can be included as a statement in the request) who will be copied into any approval or denial letter; and should include at a minimum, how long a position has been vacant, when it was first advertised and how widely, and other factors that may make recruiting more difficult. <p>Qualifications</p> <ul style="list-style-type: none"> For both qualified workers and those where a waiver request has been submitted, please ensure a statement of attainment or similar has been cited by your organisation (including a qualification that may be used to support a waiver request such as a Certificate III level). AEAs may also be requested by a school to provide evidence of this. <p>Naming of workers</p> <ul style="list-style-type: none"> While some states and territories do use different names for their workers, and this allowed under the Federation Funding Agreement, Queensland is aligning the names with those used in the Agreement given: <ul style="list-style-type: none"> feedback at the national level indicated there were negative connotations with the use of 'welfare worker' in some communities; and there are a number of wellbeing programs and workers in schools, and keeping the naming consistent is reflective of the funding that is received. While this is the department's preference, the department understands some school communities may use alternative names. <p>A20221205:5 AEAs to advise the department when schools use an alternative name for workers, to those specified in the FFA.</p>

s73 - Irrelevant Information

Agenda item	Discussion / Outcomes
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s73 - Irrelevant Information

8. Other business	Nil
9. Meeting finalisation	<ul style="list-style-type: none"> The chair thanked attendees for their time and contributions to the meeting. Next meeting: Semester 1 2023 Date: TBC Meeting closed: 3.50PM

Action Item	Actions	Lead action officer	Due date
<u>A20221205:1</u>	AEAs to send through any equivalent qualifications to be included in the training and qualifications document, for consideration by the department.	AEAs	Ongoing

s73 - Irrelevant Information

<u>A20221205:3</u>	The department to advise AEAs when website changes are live.	DoE	January 2023
<u>A20221205:4</u>	AEAs to advise the department directly if any student welfare workers are working towards a qualification and not yet fully qualified, and submit a waiver request.	AEAs	Following meeting
<u>A20221205:5</u>	AEAs to advise the department when schools use an alternative name for workers, to those specified in the FFA.	AEAs	Ongoing

These minutes are a public record. However, the Department of Education (DoE) may redact information from the publicly released version of these minutes if DoE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DoE, it will be noted at the relevant part of these minutes.

Ref: 22/852445

Chaplaincy & student welfare worker services

Accredited Employing Authorities (AEA)

Speaking points

Date/Time:	14 February 2023, 1:00pm – 2:00pm
Location:	Online via Microsoft Teams
Chair:	Melissa Yim, Manager, Statewide Operations (SO)
Secretariat:	Megan Sully, Principal Policy Officer (PPO), SO
Invitees:	<p>AEA representatives</p> <ul style="list-style-type: none"> <input type="checkbox"/> Church @theGabba (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> Community Living Association Inc. (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> Fourth Quadrant Foundation Pty Ltd (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> ICYS Ipswich Community Youth Service Inc. (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> Inspire Youth and Family Services Inc. (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> Jabiru Community Youth & Children's Services (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> QLD Police-Citizens Youth Welfare Association (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> SU Australia Ministries Ltd (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> South Burnett CTC (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> The Cage Youth Foundation (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> Vocational Partnerships Group (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> YFS Ltd (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> Young Life Australia (xx); <input type="checkbox"/> Your Dream School Programs (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> YUMI Education (s47(3)(b) - Contrary to the Public Interest) <p>Department of Education representative</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stephanie Bull, PPO, SO
Apologies:	<ul style="list-style-type: none"> <input type="checkbox"/> Association of Women Educators Inc. (s47(3)(b) - Contrary to the Public Interest) <input type="checkbox"/> Becky Walsh, Director, SO

	Discussion Points	Speaking notes
1.	Welcome and apologies <u>Melissa</u>	<ul style="list-style-type: none"> • May I begin by respectfully acknowledging the Traditional Owners and custodians of the regions from which we are joining this meeting today. I pay my respects to Elders past, present and emerging. • < Welcome everyone and conduct a roll call.> <p>Previous meetings– Outstanding Action Items</p> <ul style="list-style-type: none"> • The department to advise AEAs when website changes are live. <i>Update: documents will be published shortly and we email AEAs when live.</i> • AEAs to submit waiver requests for SWOs working towards a qualification. <i>Update: thanks to everyone who has submitted waiver requests so far and a reminder to get this in ASAP to anyone who is yet to do so.</i> <p><All other actions are now complete.></p>

s73 - Irrelevant Information

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3.	Qualifications and training <u>Megan</u>	<ul style="list-style-type: none">• As previously advised, all chaplains and student wellbeing officers are now required to hold the minimum qualifications, including three mandatory units of competency, prior to commencing services in schools or be on a waiver.• The units of competency listed by the Australian Government are the broad categories required rather than the names of specific units of study.• Queensland will continue to allow equivalency of a qualification or unit of competency and we remind you that any decisions about equivalency are the responsibility of the AEA as the employer, and that these should be documented and defensible.• The Australian Government training website – training.gov.au - provides detailed information about the performance and knowledge that needs to be demonstrated to pass each unit and this may assist you in making decisions about equivalency.• Please submit any Waiver Request Form as quickly as possible, so workers are covered by our waiver conditions for 2023.
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		<p>eSafety Training requirements</p> <ul style="list-style-type: none"> NSWP funded chaplains and student wellbeing officers must complete the professional learning package in responding to and preventing cyberbullying delivered by the Office of the eSafety Commissioner. The requirement is that this training be completed within three months of commencing services, and refreshed at least once every two and a half years. The Australian Government has redeveloped this training package. After it is released in April 2023, will no longer offer the refresher training. The new training will be 2 hours in duration. We recommend all new workers this year and those that have reached (or are close to reaching) the 2.5 year milestone since last completing the training, enrol in the first training available. The Australian Government has advised there will be multiple sessions available in April and we will let you know of these once we're advised. Our understanding is that the expectation will be that all workers have completed the new training package by the end of this year – including those who did the previous training in the last two years. These workers will have slightly more time to enrol in the course but can also enrol in April if they wish.
4.	<p><i>Chaplaincy and student wellbeing officer services policy statement and supporting documents</i></p> <p><u>Steph</u></p>	<p>Policy updates</p> <ul style="list-style-type: none"> The <i>Chaplaincy and student wellbeing officer services policy statement</i> and supporting documents have been updated to align with the new FFA requirements. They are going through the approval and publication process. Key updates include: <ul style="list-style-type: none"> the ability for schools to now determine the most suitable worker type for their school (i.e. a chaplain or SWO); addition of the requirement for all student wellbeing officers to already hold the minimum qualification (instead of working towards it) upon commencement of services or to be on a waiver; addition of the requirement for all workers to hold three mandatory units of competency; allowing workers on a waiver six (instead of four) months to obtain the three required units; change to the name of a 'student welfare worker' to a 'student wellbeing officer'; and s73 - Irrelevant Information The updated Schedule A, Workplan and Waiver Request form have been distributed to AEAs. Please email us if you have any questions regarding the policy updates.

s73 - Irrelevant Information

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8.	Meeting finalisation <u>Melissa</u>	<ul style="list-style-type: none">• Next meeting – July 2023. Date yet to be determined. <i><Thank attendees and close meeting.></i>
----	--------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------

Ref: 23/74952

LINDEBERG, Eamonn

From: YIM, Melissa
Sent: Thursday, 8 December 2022 3:52 PM
To: BULL, Stephanie; SULLY, Megan; ChaplainsWellbeingOfficers
Subject: Content Manager Memo or Minute : 22/853784 : WWR - Chaplaincy and SWO policy statement and supporting docs for 2023
Attachments: WWR - Chaplaincy and SWO policy statement and supporting docs for 2023.DOCX; WWR - Chaplaincy and SWO policy statement and supporting docs for 2023.tr5

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Steph

Hey I didn't get to these. I can look at them first week back from leave. Becky said that she can review them - so Steph once you have finished, can you have a chat to Becky to see if she still wants to see them before she goes on leave.

-----< Content Manager record Information >-----

Record Number : 22/853784

Title : WWR - Chaplaincy and SWO policy statement and supporting docs for 2023

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Web publishing content brief

Instructions

Please attach your completed web publishing content brief to the Web Work Request (WWR) [online form](#). If you require help completing this form please contact the Web and Digital Production team via email at webworkrequest@qed.qld.gov.au.

Approvals required

Existing page content request	Business unit Director level or above
New internal page requests (e.g. OnePortal) *Requests will be reviewed and where possible added to existing pages to enhance site usability	Business unit Executive Director (ED)
New public-facing page requests *Requests will be reviewed and where possible added to existing pages to enhance site usability	Business unit Assistant Director-General (ADG)
Urgent requests New page and existing content	Business unit Assistant Director-General (ADG)
Ministerial announcements New page and existing content	Business unit Assistant Director-General (ADG)
Politically, strategically or operationally sensitive request	Business unit Assistant Director-General (ADG)

Complete this web publishing content brief by either using colour block highlighting; or track changes in Microsoft Office.

How to use colour block highlighting

1. Copy/paste content within the **[Page content]** area (Page 2).
2. Highlight changes as per table.

Instruction	Style application
Add new text/create new page	Highlight in green
Notes required within page	Highlight in yellow
Delete text from existing page	Highlight in red

How to use track changes

1. Copy/paste content within the bracketed **[Page content]** area (Page 2)
2. Turn track changes on (Ctrl + Shift + e). Track changes tutorials are available on the [Microsoft Office website](#)
3. Make changes.

Note: Please remove internal business unit communications 'Comments' before sending the WWR.

Content

Page details and content (Note: Copy this section for each page being updated)	
Page Title Name of the page	Chaplaincy and student welfare worker services
Page URL Web address for the page	https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-welfare-worker-services
Description One sentence that summarises the page. This displays on a search engine.	Chaplaincy and student welfare worker services policy statement and supporting document
Keywords List of words, separated by semicolon (;) , that people may search for on a search engine.	Chaplain; student welfare worker; NSCP
OnePortal News Items If you would like a news item republished, please specify dates/times and frequency.	N/A

[Page content start]

Chaplaincy and student ~~welfare worker~~wellbeing officer services (formerly 'student welfare worker services' in Queensland) are optional for schools and support the general wellbeing of students, parents and staff, and the school community. These services provide students and staff with social, emotional and spiritual support, provide an additional adult role model in the school and can enhance engagement with the broader community, including parents.

Local community support is required for ~~chaplaincy chaplains~~ and student ~~welfare worker services~~wellbeing officers to operate in a school. Student involvement in any activities offered by the chaplain or student wellbeing officer as part of a school's chaplaincy or student welfare worker service is voluntary.

Chaplaincy and student ~~welfare worker~~wellbeing officers services are inclusive of and show respect for all religious and non-religious beliefs and other stances represented in the school community. All activities and events provided are non-discriminatory and equally available to students of all beliefs.

Chaplains and student ~~welfare workers~~wellbeing officers are not permitted to engage in evangelising or proselytising, nor attempt to undermine a student's religious or other beliefs.

The chaplaincy and student welfare wellbeing worker officer services policy statement (DOCX, 204KB) and supporting documents provide assistance for schools implementing these services a chaplaincy or student welfare worker service (paid or voluntary).

Many school communities (XLS, 174KB) across the state have established a chaplaincy or student ~~welfare worker~~wellbeing officer service with the assistance of state and/or Australian government funding, through use of school funds, and/or through local community fundraising. Some schools may have a volunteer chaplain or student ~~welfare worker~~wellbeing officer.

Government funded programs include:

Commented [BS1]: Webservices advice re updates to URL: We update page URLs to reflect page titles when they are changed, so if your web work request includes updating the page title, we will also update the URL to reflect this.

So this URL will be updated to include 'student wellbeing officers' instead of 'student welfare workers'.

Commented [SM2]: Updated using the approved content from a media request on Wed 30/11/22

Commented [BS3]: Update link to CM# 22/854947

Commented [BS4]: MY - List to be updated in March 2023, not as part of this update.

1. The **recurrent** State Government **Chaplaincy/Chaplain/Student Welfare-Wellbeing Officer** **Funding Program (SGCSWFP/CSWOP)** provides funding **(recurrent)** to eligible schools to engage the services of a chaplain or student **welfare-worker/wellbeing officer**. There are 147 state schools in low socio-economic areas with enrolments over 100 students that are allocated funding through the **SGCSWFP/recurrent CSWOP**.
2. **Since 2015**, **the** Queensland Government **has** committed additional non-recurrent funds **in 2015–2018** to ensure that schools could maintain an existing **chaplaincy or student welfare worker** service funded through **former Australian Government programs** **gh the former National School Chaplaincy and Student Welfare Program (NSCP)**. The state government has continued this commitment for the **2019–2020/2023–2027/22** school years **under the non-recurrent CSWOP**. Schools provided with this funding in **2018–2020–2022** continued to receive this funding in **2019/2023**, plus indexation.
3. **The National Student Wellbeing Program National School Chaplaincy Program (NSWP)** replaces the **National School Chaplaincy Program and e-NSCP** is a 45-year (2019–2022/2023–2027) Australian Government funded program that provides funding to schools to engage a chaplain or a student wellbeing officer only. Schools that received **NSCP-Australian government funding under the former program in 2020–2022** funding in 2018 under the NSCP, continued to receive funding in **2019/2023**, plus indexation.
4. **As part of the 2019–22 agreement Project Agreement for the NSCP**, NSCP funded chaplains are to complete a 3-hour online professional learning package (PLP) aimed at responding to and preventing cyberbullying. The PLP, developed and delivered by the Office of the eSafety Commissioner, is available to NSCP school chaplains and should be completed only once. A 1-hour refresher training webinar is available for chaplains who have completed the 3-hour initial training. Information on the PLP, including frequently asked questions, is available on the **Australian Government Department of Education, Skills and Employment** webpage. NSCP funded chaplains can register for the training now.
5. **3. All Queensland schools were invited to apply for NSCP and non-recurrent state government funding for the 2020–2022 school years.**

By agreement of the chaplaincy and student welfare worker programs cross-sector panel (PDF, 266KB), the allocation of funding to schools was is determined by each school sector with consideration for factors such as the number of full time equivalent student enrolments, continuity of service provision, socio-economic disadvantage, geographic location and other characteristics of the school community.

Information on the application and funding allocation processes for 2020–22 chaplaincy and student welfare-worker funding is available in the **NSCP-FAQs** (DOCX, 158KB).

All government funding for chaplaincy and student **welfare-worker/wellbeing officer** services in **2019–2022/2023** is fully allocated. During 2023, all Queensland schools will be invited by their respective schooling sector (e.g. Catholic, independent or state) to apply for government funding for a chaplain or student wellbeing officer for the 2024–27 school years.

Schools must use government funds for the purpose and specific type of service (chaplain or student welfare worker) for which they have been allocated. Schools should contact State Schools Operations at **ChaplainsWelfareWorkers@ged.qld.gov.au** for confirmation of service type if required.

Policy statement

Chaplaincy and student welfare-worker/wellbeing officer services policy statement (DOCX, 204KB)

Supporting documents

Commented [SM5]: We could probably remove this whole section as its now is a minimum qualification requirement

Commented [BS6]: Update to CM#22/854947

- Chaplaincy and student welfare worker services: gGuidelines for schools (DOCX, 221KB)
- Chaplaincy and student welfare worker services: flowchart for establishing a service (DOCX, 482KB)
- Chaplaincy and student welfare worker services: dDefinitions (DOCX, 208KB)
- s73 - Irrelevant Information
- Chaplaincy and student welfare worker services: rRole of the chaplain/student welfare wellbeing officer/worker (DOCX, 205KB)
- Chaplaincy and student welfare worker services: tTraining and qualifications (DOCX, 211KB)
- Chaplaincy and student welfare worker services: Accredited Employing Authorities (AEAs) (DOCX, 206KB)
- Chaplaincy and student welfare worker services: lList of Accredited Employing Authorities (AEAs) (DOCX, 203KB)
- List of Queensland State, Independent and Catholic schools funded for chaplaincy and student wellbeing officer welfare worker services (XLS, 174KB)
- National School Chaplaincy Program FAQs (DOCX, 158KB)
- Information for Queensland state school principals: Chaplaincy and student welfare worker wellbeing officer services FAQs (DOCX, 524KB)
- s73 - Irrelevant Information

Commented [BS7]: Update to CM# 22/855149

Commented [BS8]: Update to CM# 22/854955

s73 - Irrelevant Information

Commented [BS10]: Update to CM# 22/854940

Commented [BS11]: Update to CM# 22/854936

Commented [BS12]: Update to CM# 22/854964

Commented [BS13]: Update to CM# 22/854960

Commented [BS14]: TO BE UPDATED AND LINK ADDED

Commented [BS15]: Update to CM# 22/854925

s73 - Irrelevant Information

Forms

- Chaplaincy and student welfare worker services: fForm 1 parent/student consent form (DOCX, 204KB)
- Chaplaincy and student welfare worker services: fForm 2 workplan (DOCX, 206KB)
- Chaplaincy mMinimum qualification waiver request form (DOCX, 202KB)

Commented [BS17]: Update to CM# 22/854911

Commented [BS18]: Update to CM# 22/854929

Commented [BS19]: Update to CM# 22/853823

s73 - Irrelevant Information

Contact for further information

If you have any questions, please contact your relevant schooling authority:

Department of Education State Schools—Operations

Email: ChaplainsWelfareWorkers@qed.qld.gov.au chaplainswellbeingofficers@qed.qld.gov.au

Independent Schools Queensland

s47(3)(b) - Contrary to the Public Interest
Email: isq@isq.qld.edu.au
Phone: [REDACTED]

Queensland Catholic Education Commission

s47(3)(b) - Contrary to the Public Interest
Email: qcec@qcec.catholic.edu.au
Phone: [REDACTED]

[Page content end]

Checklist

Approval

- ☒ Correct approvals have been obtained and instructions on how to locate them if not within INC.
See page 1 for approval levels required.

Headings and paragraph style

- ☒ Use Microsoft Word default Styles and Formatting in content: Heading 1, Heading 2, Heading 3 and Normal.
☒ Use Microsoft Word Hyperlinking option for requested links (Insert > Links > Hyperlink).

PDFs, Word documents, images, video and other file types

- ☒ All files have been attached to Web Work Request Form, including images and documents.
Do not attach HPRM trim references.

PDF and Word documents

- ☒ Keywords and document properties provided (must be provided).

PDFs

- ☐ Accessible alternative provided (e.g. HTML, DOCX, RTF).

Images

- ☐ Alternative text description provided (if needed).

Video

- ☐ Transcripts must be provided for all videos.

Does this request need to be published on a specific date and time?

- ☒ Yes ☐ Date: **23 / 01 / 2023**
☐ No

If this request is considered urgent higher level approvals are required.
See page 1 for approval levels required.

Business impact if request is not processed

- ☐ Low
☒ Medium
☐ High
☐ Explanation of business impact if request is not processed.

Is this request politically, strategically or operationally sensitive?

- ☒ No
☐ Yes

See page 1 for approval levels required.

Is this request confidential?

- ☒ No
☐ Yes

Please note that it is against departmental policy to publish confidential documents (or materials) on public facing websites.

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Chaplaincy and student wellbeing officer services

Accredited Employing Authorities

What is an Accredited Employing Authority?

Queensland state schools do not employ a chaplain or student wellbeing officer directly. These workers are sourced through an external organisation that has been accredited by the Department of Education (the department) to provide these services in schools. This organisation is referred to as an Accredited Employing Authority (AEA). Determining which AEA to engage a service through is at the discretion of the principal, in consultation with the school community.

The department has a standing offer arrangement with a number of organisations. Schools should ensure the organisation they approach to provide a chaplain or student wellbeing officer is approved by the department.

The Chaplaincy and student wellbeing officer services [Flowchart: Establishing a service](#) outlines the steps for schools to take when establishing a service, including selecting an appropriate AEA for their school.

Accredited Employing Authority responsibility

The AEA is responsible for the recruitment, selection and employment of workers, as well as the ongoing professional development, training and professional supervision of the worker in areas pertinent to the role.

The AEA is to ensure that the worker understands the nature of their role in the school setting and the appropriate boundaries of professional conduct and personal interaction with students, which includes guidance on the acceptable use of personal technology devices and on-line social networking sites in their interaction with students, as outlined in the [Code of Conduct for the Queensland public service](#).

The key responsibilities of the AEA include:

- advertising a vacancy in a school outlining the skills, understandings and requirements of the position, the qualifications required and the employment conditions
- conducting a merit-based selection process and making a recommendation for endorsement to the principal
- ensuring the worker has a current blue card and the appropriate qualifications
- providing organisational-based induction — including, but not limited to, workplace safety, employment conditions, grievance procedures — before placement in a school, and ongoing supervision and support, including relevant professional development
- instructing the worker that they are not to:
 - evangelise or proselytise when delivering approved workplan activities
 - advocate for or denigrate a student's particular faith or worldview
 - provide support to students where appropriate consent has not been provided
 - express views that are discriminatory or biased on the grounds of religious ideology, beliefs or sexuality
 - bring or distribute denominational or society publications on school premises
- instructing the worker that they are to seek principal approval to conduct additional activities (outside of the approved workplan)
- ensuring the worker is familiar with the relevant provisions of Queensland legislation, including the [Public Records Act 2002](#), [Information Privacy Act 2009](#) and the confidentiality obligations under section 426 of the [Education \(General Provisions\) Act 2006](#)
- ensuring the [Deed of Confidentiality, Privacy and Conflicts of Interest](#) is signed by the worker and a copy forwarded to the school prior to the services commencing in the school

- ensuring a [Purchase Order](#), specifying the agreed hours of service and associated costs, is received by the AEA from the school prior to service commencement
- ensuring the [Schedule A: Contract Schedule](#) is completed in conjunction with the school prior to service commencement
- ensuring the worker is aware confidential information (e.g. case records) is stored securely in accordance with the *Information Privacy Act 2009* and section 426 of the *Education (General Provision) Act 2006*
- ensuring the worker is aware that the reason a student seeks access to their service, and the outcome of any consultation with their service, is not disclosed by the worker without the parent's or student's informed consent, unless required by law
- managing the employment conditions of the chaplain or student wellbeing officer
- liaising with the principal and department, as required
- supporting the resolution of complaints in conjunction with the principal and the [Conduct and Complaints team](#)
- maintaining relevant certificates of currency throughout the contract period and submitting copies to the department as required
- providing quarterly electronic reports to the department outlining information including, but not limited to, the names of schools supported, services provided and confirmation that qualification requirements have been met
- providing any necessary financial management, records management and reporting in respect of any Government funding (to the extent required by the department) and any AEA funding (to the extent required by applicable laws).

A listing of the AEAs and additional details can be found on the secure OnePortal site — [Supplier arrangements](#).

Becoming an AEA

If circumstances exist where a school identifies a suitable local organisation that is not on the department's approved list of AEAs, the organisation can contact the department's Procurement Services team at procurement.ggs@qed.qld.gov.au to seek information about the application process to become an AEA.

Upon a successful application, organisations enter into an agreement with the department for the provision of chaplaincy and/or student wellbeing officer programs in Queensland state schools. This Deed of Agreement outlines the principles and arrangements for the engagement of a chaplain or student wellbeing officer and the delivery of services in the school/s by the worker.

Chaplaincy and student wellbeing officer services

List of Accredited Employing Authorities

Schools do not directly employ chaplains or student wellbeing officers. Organisations approved by the Department of Education to provide chaplains and/or student wellbeing officers in Queensland state schools are known as Accredited Employing Authorities (AEA). Schools are invited to contact AEAs that provide the required service/s in their region to negotiate services.

Additional details can be found on the secure OnePortal site - [Supplier arrangements](#) or for further details of the service they provide, please contact the AEA directly.

Association of Women Educators Inc (Metropolitan, North Coast, South East regions) <i>Student wellbeing officers</i> <div>47(3)(b) - Contrary to the Public Interest</div> Contact: <div>47(3)(b) - Contrary to the Public Interest</div> Email: <div>47(3)(b) - Contrary to the Public Interest</div>	Church@theGabba (Metropolitan region – specific school only) <i>Chaplains</i> PO Box 8049 WOOLLOONGABBA QLD 4102 Contact: 07 3891 9210 Email: pastor@gabbachurch.org
Community Living Association Inc (Metropolitan region) <i>Student wellbeing officers</i> 5 Nundah Street NUNDAH QLD 4012 Contact: (07) 3266 5199 Email: reception@communityliving.org.au	Fourth Quadrant Foundation Pty Ltd (Darling Downs South West, Metropolitan, North Coast and South East regions) <i>Chaplains and student wellbeing officers</i> Suite 204, Lvl 2, Vitality Village, 5 Discovery Court BIRTINYA QLD 4575 Contact: <div>47(3)(b) - Contrary to the Public Interest</div> Email: <div>47(3)(b) - Contrary to the Public Interest</div> @fourthquad.com.au
ICYS Ipswich Community Youth Service Inc (Darling Downs South West, Metropolitan and South East regions) <i>Chaplains and student wellbeing officers</i> 17 Thorn Street (PO BOX 1034) IPSWICH QLD 4305 Contact: (07) 3812 1050 Email: info@icys.org.au	Inspire Youth and Family Services Inc (Inala Youth Service) (Metropolitan and South East region) <i>Chaplains and student wellbeing officers</i> 79 Poinsettia Street INALA QLD 4077 Contact: (07) 3372 2655 Email: office@iys.org.au
Jabiru Community Youth & Children's Services (Metropolitan and North Coast regions) <i>Student wellbeing officers</i> 77 Bracken Street BRACKEN RIDGE QLD 4017 Contact: (07) 3269 0044 Email: office@jabiru.org.au	Queensland Police Citizens Youth Welfare Association (All regions) <i>Student wellbeing officers</i> 40 Castlemaine St MILTON QLD 4064 Contact: <div>47(3)(b) - Contrary to the Public Interest</div> Email: <div>47(3)(b) - Contrary to the Public Interest</div> @pcyc.org.au
SU Australia Ministries Ltd (SU Chaplaincy) (All regions) <i>Chaplains and student wellbeing officers</i> 126 Barry Parade FORTITUDE VALLEY QLD 4006 Contact: For purchase orders or general enquiries: (07) 3112 6470 for all other enquiries: (07) 3112 6470 Email: support@suqld.org.au	South Burnett CTC Inc (Darling Downs South West region) <i>Student wellbeing officers</i> 6 Cornish Street KINGAROY QLD 4610 Contact: (07) 4162 7788 Email: youth@sbctc.com.au
The Cage Youth Foundation (Metropolitan and South East regions) <i>Chaplains and student wellbeing officers</i> PO BOX 7299 REDLAND BAY QLD 4165 Contact: <div>47(3)(b) - Contrary to the Public Interest</div> Email: <div>47(3)(b) - Contrary to the Public Interest</div> @thecage.info	Vocational Partnerships Group Inc (Far North Queensland region) <i>Student wellbeing officers</i> <div>47(3)(b) - Contrary to the Public Interest</div> (PO BOX 1064) ATHERTON QLD 4883 Contact: (07) 4091 6411 Email: <div>47(3)(b) - Contrary to the Public Interest</div> @vpqinc.com.au

YFS Ltd (South East region) <i>Chaplains and student wellbeing officers</i> 376 Kingston Road SLACKS CREEK QLD 4127 Contact: (07) 3826 1500 Email: yfs@yfs.org.au	Young Life Australia (South East region) <i>Chaplains</i> 44 Church Street RYDE NSW 2112 Contact: (02) 9877 5144 Email: accounts@younglife.org.au
Your Dream School Programs (Metropolitan, North Coast and South East regions) <i>Chaplains and student wellbeing officers</i> PO BOX 7600 SOUTH PENRITH NSW 2750 Contact: 1300 792 856 Email: admin@yourdream.org.au	YUMI Education (Far North Queensland and North Queensland regions) <i>Chaplains and student wellbeing officers</i> PO Box 1014 NORTH CAIRNS QLD 4870 Contact: (07) 4046 9200 Email: admin@yumi.org.au

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Chaplaincy and student wellbeing officer services

Definitions

Accredited Employing Authority (AEA)

An organisation that has been approved through a [standing offer arrangement \(SOA\)](#) by the Department of Education to employ chaplains and student wellbeing officers for placement in Queensland schools.

Blue card

A plasticised card, issued to a person who is the holder of a current positive notice by the Queensland Government's Blue Card Services. A blue card is valid for three years from the date of issue, unless it is suspended earlier by Blue Card Services.

The blue card includes the following information:

- the name of the person who is the holder of the positive notice
- a card/customer reference number for the person
- an expiry date for the positive notice
- the signature of the person to whom the positive notice is issued.

Note: new cards issued on or after 31 August 2020 will include a photograph of the person to whom the positive notice is issued.

Chaplain

A person who is recognised by the local school, its community and the AEA as having the skills, experience and qualifications to deliver the approved workplan activities to the school and its community.

A chaplain is also recognised through endorsement by a recognised or accepted religious institution.

Chaplaincy or student wellbeing officer services

These are optional activities, programs or presentations organised and/or delivered by a chaplain or a student wellbeing officer through an approved workplan. These services support the general wellbeing of students and the broader school community.

Counselling

Counselling uses a wide variety of evidenced-based techniques, approaches and practices which draw on established psychological theory. Counselling is intentional and therapeutic in nature and is designed to meet the specific needs of the client.

Deed of Agreement (DOA)

An agreement that has been signed by the department and each AEA, under an SOA. The DOA covers the services that are to be provided by the AEA, and the provisions and specifications around them.

Deed of Confidentiality, Privacy and Conflicts of Interest

An agreement that is signed by each chaplain or student wellbeing officer as part of the DOA. The AEA will ensure each chaplain or student welfare worker signs a [Deed of](#)

[Confidentiality, Privacy and Conflicts of Interest](#) and a copy of this is provided to the school principal prior to commencing relevant services.

Distribution of sectarian publications (s.34 and s.67 of the Education (General Provisions) Regulation 2017)

Only a minister of religion or accredited representative of a faith group can distribute denominational or society publications during religious instruction to students of that faith group. The principal is the decision maker in relation to the distribution of non-educational materials.

Evangelising

Preaching or advocating a cause or religion with the object of making converts to Christianity.

Informed consent

When the person is given all information necessary to fully understand the possible consequences of their decision. Consent may be given orally or (preferably) in writing and for it to be valid, it must be fully informed and voluntary — not subject to any threat, coercion, or inducement.

Generally, consent should also be specific and timely, that is, relating to a particular disclosure and reasonably close in time to the purpose for which the consent is given.

The consent must come from the person to whom the information relates. It is not satisfactory that the consent is obtained from another person, such as, a parent, husband, wife, or child. The only exception to this rule is in respect of children who are unable to consent, where the consent may be obtained from a parent.

An individual aged 16 years or over is presumed to be capable of giving consent, unless found to be incapable of giving that consent by reason of maturity, injury, disease, illness, cognitive impairment, mental disorder, any disability, or any other circumstance, of:

- understanding the general nature and effect of giving the consent
- communicating such consent or refusal to consent.

Note: 'Gillick' competence — young people under the age of 16 years can be competent to provide informed consent without parental permission or knowledge under certain circumstances.

National Student Wellbeing Program (NSWP)

The NSWP, offered by the Australian Government, provides chaplaincy and/or student wellbeing officer services in Australian schools to support the general wellbeing of students through pastoral care services and through strategies that support the wellbeing of the broader school community.

Parent notice

Information given by a parent that informs the principal as to the participation of their child/ren in the chaplaincy or student wellbeing officer service or other religious activities.

Pastoral care

The practice of supporting the general wellbeing of students and the school community.

Proselytising

Soliciting a student for a decision to change their religious affiliation.

Qualifications

The minimum requirements for the chaplain or student wellbeing officer include holding a current blue card, completing the [Mandatory All-Staff Training program training: Key messages guide for contractors, volunteers, visitors, preservice teachers and other adult students on placements](#) and school-based induction, as well as meeting the minimum requirements as outlined in the [Training and qualifications](#) supporting document.

Recognised and accepted religious institution

A body whose objects and activities reflect its character as a body instituted for the promotion of some religious object. The beliefs and practices of the members of that body constitute a religion.

Single/cluster arrangement

A single arrangement is where one school seeks an AEA to provide services at the school.

A cluster arrangement is where a number of schools in a particular locality jointly seek an AEA to provide services in that locality. This is achieved through schools agreeing and contributing funding to employ a chaplain/s and/or student welfare worker/s across the cluster.

Standing Offer Arrangement (SOA)

The Department of Education has negotiated a [standing offer arrangement](#) which is an agreement with a range of suppliers to provide chaplaincy and/or student welfare worker services in Queensland schools, over a set period of time, according to agreed terms and conditions, including price.

Student wellbeing officer

A person who is recognised by the school, its community and the AEA as having the skills, experience and qualifications to deliver the approved workplan activities to the school and its community.

Volunteer

A person who receives no remuneration for services provided at the school.

Workplan

An approved plan (developed by the principal, AEA, chaplain/student wellbeing officer, and Parents and Citizens' Association/School Council and relevant local committees) outlining the duties to be undertaken by the worker during the course of the service period.

Worldview

A particular philosophy of life or concept of the world.

Chaplaincy and student wellbeing officer services

Guidelines for schools

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Overview

These guidelines provide Queensland state schools (and stakeholders) with information regarding operational matters likely to affect the implementation of services provided by chaplains and student wellbeing officers, both funded and voluntary.

Establishing a service

Community consultation

Local community support is required for these services to operate in a school. Evidence of the community consultation that occurs prior to the introduction of a chaplaincy or student wellbeing officer service may include parent and/or school surveys, minutes from Parents and Citizens' Association (P&C) or School Council meetings, or from consultation sessions with the school community. Results of any consultation should be communicated to the school community. Documented community support is also required should a school seek to switch the type of service (i.e. from a chaplain to a student wellbeing officer, or vice versa).

It is important that the principal also consults with the school community, including the P&C/School Council, to decide whether services would be best provided through a single arrangement or a cluster arrangement and to then identify an appropriate Accredited Employing Authority (AEA) to deliver these services.

Local committees — optional

Schools may choose to form a local chaplaincy or student wellbeing committee to provide advice to the principal on the development and implementation of a chaplaincy or student wellbeing officer service. The committee may operate as a subcommittee of the P&C or may exist separate to that structure.

The membership of the committee should include the principal (or authorised delegate), worker, AEA delegate and other members that are representative of the diversity of beliefs, faiths or worldviews in the school community. The members should understand the cultural and religious customs, as well as the overall needs of the individuals and groups within the school community, and the range of support services that are currently available and/or required.

The role of the committee may include, but is not limited to:

- collaborative planning and communication about the service
- monitoring provision of the service
- identification and resolution of issues regarding the service
- management of requirements for the service (e.g. financial support)
- provision of guidance and support to the chaplain or student wellbeing officer.

Selecting an Accredited Employing Authority

Schools do not employ a chaplain or student wellbeing officer directly. These workers are instead engaged through an external organisation that has been accredited by the Department of Education to specifically provide these services in schools.

The department has a standing offer arrangement (SOA) with a number of AEA organisations. Schools can access specific AEA information on OnePortal — [Supplier arrangements](#). If the school is unable to source the required services through a listed AEA (e.g. due to geographical remoteness), an alternate local organisation may be sourced and approached to become part of the SOA.

The school or prospective AEA can contact the department's Procurement Services team at procurement.ggs@ged.qld.gov.au for further information on the SOA application process if an alternate organisation is identified.

Communication strategies

The principal should establish communication processes to provide parents at enrolment, and/or on request, information which outlines the school's chaplaincy or student wellbeing officer program. This supports parents to make an informed decision regarding their child/ren's participation in activities provided by the worker and/or provide consent for ongoing one-on-one meetings. It is useful to publish this information on the school's website, in the parent handbook, and/or school newsletter.

The principal should also establish regular communication processes with the AEA (this may include their community support network) to ensure the effective management of the service.

The worker should observe the communication protocols established within the school to ensure a coordinated approach to the dissemination of information to the principal, administration, school staff, students and the wider school community.

Any communication about chaplaincy or student wellbeing officer program events or activities in the school newsletter or on the school website should not contain any evangelising, proselytising or any attempt to undermine a student's religious or other beliefs. Content about the chaplaincy or student wellbeing officer program, or general information written by the chaplain or student wellbeing officer, should be approved by the principal before distribution. Communication to parents about activities or events organised by the worker (e.g. events organised outside of school time, a camp with a religious component, a visit from an external chaplaincy band etc) are to be approved by the principal, should clearly state the facts and must not be presented as an [advertisement](#). The information is to include details about the organisers and affiliates of the activity or event being offered, to ensure parents/caregivers can make informed decisions about whether their child is involved or not.

Student referral and access

Schools should establish a student referral and appointment process that enables safe and timely access to these services in a manner that meets the needs of both the school and students.

Access may need to occur during lesson time, or within the broader school day. Students should follow the protocols of the school regarding absence from, or late arrival to class (e.g. a late slip, appointment slip). During school hours, students may access the chaplain or student wellbeing officer outside of class lesson time without informing school staff.

School staff with concerns for any student should consider the support options available at the school. Those who identify a need for the student to access the chaplain or student wellbeing officer should discuss this with the student concerned and, if the student wants to access the chaplain or student wellbeing officer, support the student in making an appointment. Note: written informed parental/caregiver consent (or student consent if deemed competent by the principal as having the ability to provide informed consent) is required should the student access the chaplain or student wellbeing officer on a one-on-one ongoing basis beyond the initial one-on-one meeting.

The chaplain or student wellbeing officer should use discretion and be mindful of privacy provisions when following up with a student regarding a consultation.

The student's independent decision to act upon the referral should be confirmed by the worker at the initial consultation.

If the student or parent does not consent, the chaplain or student wellbeing worker will discontinue the consultation. Where the student has not consented and has not been seen by the worker, the staff member may be notified that the student has elected not to have an individual consultation. This allows for other options for supporting the student to be explored.

Part of a chaplain or student wellbeing officer's role is to provide information regarding the range of support options available to students for further consideration or assistance. In order to ensure coordinated case management of student support, each referral that a chaplain or student wellbeing officer makes to an external agency or service requires the explicit approval of the school's principal, deputy principal or guidance officer, and consent of the parent (or student if deemed competent by the principal to provide this consent).

Consent arrangements

A student may be involved in an initial one-on-one meeting with the chaplain or student wellbeing officer. The initial one-on-one meeting is to determine whether the student will benefit from the service or if alternative services are more appropriate. As such the initial one-on-one meeting does not require parental/caregiver consent. All other one-on-one meetings after this initial meeting can only occur once written permission has been provided by the student's parent or the student themselves (if the student is deemed competent by the principal to give informed consent).

[Form 1: Parent/Student Consent Form](#) has been developed as an optional form for schools to use. Schools may choose to obtain informed written consent in another way (e.g. via an email from parents). **Note:** The principal will need to assess if the young person has a sufficient level of maturity and understanding with regard to the issues to determine whether the young person comprehends and can consent to their participation in ongoing one-on-one meetings with the worker.

Induction and orientation

The school should ensure that the chaplain/student wellbeing officer understands the nature of their role in the school setting and the appropriate boundaries of professional conduct and personal interaction with students. As well as the school-based induction, it is valuable to team the worker with a key contact person to assist with the initial introduction to the school and its operation and to provide ongoing support as required.

The worker should be supported to become an integral member of the school support team and opportunities for collaboration across the school should be facilitated. As part of this, the worker should be provided with timely information about school operations and variations to school routines that may affect or inform their services, including access to staff educational activities and professional development that is relevant to their role.

The chaplain/student wellbeing officer can assist this partnership by ensuring that the current name and contact phone number of the AEA nominated delegate is held by the school and that they have provided a timetable with contact phone numbers to each school in which they deliver a service.

Facilities

The recommended minimum facilities required for the chaplain or student wellbeing officer to perform their duties should include:

- access to [Student Protection](#) and [Code of Conduct for the Queensland public service](#) information and training
- access to a separate room which enables the worker to conduct confidential consultations on the days that services are provided
- access to a lockable filing cabinet and other secure storage facilities to enable the worker to securely store confidential case records
- access to a desk, telephone, photocopier and computer with ready access to email facilities and relevant school-based information technology systems.

If there is difficulty in providing the recommended minimum facilities, the principal works in conjunction with the chaplain or student wellbeing officer and AEA to reach a resolution. Chaplains and student wellbeing officers are not provided with access to OneSchool.

Resources

The school should provide appropriate materials for the preparation and delivery of approved workplan activities, as well as resources required for agreed school programs in which the chaplain or student wellbeing officer is involved.

All resources purchased by the school, or through school-based fundraising, remain the property of the school, whereas resources purchased by the AEA remain the property of the AEA.

Any gifts received by the worker during their employment must be declared to the principal and the AEA as outlined in the [Receipt of Gifts and Benefits](#) procedure.

Delivering a service

Student protection

Chaplains and student wellbeing officers are bound by the department's [Student Protection](#) procedure at all times, including in the provision of services or participation in activities arising from, or associated with, their engagement with a school.

The principal must ensure the worker undertakes some form of student protection training. The level of training required is at the principal's discretion, but may include provision of the [Student protection fact sheet for visitors](#) or completion of the [Mandatory All-Staff Training program: Key Messages Guide for contractors, volunteers, visitors, preservice teachers and other adult students on placement](#). Principals must also keep a record of all chaplains and student wellbeing officers who complete the student protection training.

Chaplains and student wellbeing officers are not [authorised officers](#) under the provisions of the [Child Protection Act 1999](#), and therefore do not have the authority to share information on behalf of the department in relation to children in need of protection.

Chaplains and student wellbeing officers are not employees of the department and therefore are not provided access to OneSchool.

Should the chaplain or student wellbeing officer have a complaint relating to student protection matters where an employee is involved, follow the process outlined in the [Allegations against employees in the area of student protection](#) procedure, including informing the department's Conduct and Complaints team.

Code of Conduct

Chaplains and student wellbeing officers are bound by the [Code of Conduct for the Queensland Public Service](#) at all times, including when providing services or participating in activities arising from, or associated with, their engagement with a school. This includes reporting any conduct of an employee that raises suspicion of a possible breach to the principal, cooperating with any authorised officer in any investigation or other resolution strategy, and cooperating through active participation in any required training or development initiatives.

Professional development and professional supervision

Chaplains and student wellbeing officers are encouraged to participate in professional development and professional supervision to ensure that quality services are provided.

Where the professional development or training request has arisen from a need identified by the school, attendance and funding (if required) should be negotiated between the principal, the chaplain/student wellbeing officer and the AEA nominated delegate. Organisation-based professional development is the responsibility of the AEA and chaplain/student wellbeing officer.

Whilst every attempt should be made to conduct professional development, training and professional supervision activities outside student contact hours or in school holidays, there may be circumstances where this is not possible and the worker may be absent from the school for this purpose.

In particular, during their first year in the service, the worker may be given additional opportunities (as required) to access self-directed or organised training programs in order to augment and build the capacity of their service delivery.

Chaplains and student wellbeing officers funded by the Australian Government's NSWP are required to undertake a professional learning package in responding to and preventing cyberbullying delivered by the Office of the eSafety Commissioner within three months of commencing services and refresh this professional learning at least once every two and half years. Further information on this professional learning is available on the Australian Government Department of Education [webpage](#).

Media liaison and marketing

Any public media attention relating specifically to the worker, or the chaplaincy/student wellbeing officer program within a school, should be subject to the approval of the principal and the AEA nominated delegate prior to any engagement with the media and publication or broadcast.

Any promotional programs or activities proposed to be conducted by the worker in schools (e.g. "Chappy Week") should be approved by the principal prior to their commencement.

The content of any media releases or marketing materials published by the department in respect of these services will be at the sole discretion of the department. The department will consult with the Australian Government about the nature and content of any events, announcements, promotional material or publicity relating to activities under the NSWP.

Confidentiality

Section 426 of the *Education (General Provisions) Act (2006)* ('the confidentiality provision') requires that employees of state schools must not record, use or disclose a student's personal information unless one of the exemptions in the section applies. 'Employee' is defined to include a person engaged under a contract for services (i.e. chaplain/student wellbeing officer).

Chaplains and student wellbeing officers are required under the Deed of Agreement to sign a [Deed of Confidentiality, Privacy and Conflicts of Interest](#) and to provide this to the principal prior to commencing a service in a school. The principal also signs the Deed.

The reason a student seeks access to, and the outcome of any consultation with, a chaplain or student wellbeing officer will not be disclosed by the worker without the parent's or student's informed consent, unless required by law. This includes providing access to confidential case notes recorded by the worker.

Inviting external people onto the school premises

The principal has the discretion to approve external individuals, groups or organisations (e.g. musicians or guest speakers) to be invited onto the school premises. Such decisions should be made in consultation with the school community. The principal should be well informed about any event, program or activity provided by an external party. Chaplains and student wellbeing officers must gain approval in advance from the principal.

Changing the worker or the type of worker

Schools have the option to choose the type of worker that best meets their needs – either a chaplain or student wellbeing officer.

Any change to the type of worker should be made with the (documented) support of the school community (e.g. captured in minutes of a P&C meeting) and reported to the department by email at chaplainswellbeingofficers@qed.qld.gov.au.

The school and/or the AEA may reasonably seek to replace a worker at any time. A replacement may be required due to resignation, prolonged absence, or poor performance of the chaplain or student wellbeing officer (subject to the resolution process).

Reporting requirements

As part of the SOA, an annual customer satisfaction survey is provided to schools. Schools report on the effectiveness of the level of communication provided to the school by the AEA, the effectiveness of the level of support provided to the school by the AEA and the overall effectiveness of the services provided by the AEA to the school. Principals voluntarily complete this survey in Semester 1 of each year following the year of service delivery.

Managing a service

Managing risk

Good communication, together with a shared understanding of the guidelines and school processes, should enable issues to be raised and addressed before they become problematic.

The principal in conjunction with the P&C/School Council, AEA and regional office (if required) should manage any risk and ongoing impact the risk may have on students, employees, the AEA and if necessary, the broader school community.

All activities associated with these services should be considered in terms of their inherent level of risk.

A [risk assessment](#) should be undertaken prior to services commencing so potential risks can be identified, analysed and evaluated, and strategies to manage the risks are developed.

Complaint management and resolution

Wherever possible, issues, problems or conflicts related to the service should be addressed at the school level in the first instance and treated in a confidential and professional manner, and in accordance with the department's [Customer Complaints Management Framework](#), [policy](#) and [procedure](#). Principals and AEAs should refer complaints of alleged breaches of the [Code of Conduct for the Queensland Public Service](#) and [Standard of Practice](#) to the department's [Conduct and Complaints team](#).

The processes for resolution of a problem, in a timely and collaborative manner, could include:

- utilising the P&C/School Council as an avenue for the identification of issues
- the principal, chaplain or student wellbeing officer and the AEA nominated delegate informally discussing the identified problem as soon as possible to promote mutual understanding and clarification of the issues, and attempting to resolve the problems at the local school level in the first instance
- the chaplain or student wellbeing officer raising any concerns regarding a member of school staff or other school-based matters with the principal or AEA nominated delegate (who will then approach the principal to discuss the matter) — if the concern relates to the principal, the worker/AEA nominated delegate will raise the matter with the principal's supervisor at the regional office
- the AEA nominated delegate or the principal referring the matter to the principal's supervisor if there is no agreed resolution to the problem at the local level, with communication of the outcome to all parties
- following the process to determine if withdrawal of approval is appropriate:

- give the chaplain or student wellbeing officer and AEA nominated delegate written notice of matters of concern and invite either a written response or a meeting to discuss issues and allow them to provide an oral response
- if necessary, with the consent of the chaplain or student wellbeing officer and AEA nominated delegate establish, in writing, a process to resolve the issues of concern
- if not satisfied with the response provided by the chaplain or student wellbeing officer and AEA nominated delegate, withdraw approval until the issues are resolved, and provide written notice of this decision to the worker and AEA coordinator.

Where the complaint has not been resolved, the principal or AEA will contact the department using the contact details below and the complaint will be managed in accordance with the SOA.

Contact details

For more information, state schools should contact their [local regional office](#), or, if the region cannot assist, email chaplainswellbeingofficers@qed.qld.gov.au.

Released under the RTI Act by DoE

Chaplaincy and student wellbeing officer services

Policy Statement

A state school community can engage a chaplain or student wellbeing officer to complement other support services in the school. These workers provide optional pastoral care to support the general wellbeing of students and the school community; are an additional adult role model in the school; and enhance engagement with the broader community.

Services offered by chaplains and student wellbeing officers are inclusive of, and show respect for all religious and non-religious beliefs and worldviews represented in the school community. All activities and events provided are optional, non-discriminatory and equally available to students of all beliefs. These services are provided at the discretion of the school principal, in consultation with the school community.

Establishing a service

Local community support, including from the Parents and Citizens' Association (P&C)/School Council, is required for the introduction of a chaplaincy or a student wellbeing officer service. This support is to be documented (e.g. in minutes of a P&C meeting) and will include justification as to why the service is supported, taking into consideration the needs of the student population and the characteristics of the school community.

All state schools are provided an opportunity to access application-based funding for these services through State Government or Australian Government funding.

In addition, schools may choose to provide a chaplaincy or student wellbeing officer service at any time using:

- school-based funds, and/or
- community-raised funds which have been raised specifically for these services, and/or
- volunteer workers.

School communities may engage either a chaplain or a student wellbeing officer with due consideration to the outcome of (documented) community consultation and at the discretion of the principal.

Any changes to the type of worker (i.e. if switching from a chaplain to a student wellbeing officer) during a funding period should be reported to the department by emailing chaplainswellbeingofficers@qed.qld.gov.au.

State schools do not directly employ chaplains or student wellbeing officers and are required to engage such workers through an external organisation that has been accredited by the Department of Education, known as an Accredited Employing Authority (AEA). While the AEA is responsible for the recruitment, selection and employment of the worker, principal endorsement of the AEA's selection is required. The AEA is also responsible for the ongoing professional development, training and professional supervision of the worker in areas pertinent to their role in the school.

The principal works with the chaplain/student wellbeing officer, AEA, P&C/School Council and relevant local committees to develop the officer's role and workplan ([Form 2: Workplan](#)), taking into consideration the needs of the student population and the characteristics of the school community.

As part of their recruitment and selection process, before they commence their service, chaplains and student wellbeing officers must hold a valid blue card, and successfully undertake a school-based induction program which includes completion of the department's [Mandatory All Staff-Training Program – Key messages guide for contractors, volunteers, visitors, preservice teachers and other adult students on placements](#) (the Guide). The Guide includes [Student Protection](#) and [Code of Conduct](#) requirements.

Delivering a service

Where the school community supports the introduction of a chaplaincy or student wellbeing officer service, general interaction between students and the worker within the school does not require additional parental consent, unless a religious component (e.g. lunchtime prayer group) forms part of that principal-endorsed interaction or activity. While it is not compulsory for any student to participate in activities or receive services from a chaplain or student wellbeing officer, written informed [consent](#) is required for ongoing one-to-one meetings with the worker.

The school principal has the discretion to make final decisions about the delivery of particular activities or programs by the chaplain or student wellbeing officer. Should a school chaplain wish to organise a program/activity that may have a religious component (e.g. a camp organised by the chaplain/AEA during school holidays; lunchtime prayer group), the school should clearly communicate the details of this activity or program to allow parents/caregivers to make an informed decision about their child's participation or non-participation. Parental consent is required for a student's involvement in such activities/events.

Chaplains and student wellbeing officers do not provide specialist services to students, such as professional counselling, professional mental health and psychological services and other allied health services. Religious instruction and religious counselling are also not provided under these programs. Chaplains and student wellbeing officers are not permitted to engage in evangelising or proselytising, nor attempt to undermine a student's religious or other beliefs.

In order to ensure coordinated case management of student support, each referral that a chaplain or student wellbeing officer makes to an external agency requires the explicit approval of the school's principal, deputy principal, or guidance officer, and consent of the parent (or student if deemed competent by the principal to provide this consent).

Details of the chaplain's or student wellbeing officer's role in the school, including programs or activities to be delivered or organised, should be clearly outlined in the [Form 2: Workplan](#). This should be approved by the AEA, worker, principal and the P&C President or a member of the P&C executive. The Form 2: Workplan should be updated accordingly should the worker's role vary during the contract period.

Managing a service

Although chaplains and student wellbeing officers are employees of the AEA and operate in schools as contractors, they are still subject to legislative and departmental procedures that impact on their duties, as well as reasonable directions from the principal (or delegate).

The principal ensures that all chaplain and student wellbeing officer records in relation to these services are secured in accordance with the relevant provisions of the [Public Records Act 2002](#), the [Information Privacy Act 2009](#) and the [Education \(General Provisions\) Act 2006](#). Schools provide the worker with access to secure storage facilities to enable confidential case records to be securely stored onsite.

The principal reports any instance of suspected inappropriate behaviour or conduct by AEA staff (including the chaplain/student wellbeing officer), including behaviour considered in breach of either the *Code of Conduct for the Queensland Public Service* or the department's Student Protection procedure and guidelines, in accordance with existing departmental protocols to the department's [Conduct and Complaints team](#). Where required, a separate report must also be lodged to the Department of Children, Youth Justice and Multicultural Affairs, and the Queensland Police Service.

The principal deals with complaints associated with these services in a fair and equitable manner, and ensures that all accountability and reporting procedures occur as required.

Forms

- [Form 1: Parent/Student Consent form](#)
- [Form 2: Workplan](#)

Released under the RTI Act by DoE

Information for Queensland state school principals

Chaplaincy and student wellbeing officer services

Frequently asked questions

s73 - Irrelevant Information

2. Establishing chaplaincy and student wellbeing officer services

[How does my school establish a chaplaincy or student wellbeing officer service?](#)

s73 - Irrelevant Information

[What information should my school provide to parents about the service/s?](#)

[There are no suitably qualified chaplains or student wellbeing officers in my school's local community. What can I do?](#)

[Can my school change between a chaplain or student wellbeing officer?](#)

[What happens if the service hasn't been delivered for a significant period of time \(i.e. due to inability to locate a qualified worker etc\)?](#)

3. Day-to-day running of chaplaincy and student wellbeing officer services

[Who is responsible for decision making regarding these services?](#)

[Is parent consent required for students to engage in chaplaincy or student wellbeing officer services?](#)

[Who can access information obtained by a worker about a student during one-to-one meetings?](#)

[Complaints management and resolution - how should complaints be resolved?](#)

[Where can I find more information about chaplaincy and student wellbeing officer services?](#)

s73 - Irrelevant Information

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s73 - Irrelevant Information



2. Establishing chaplaincy and student wellbeing officer services

How does my school establish a chaplaincy or student wellbeing officer service?

Local community support, including from the P&C/School Council, is required for the introduction of a chaplaincy or student wellbeing officer service. This support is to be documented (e.g. in minutes of a P&C meeting) and includes justification as to why the service is supported, taking into consideration the needs of the student population and the characteristics of the school community.

State schools do not employ chaplains or student wellbeing officers directly. Instead, these workers are sourced through an [Accredited Employing Authority \(AEA\)](#) – an external organisation approved by the department to provide these services in schools. AEAs ensure workers meet minimum qualification requirements.

The principal, in consultation with the school community, determines the most appropriate AEA for the school's needs from the department's [List of AEAs](#). Schools can switch to a different AEA at any time, however they should provide sufficient written notice to the existing AEA regarding their decision to cease using their services.

s73 - Irrelevant Information



What information should my school provide to parents about the service/s?

At enrolment, and/or on request, information outlining the school's chaplaincy or student wellbeing officer service should be provided to parents. This supports parents to make an informed decision regarding their child/ren's participation in chaplaincy or student wellbeing officer activities and/or provide consent for ongoing one-on-one meetings. It is useful to publish this information on the school's website, in the parent handbook and/or in the school newsletter. Any communication about chaplaincy/student wellbeing officer events or activities should clearly state the facts and not be presented in the form of an advertisement.

Information about activities or events to be delivered by the worker which contain a religious component (i.e. lunchtime prayer group) must be clearly communicated to parents to enable them to make an informed decision about their child's participation. Such activities are to be approved by the principal and be documented in the [Form 2:Workplan](#).

There are no suitably qualified chaplains or student wellbeing officers in my school's local community. What can I do?

The department understands that the remoteness of a school's location may act as a barrier to finding a suitably qualified worker (through an AEA). As the employer of chaplains and student wellbeing officers in state schools, the school's chosen AEA is able to request a [Waiver](#) for consideration by the department if there is evidence that reasonable attempts have already been made by the AEA to locate a suitably qualified worker.

Can my school change between a chaplain or student wellbeing officer?

Yes – however the school community must support the change. Schools that receive government funds will need to advise the department of any change in service type once a worker has been engaged, by emailing chaplainswellbeingofficers@qed.qld.gov.au.

Fundraisers conducted by the local community, including the school's P&C and/or LCC, should clearly outline the purpose of the fundraiser (i.e. for the school chaplaincy OR student wellbeing officer program – or both), and can only be used for that purpose. The preferred service should be determined by the principal, in consultation with the local community, and the support be clearly documented (e.g. in minutes of a P&C meeting).

What happens if the service hasn't been delivered for a significant period of time (i.e. due to inability to locate a qualified worker etc)?

If there has been no service for more than one term, principals should liaise with their AEA to resolve the situation. The AEA and school may choose to increase the service hours during the next school term to compensate for the hours of service not delivered. A variation to the Purchase Order should be completed to reflect any significant change in service.

3. Day-to-day running of chaplaincy and student wellbeing officer services

Who is responsible for decision making regarding these services?

The principal holds decision making responsibility regarding the chaplaincy and/or student wellbeing officer services in their school. Decisions should be informed by consultation with the school community, and with the AEA as appropriate.

Is parent consent required for students to participate in chaplaincy or student wellbeing officer services?

A student may attend an initial one-on-one meeting with the chaplain or student wellbeing officer without parent consent. Any further one-on-one meetings, or involvement in activities that have a religious element, require written permission from the student's parent or the student themselves*.

* Students are able to provide written consent only if the principal deems them to have a sufficient level of maturity and understanding to consent to attending ongoing one-on-one meetings with the chaplain or student wellbeing officer.

Schools may choose to capture this consent on the department's [Form 1 parent/student consent form](#), or through an alternative option.

Consent is not required for participation in day-to-day activities provided by the worker, unless they contain a religious element.

Who can access information obtained by a worker about a student during one-to-one meetings?

The reason a student seeks to access, or the outcome of any consultation with, a chaplain or student wellbeing officer cannot be disclosed by the worker without the informed consent of the student's parent or student, unless required by law. Any case notes recorded by the worker remain the property of the worker's employer (the AEA) even though they are stored securely at the school.

Complaints management and resolution – how should complaints be resolved?

Wherever possible, issues, problems or conflicts related to a chaplaincy or student wellbeing officer service should be addressed at the school level in the first instance and treated in a confidential and professional manner, and in accordance with the department's [Customer Complaints Management Framework](#), [policy](#) and [procedure](#).

Where can I find more information about chaplaincy and student wellbeing officer services?

The department's Chaplaincy and student wellbeing officer services policy statement and supporting documents are located on the department's website. Schools may also contact their Regional Office, or alternatively email chaplainswellbeingofficers@qed.qld.gov.au.

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Chaplaincy and student wellbeing officer services

Role of the chaplain and student wellbeing officer

The role of a state school chaplain and student wellbeing officer is to provide optional pastoral care to support the general wellbeing of students and the school community. The role will reflect the specific needs of the students attending the school. Activities provided by the chaplain or student wellbeing officer are at the discretion of the school principal, with the support of the school community.

Chaplains and student wellbeing officers must be able to provide support for a range of day-to-day matters affecting the school community and communicate effectively with diverse groups of people. While chaplains and student wellbeing officers may personally model their own positions or beliefs, they must avoid any claims or implications that any one religion, denomination or worldview is advantageous or superior to any other religion, denomination or worldview.

While recognising that an individual worker may respond to questions and, in good faith, express views and articulate values consistent with their own beliefs, the chaplain or student wellbeing officer must not take advantage of their position to proselytise, evangelise, advocate for or denigrate a particular faith or worldview.

Delivery of services

Chaplains and student wellbeing officers are bound by the provisions of relevant Queensland legislation, including the [Public Records Act 2002](#), [Information Privacy Act 2009](#) and the [Education \(General Provisions\) Act 2006](#).

Chaplains and student wellbeing officers must also adhere to the [Chaplaincy and student wellbeing officer services policy statement and supporting documents](#), and other relevant departmental policies and procedures.

Chaplains and student wellbeing officers may be involved in any of the following:

- **Social and/or emotional support** — assisting students to develop knowledge, understanding and skills that support learning, positive behaviour and constructive social relationships (e.g. through breakfast club or lunchtime group meetings).
- **General wellbeing** — supporting students and staff by promoting their physical, emotional, social and intellectual wellbeing (e.g. Yoga or mindfulness activities).
- **Mentoring** — acting as a role model for students and assisting in the development of supportive relationships for, with, and among students (e.g. one-on-one meetings or goal planning workshops).
- **Community development** — working with school-based support staff and community-based youth organisations and networks to support students for example:
 - contributing to school newsletters
 - providing updates to school community organisations (e.g. P&Cs) on service provision
 - attending P&C meetings to provide details of the services and/or activities that are available
 - arranging guest speakers or presenters (with school principal approval).
- **Educational support** — assisting with classroom activities, under the direction of a teacher, where involvement by the worker provides further support for those students who may be at risk of disengagement.
- **Extra-curricular activities** — participating in general school activities e.g. camps, excursions, sports days or coaching team sports.

Chaplains and student wellbeing officers must not be involved in any of the following:

- providing professional counselling
- providing specialist services to school students such as professional mental health and psychological services or other allied health services
- attempting to convert students to a religion by proselytising/evangelising through activities such as:
 - urging students to attend activities that have a religious/spiritual component
 - initiating faith discussions with a view to manipulating students to a particular view of belief
 - using other methods such as social media, for example, blogs and Facebook, or newsletters and school websites, to proselytise/evangelise to students within their school
- attempting to undermine the religious, or other, beliefs of students
- providing support to students who have indicated that they do not wish to access the services of a chaplain or student wellbeing officer, or where appropriate informed consent definitions have not been provided
- referring a student to an outside agency or specialist support without the explicit approval of the school principal, deputy principal or guidance officer
- taking on roles which are the domain of other staff members, for example, case management of an individual student
- expressing views that are discriminatory or biased on the grounds of religious ideology, beliefs or sexuality — regardless of an individual's personal/spiritual views, they must treat all students with dignity and respect
- performing religious services/rites (such as worship or prayer) during school assembly, unless approved by the school principal
- providing religious counselling or [religious instruction](#) as it is not part of a chaplain or student wellbeing officer's role. However, a person who is a chaplain or student wellbeing officer may also be a religious instructor, provided that the religious instruction is delivered outside of their normal chaplain/student wellbeing officer work hours.

Chaplaincy and student wellbeing officer services

Training and qualifications

All chaplains and student wellbeing officers (paid or volunteer) must meet minimum standards to ensure they have the knowledge and skills to undertake the role in a state school.

Blue card requirements

- Chaplains and student wellbeing officers working or volunteering in Queensland schools are required to hold a valid Queensland blue card before commencing work.
- Blue card applications are lodged with [Blue Card Services](#).
- The principal, or nominated delegate, maintains a register of blue card information for all chaplains and student wellbeing officers engaged at the school.
- Further information regarding blue card requirements can be found in the department's [Working with children authority](#) procedure.

School-based induction

All chaplains and student wellbeing officers must complete school-based induction (before services commence, except in exceptional circumstances), including the completion of:

- the Department of Education's (the department) [Mandatory All-Staff Training program: Key messages guide for contractors, volunteers, visitors, preservice teachers and other adult students on placement](#), (the Guide) which includes [Student Protection training](#) and [Code of Conduct training](#)

The Guide includes a record of completion section to be signed by the worker and the principal (or principal's delegate). The record of completion is kept as evidence of completion for a twelve-month period and can be shown to principals of other schools. Refresher training is required on an annual basis

Note: Principals have the discretion to request chaplains and student wellbeing officers to complete additional Code of Conduct and/or Student Protection training specific to the context of their individual school

- relevant training on matters pertaining to the school's operations
- other matters at the principal's discretion.

Accredited Employing Authority (AEA) training

- The AEA is responsible for providing organisation-based induction and training as well as ensuring the worker understands the relevant legislation and departmental policies and procedures that have a direct or indirect impact on their duties in schools.

Requirements

Chaplains* and student wellbeing officers are recognised by the school community and the school's chosen AEA as having the skills, qualifications and experience to deliver these services to the school community. They may be of any faith or of no faith.

All workers are required to hold a minimum Certificate IV (or higher) qualification in Youth Work, Pastoral Care, or Chaplaincy & Pastoral Care (or equivalent).

The qualification/s must include (three) units of competency in:

- i. mental health **and** making appropriate referrals (or equivalent); and either
 - o providing pastoral care **or** working with youth (or equivalent).

*Chaplains must also be endorsed by a recognised or accepted religious institution.

Workers funded by the Australian Government's National Student Wellbeing Program are required to undertake a professional learning package in responding to and preventing cyberbullying delivered by the Office of the eSafety Commissioner within three months of commencing services. They must also refresh this professional learning at least once every two and half years. Information on this professional learning is available on the Australian Government Department of Education [webpage](#).

Qualification equivalency

Workers may hold other qualifications or have aggregated experience that the AEA deems to be equivalent to (or higher than) the minimum requirements – provided they are related to and aligned with the requirements of the role, and include the three required units of competency (or their equivalent).

The AEA is responsible for undertaking a self-assessment of the person's qualification as part of the recruitment process, i.e. through course content mapping, in order to come to a decision about the suitability of a person's existing qualifications. All decision making must be defensible and maintained on file by the AEA.

Examples of accepted equivalent qualifications

A worker's qualification may be considered equivalent to or higher than a Certificate IV in Pastoral Care, Youth Work, or Chaplaincy and Pastoral Care, if the qualification is relevant to the role of a chaplain or student wellbeing officer, includes units in the relevant areas of competency, and:

- i. is a Certificate IV or higher from the Community Services Training Package under the Australian Qualifications Framework, or
- ii. is a qualification listed as an accredited course by the Australian Psychology Accreditation Council and contains an accredited sequence of psychology units (for example, a Bachelor of Arts may be acceptable if there is a psychology major), or
- iii. is a qualification consistent with the requirements for membership with the Australian Association of Social Workers (AASW), or
- iv. is a qualification which enables registration as a teacher in Queensland, or
- v. enables full membership with the [Australian Community Workers Association](#) (ACWA) and has been advised by ACWA in their membership approval that they hold qualifications congruent with the minimum qualification requirements.

Recognition of Prior Learning (RPL)

A worker who does not meet the minimum qualification requirements or equivalent must gain the requisite through training or through an RPL assessment to be fully compliant.

- An RPL process:
 - formally acknowledges a person's knowledge, skills and experience no matter how, when or where they were gained
 - will determine if equivalency to the minimum qualification requirements has been met by the worker
 - can be completed through a **Registered Training Organisation (RTO)**.
- The worker may consider undertaking a RPL process if their qualifications and/or aggregated experience:
 - contain capabilities similar to those for a Certificate IV qualification in Pastoral Care, Youth Work, or Chaplaincy and Pastoral Care, and includes the required units of competency, or
 - is in a field relevant to the role and purpose of a chaplain or student wellbeing officer and contains content related to the required units of competency, or
 - includes partial completion of a higher qualification (e.g. Diploma, Degree) where completed studies are at least equivalent to a Certificate IV in Pastoral Care, Youth Work, or Chaplaincy and Pastoral Care in terms of content and hours of study and the required units of competency have been completed.

a) Worker responsibility

A worker can approach a RTO to discuss RPL options, requirements and costs, if appropriate. The worker is responsible for informing the AEA of the RPL outcome and for meeting all costs associated with training to meet the minimum qualification requirement, unless otherwise negotiated with the AEA.

b) AEA responsibility

The AEA determines if a RPL outcome meets the minimum qualification requirement. The AEA should retain a copy of the decision making process and outcome on file.

Waiver options

a) ***When a waiver may be considered***

A waiver may be considered by the department if provided with evidence that reasonable attempts have been made to locate an appropriately qualified worker and if:

- the remoteness of the school's location acts as a barrier to finding suitable applicants or is a barrier to accessing suitable training
- the particular cultural requirements of the school student population require specific suitably trained applicants that cannot be found despite reasonable effort
- the particular circumstances of the school community reflect disadvantage, or
- other exceptional circumstances exist.

The request for a waiver must include:

- a statement of need demonstrating the unique circumstances applying to the school
- confirmation that the proposed waiver is supported by the principal
- confirmation that the AEA will take appropriate steps to provide increased supervision (and/or an identified 'mentor') to the individual until they obtain the minimum qualifications.

b) **How to qualify for a waiver to the minimum qualification requirement**

To qualify for a waiver, the AEA (or funding recipient if a non-state school) must submit a [Minimum Qualification Waiver Request Form](#) to the department, demonstrating all of the following:

- genuine difficulty in recruiting a worker that meets the minimum qualification requirements
- the person being appointed is willing to obtain within six months of appointment, the three required units of competency (as a minimum)
- the person is willing to obtain in full the minimum qualification or equivalent within twelve months of appointment
- the AEA will put in place sufficient strategies to ensure the person employed under a waiver arrangement will be provided with ongoing support and supervision until they obtain the minimum Certificate IV qualification or equivalent.

c) **Waivers can be revoked**

- Waivers may be granted for up to twelve months and are intended for exceptional circumstances only.
- A waiver can be revoked if the department decides it necessary, for example, if circumstances change or the AEA is unable to demonstrate that the worker is working according to the conditions outlined in the waiver approval letter.
- If a waiver was granted for a particular school and the appointed person relocates or ceases employment at the school, the waiver ceases.
- Where a waiver has been approved and the appointed person has not commenced study within six months, the waiver will cease.
- The department retains the discretion to approve a request for a waiver.

d) **Reporting**

As part of the waiver requirements, AEAs (or funding recipient if a non-state school) are required to report training progress (including completion dates) to the department upon the worker's completion of the required units of competency, and again at the time of the worker achieving the full qualification.

Chaplaincy and student wellbeing officer services

Form 2: Workplan

Name:

Date: / /

Role: **<chaplain/student wellbeing officer>** School:

(to be completed prior to service commencement, or within the first month of the chaplain or student wellbeing officer commencing services at the school, and reviewed annually)

I agree to adhere to the following requirements and inform the principal of all programs and activities provided at the school before commencement.

- Blue card number:
Blue card expiry date: / /
- [Mandatory All-Staff Training program: Key messages guide for contractors, volunteers, visitors, preservice teachers and other adult students on placement](#) completion date: / /
(Note: workers are required to undertake annual refresher training twelve months from the original completion of the Key messages guide) :
- For workers funded by the National Student Wellbeing Program – [Cyberbullying Professional Learning Package](#) completion/refresher date: / /

The hours of work will be:

	Monday	Tuesday	Wednesday	Thursday	Friday
Start time					
Finish time					

Work will be conducted from: **<insert location of office/desk, contact details>**

The following duties are part of the approved workplan	
Community development	Educational support
•	•
Extra-curricular	General work and administration
•	•
General wellbeing	Mentoring
•	•
Social and emotional support	Other
•	•

- ☐ I have read all relevant information in the Chaplaincy and student wellbeing officer services Policy statement and supporting documents, as published on the Department of Education website, and will comply with relevant legislation and Department of Education procedures and requirements, including but not limited to:
- ☐ Chapter 19 s.426 [Confidentiality] of the [Education \(General Provisions\) Act 2006 \(Qld\)](#)
 - ☐ Part 5 s.34 and Part 8 s.67 of the [Education \(General Provisions\) Regulation 2017 \(Qld\)](#)
 - ☐ the relevant provisions of the [Public Records Act 2002](#) and the [Information Privacy Act 2009](#)
 - ☐ the [Code of conduct for the Queensland public service](#) and the [Standard of Practice](#)
 - ☐ the [Student Protection procedure](#).
- ☐ I will obtain approval from the principal to alter the approved workplan or to deliver services not covered by the approved workplan.
- ☐ I will follow the directives of the principal regarding service delivery.
- ☐ I have executed a [Deed of Confidentiality, Privacy and Conflicts of Interest](#) and my employing Accredited Employing Authority (AEA) has provided a copy to the school.

Name:

Signature: _____ Date: / /

School principal:

Signature: _____ Date: / /

P&C representative:

Signature: _____ Date: / /

AEA representative:

Signature: _____ Date: / /

Make two copies

The chaplain/student wellbeing officer is to retain a copy, the AEA retains a copy for their records, and the school retains the original for audit purposes.

Workplan review date: / /

Chaplaincy and student wellbeing officer services

Minimum Qualification Waiver Request Form

Privacy Notice

The Department of Education is collecting personal information about the candidate named in this form for the purpose of determining whether or not a waiver will be granted regarding the required competencies and/or minimum qualifications to deliver chaplaincy or student wellbeing officer services funded through the department. This form will be stored securely and only be accessed by departmental officers who are involved in the waiver review and/or approval process. The personal information collected here will not otherwise be used or disclosed unless the candidate provides consent or the use or disclosure is authorised by law.

SECTION 1: FUNDING RECIPIENT CONTACT DETAILS		
Name of Accredited Employing Authority (AEA) (for state schools) or Funding Recipient (non-state schools):	Name of AEA/Funding Recipient contact officer:	
Contact phone #:	Contact email:	
Name of school for which a waiver is requested:	School address and region:	
SECTION 2: DETAILS OF WORKER REQUIRING A WAIVER		
Name of the candidate:		
Worker type: Chaplain / Student wellbeing officer		
Existing and continuing worker engaged at a school prior to 2023? (If yes, no need to complete next question (about qualifications/skills) nor Section 3: Statement of Need)	Yes	No
What qualifications, qualities, skills, experience and other competencies deem the candidate as being the best person for the position? (You may wish to attach their resume.)		
Qualification/units of competency to be completed as part of the approved waiver:		
Unit of competency in mental health	Yes	No
Unit of competency in making appropriate referrals	Yes	No
Unit of competency in working with youth	Yes	No
Unit of competency in providing pastoral care	Yes	No
Certificate IV (or higher) Name of qualification:	Yes	No
For chaplains only (otherwise leave blank): The candidate is endorsed by a recognised or accepted religious institution?	Yes	No
Does the candidate hold, or are they willing to obtain within six months of appointment, the required three units of competency in: i. mental health and making appropriate referrals; and either ii. providing pastoral care or working with youth?	Yes	No
Does the candidate hold, or are they willing to obtain within twelve months of appointment, the minimum qualification (or equivalent)?	Yes	No
Has the AEA/Funding Recipient verified that the candidate holds a valid blue card, and sighted any qualifications they hold?	Yes	No
Is the candidate willing to complete any training required of the role, specifically: o school-based induction, including Student Protection training and Code of Conduct training, which must be completed prior to commencing services in the school, and refresher training undertaken annually o the professional learning package in responding to and preventing cyberbullying delivered by the Office of the eSafety Commissioner within three months of commencing services (for workers funded under the National Student Wellbeing Program only) o any other training relevant to matters at the principal's discretion?	Yes	No
Is the candidate willing to undertake further training, as required?	Yes	No

SECTION 3: STATEMENT OF NEED

What date was the position first advertised? / /

Through what channels was the position advertised (e.g. newsletter/s, social media, word-of-mouth, recruitment service)?

Please detail the specific challenges experienced in the AEA's/Funding Recipient's attempt/s to attract and recruit a suitably qualified chaplain/student wellbeing officer for the school/s (e.g. remoteness, local worker shortages, characteristics of the school/community):

Alternative options have been considered to identify a qualified person:

Multiple schools sharing a worker

Yes

No

Recognition of Prior Learning (RPL)

Yes

No

Other (please describe):

SECTION 4: DECLARATION

As the AEA/ Funding Recipient responsible for the recruitment of suitably qualified school chaplains/student wellbeing officers in Queensland, I declare that:

- reasonable attempts have been made, prior to submitting this waiver request, to attract and recruit a suitably qualified person
- the candidate holds, or is willing to obtain within six months of appointment, the three required units of competency in mental health and referring appropriately and providing pastoral care or working with youth
- the candidate holds, or is willing to obtain within twelve months of appointment, the minimum qualification or equivalent
- the candidate holds a valid blue card with Blue Card Services and evidence of this is held on file
- the school principal has indicated support for the submission of this waiver application
- a personally tailored program of ongoing professional development and support for the worker will be planned, monitored and reported by the AEA/Funding Recipient as required
- increased supervision will be provided to the worker throughout the waiver period until the candidate obtains the minimum qualification, or equivalent, and
- both the AEA/Funding Recipient and school will incorporate any potential risks that may arise from employing the worker, into their ongoing Risk Management Plan.

Name and position of person making the declaration:

Signature:

Date:

Please submit this form to chaplainswellbeingofficers@qed.qld.gov.au and include in the subject heading "<School name> Chaplaincy/student wellbeing officer Qualifications Waiver Request". If you are submitting this on behalf of a non-state school, please include your governing authority (ISQ or QCEC) in the email to the department.

The department will acknowledge receipt of the request within four working days and will seek to resolve the application within fourteen working days from the receipt of the request.

Chaplaincy and student wellbeing officer services

Form 1: Parent/Student Consent Form

(Optional template. Schools may determine the format of written consent.)

Privacy Notice

The Department of Education is collecting personal information about the student in this form for the purpose of recording consent for participation in one-on-one meetings with the school's chaplain or student wellbeing officer. This form will be stored securely at school and only be accessed by the <chaplain/student wellbeing officer>, the school's student support team and the principal. The personal information collected here will not otherwise be used or disclosed unless you consent, or the use or disclosure is authorised by law.

<School name> provides a <chaplaincy/student wellbeing officer> service, which is approved by the principal and supported by the school's <Parents and Citizens' Association / School Council> and is available to all students. The <chaplain/student wellbeing officer> is employed through <name of Accredited Employing Authority>. Chaplains and student wellbeing officers support the general wellbeing of students, parents and staff and are inclusive of and show respect for all religious and non-religious beliefs and other stances represented in the school community.

Further information about the chaplaincy and student wellbeing officer program is located on the department's website at <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-wellbeing-officer-services>.

<You/student name> <have/has> been referred to meet, or <have/has> indicated interest in meeting individually, with the <chaplain/student wellbeing officer> on a regular or ongoing basis. For this to occur, your written informed consent is required. The focus of these meetings, which may occur during lesson time or within the broader school day, will be determined by <your/student name's> needs, however chaplains and student welfare workers are not allowed to provide counselling. If a referral to an external agency or service is required, the <chaplain/student wellbeing officer> must have the approval of the principal, deputy principal or guidance officer and your consent.

The meetings with the <chaplain/student wellbeing officer> are confidential and the <chaplain/student wellbeing officer> may record what happened or was said during the meetings. These notes will be securely stored at the school and may be viewed by the student, if requested.

There may be times when the worker is required to disclose confidential information provided by <you/student name> to the principal. The principal may be required to inform <your parent/guardian/you>, the Queensland Police Service and/or Child Safety Services. This would happen if:

- a person is at risk of harm, or being harmed;
- <you/student name> <plan/plans> to, or <are/is>, harming <yourself/themselves>;
- <you/student name> have/has harmed, or are planning to harm, another person; or a law has been broken.

Consent provided on this form will be considered valid for the duration of the <chaplain's/student wellbeing officer's> involvement in supporting <you/student name>, unless this period is more than one school year, in which case consent will be requested at the start of the following school year. Consent provided may be withdrawn at any time by notifying the school principal in writing. The reason <you/student name> access/es the worker, and the outcome of any consultation with them, will not be disclosed without your consent, unless required by law.

Please complete the attached form indicating whether <you/student name> <consent/consents> to ongoing individual meetings with the <chaplain/student wellbeing officer> and return to the school office or email to xxxxxx@eq.edu.au.

If you would like to discuss this matter, please contact me by <insert preferred contact method>. Alternatively, you may wish to discuss this with the school <chaplain/student wellbeing officer>, <name and contact details>.

Yours sincerely

<Principal's name>

Principal

Please complete, sign and return this form to the school office or email it to xxxxxx@eq.edu.au.

Student name: _____

Year Level / Class: _____

Please indicate whether you consent to ongoing individual meetings with the <chaplain/student wellbeing officer>. You can change your preference at any time by letting the <principal> know in writing.

- ☐ I <consent to student name meeting/provide my consent to meet> with the <chaplain/student wellbeing officer>.
- ☐ I do not <consent to student name meeting> / provide my consent to meet> with the <chaplain/student wellbeing officer>.

Parent's/Guardian's/Student's Signature: _____ Date: _____

Please print name _____

Office Use:					
Retain original in the student's file and provide a copy of notice to the chaplain/student wellbeing officer.					
Does the student/parent require an interpreter?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Has an interpreter been used to explain this information?	Yes <input type="checkbox"/> No <input type="checkbox"/>	The principal has determined that the student has the capacity to make an informed decision about their participation in ongoing one-on-one meetings with the chaplain/student wellbeing officer.	Yes <input type="checkbox"/> No <input type="checkbox"/>

LINDEBERG, Eamonn

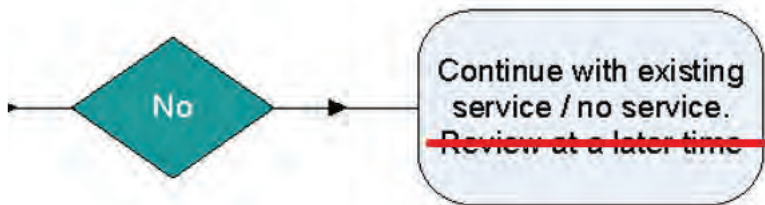
From: WALSH, Becky
Sent: Saturday, 11 February 2023 12:16 PM
To: YIM, Melissa; ChaplainsWellbeingOfficers; BULL, Stephanie
Subject: About 22/854974 PROPOSE TO REPLACE IN 2023 chaplaincy-flowchart
Attachments: PROPOSE TO REPLACE IN 2023 chaplaincy-flowchart.DOCX; PROPOSE TO REPLACE IN 2023 chaplaincy-flowchart.tr5

Hi Team

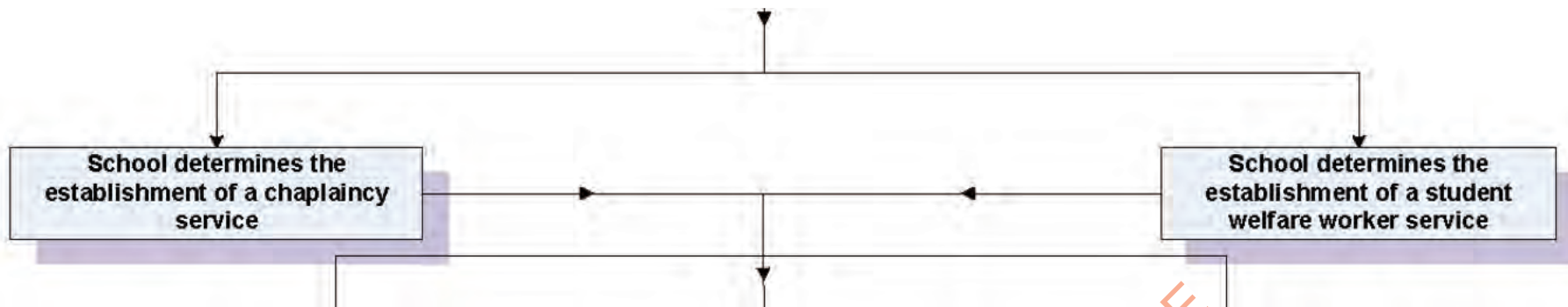
Please consider / responds to my (5 points of) feedback below.

I note this is for publishing in 2023 (which is now) – so wasn't sure what the plan was. I gather if there are too many changes you mean to remove the flowchart altogether and update the page later in the year?

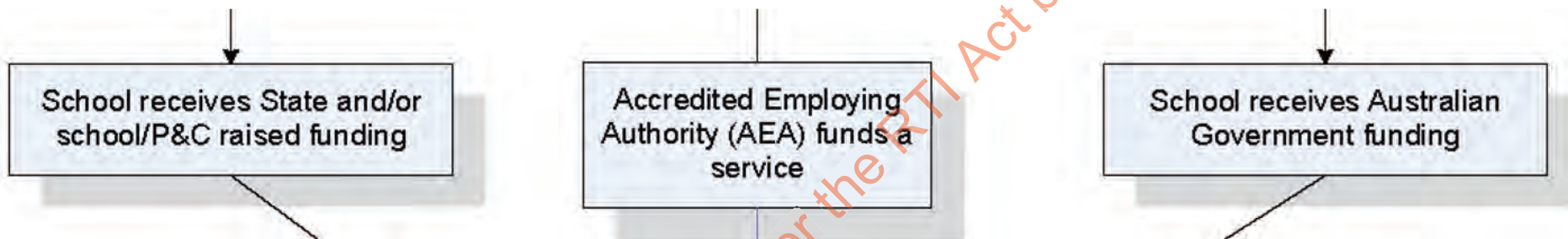
1. Please remove 'Review at a later time' from:



2. This row / these text boxes (below) seem redundant as there are no unique subsequent processes linked to them. Please remove.



3. Please combine / collapse the following (3 x) text boxes into one: **School identifies funding source** (Could list examples if you wish).



4. I was wondering at the use of the term 'necessary documentation'. I searched the C/SWO landing page (CTRL + F) using "document" and came up blank. If we don't change the phrase / hyperlink to advice, please add examples the essential docs into this text box.

School engages AEA and completes the necessary documentation for the service to begin

5. I was um-ing and ah-ing about the benefits of adding hyperlinking to relevant supporting docs throughout? I know that'd help me if I was new to the program (which some schools may be after the new funding round). Is that too much of a hassle to maintain currency?

Advice appreciated.

Becky

Becky Walsh
Director, Statewide Operations

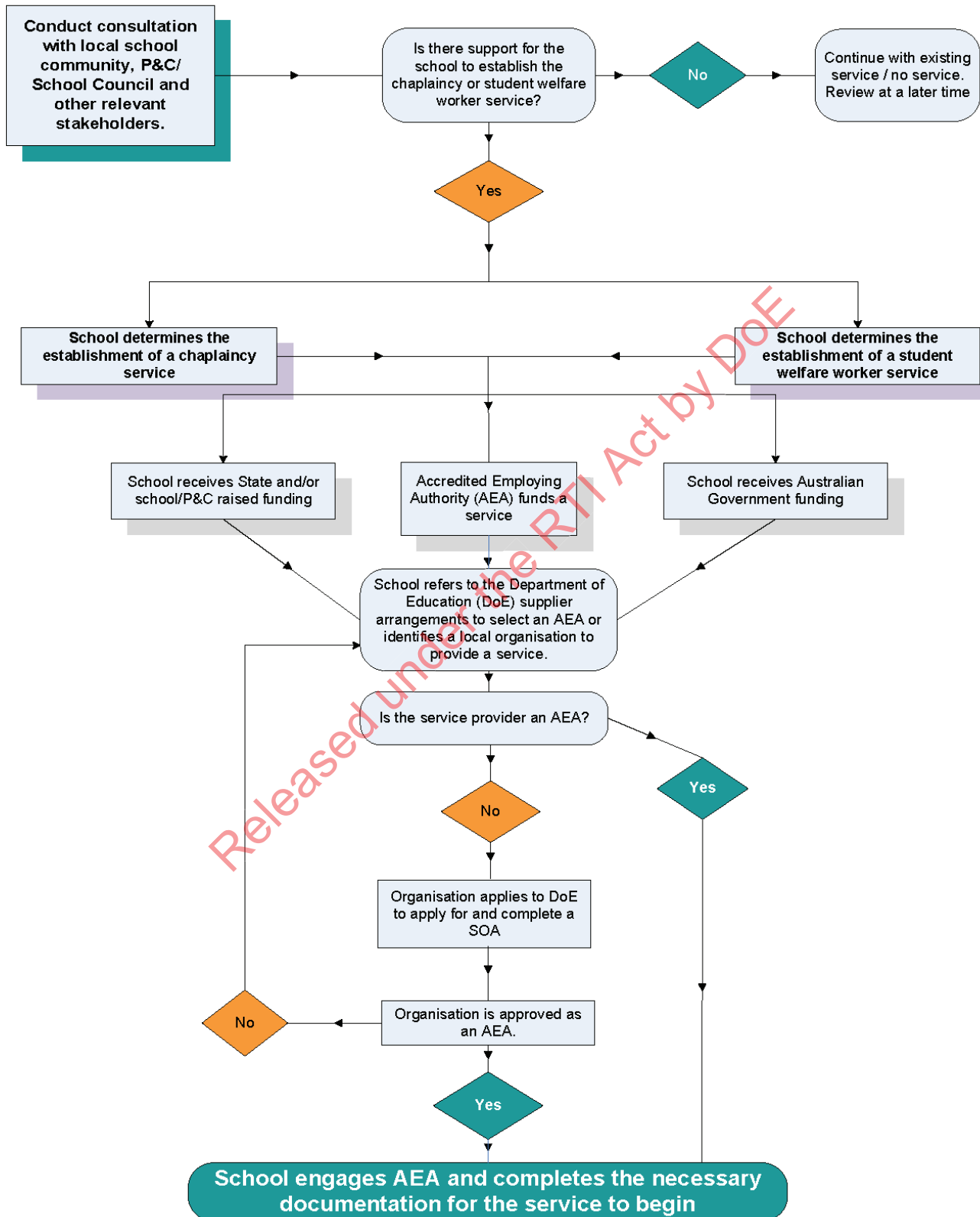
Disability, Inclusion & Student Services
Queensland Department of Education

T: 07 351 35919 | E: becky.walsh@qed.qld.gov.au | M: s47(3)(b) - Contrary to the Pub



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Chaplaincy and student wellbeing officer services Flowchart: Establishing a service



From: YIM, Melissa
Sent: Tuesday, 6 December 2022 2:13 PM
To: WALSH, Becky
Cc: ChaplainsWellbeingOfficers
Subject: AEA meeting - 5 December 2022

Hi Becky – for approval - please see email drafted by Megan to send to AEAs.

Dear AEAs

Thank you for meeting with the department yesterday at short notice to discuss the chaplaincy and student wellbeing officer programs from 2023. For those of you who were unable to attend, please be advised that the information shared was done so **without prejudice** and the department will not be bound by this should the position change prior to finalisation of the new agreement with the Australian Government.

A more formal record of meeting will be shared with you, following Ministerial sign-off of the new agreement. However in the interim, we can advise as follows:

- The NSCP will be renamed to the National Student Wellbeing Program (NSWP).
- Schools will be able to choose the type of worker they wish to engage – either a chaplain or student wellbeing officer.

s73 - Irrelevant Information

- The Australian and Queensland government programs will continue to be aligned.

s73 - Irrelevant Information

- The department website will be updated with new documents to incorporate changes in the new year.
- The waiver process will be expanded to all workers (not just for chaplains). Waiver key points:
 - Please use the minimum qualification waiver request form
<https://education.qld.gov.au/student/Documents/minimum-qualification-waiver.docx>
 - For all new workers, the waiver must be applied for and granted prior to them starting work in a school.
 - Key points to remember when submitting waiver requests:
 - waivers are only granted when there is a genuine difficulty in recruiting a worker that meets the qualification requirements;
 - they are granted for up to 12 months with the mandatory units of competency required in the first six months;
 - waivers must include endorsement by the school principal; and
 - should include at a minimum, how long a position has been vacant, when it was first advertised and how widely, and other factors that may make recruiting more difficult.

s73 - Irrelevant Information

Action items

- AEs to send through any equivalent qualifications they would like included in training and qualifications document, for consideration by the department.
- s73 - Irrelevant Information
- AEs to advise the department directly if any student welfare workers/wellbeing officers are working towards a qualification and not yet fully qualified and to submit a waiver request for them.

Regards

Megan Sully

Principal Policy Officer

State Schools – Operations

Queensland Department of Education

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au

Mon Tue Wed Thu Fri



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Strategic Plan | 2020–2024



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From: ChaplainsWellbeingOfficers
Sent: Wednesday, 7 December 2022 10:12 AM
To: s47(3)(b) - Contrary to the Public Interest; 'pastor@gabbachurch.org'; s47(3)(b) - Contrary to the Public Interest; @communityliving.org.au'; 'info@fourthquad.com.au'; 'ceo@iys.org.au'; s47(3)(b) - Contrary to the Public Interest; @iys.org.au'; 'ceo@icys.org.au'; s47(3)(b) - Contrary to the Public Interest; @jabiru.org.au'; s47(3)(b) - Contrary to the Public Interest; @jabiru.org.au'; s47(3)(b) - Contrary to the Public Interest; @mypastoralcarer.com'; s47(3)(b) - Contrary to the Public Interest; @pcyc.org.au'; s47(3)(b) - Contrary to the Public Interest; @su.org.au'; s47(3)(b) - Contrary to the Public Interest; @sbctc.com.au'; s47(3)(b) - Contrary to the Public Interest; @sbctc.com.au'; s47(3)(b) - Contrary to the Public Interest; @thecage.info'; s47(3)(b) - Contrary to the Public Interest; @vpginc.com.au'; 'chaplaincy@younglife.org.au'; s47(3)(b) - Contrary to the Public Interest; @yourdream.org.au'; s47(3)(b) - Contrary to the Public Interest; @yfs.org.au'; s47(3)(b) - Contrary to the Public Interest; @yfs.org.au'; s47(3)(b) - Contrary to the Public Interest; @yumi.org.au'; s47(3)(b) - Contrary to the Public Interest; @fourthquad.com.au'; s47(3)(b) - Contrary to the Public Interest; s47(3)(b) - Contrary to the Public Interest
Cc: WALSH, Becky; YIM, Melissa; ChaplainsWellbeingOfficers; BULL, Stephanie
Subject: AEA meeting - 5 December 2022

Dear AEAs

Thank you for meeting with the department yesterday at such short notice to discuss the chaplaincy and student wellbeing officer programs from 2023.

For those of you who were unable to attend, please be advised that the information shared is being done so without prejudice, and the department will not be bound by it should the position/s communicated change prior to finalisation of the new agreement with the Australian Government.

A more formal record of meeting will be shared following formal sign-off of the new agreement. However in the interim, we can advise:

- The NSCP is likely to be renamed as the National Student Wellbeing Program.
- Schools will be able to choose the type of worker they wish to engage – either a chaplain or student wellbeing officer.

s73 - Irrelevant Information

- The Australian and Queensland Government programs will (continue to) be aligned.

s73 - Irrelevant Information

- In the new year, the department's website and supporting resources will be updated.
- The waiver process will be expanded from chaplains to all workers. Key points:
 - There is a minimum qualification waiver request form
<https://education.qld.gov.au/student/Documents/minimum-qualification-waiver.docx>
 - For all new workers, the waiver must be applied for and granted prior to them starting work in a school.
 - Of note: when submitting a waiver request:
 - waivers are only granted when there is a genuine difficulty in recruiting a worker that meets the qualification requirements;
 - they are granted for up to 12 months with the mandatory units of competency required in the first six months;
 - waivers must include endorsement by the school principal; and
 - at a minimum, are to include how long a position has been vacant, when it was first advertised and how widely, and other factors that may make recruiting more difficult.

s73 - Irrelevant Information

Action items

1. AEAs to send through any suggestions regarding 'equivalent qualifications' they would like considered for inclusion in the training and qualifications document.
2. s73 - Irrelevant Information
3. AEAs to advise the department directly if any student welfare workers/wellbeing officers are working towards a qualification and not yet fully qualified, and to submit a waiver request for them.

Regards

Megan Sully
Principal Policy Officer
State Schools – Operations
Queensland Department of Education

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au



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From: BULL, Stephanie
Sent: Tuesday, 24 January 2023 11:05 AM
To: YIM, Melissa
Cc: SULLY, Megan
Subject: Content Manager Attachments : 22/853823 : Minimum qualification waiver request form - Chaplaincy and SWO minimum qualification waiver request form
Attachments: Minimum qualification waiver request form - Chaplaincy and SWO minimum qualification waiver request form.DOCX; Minimum qualification waiver request form - Chaplaincy and SWO minimum qualification waiver request form.tr5

Heya Melissa

Any chance you could please touch base with BW today to see if she could do a quick approval of the new Waiver Request form (which is sitting as part of the whole Policy package currently with her)? She has already done her first review, and its back with her now after we've replied to her comments so it shouldn't take her long. We know we have a plan re cover email to SU with current waivers to note they've been using the old form, but a quick approval and publication of the new form will fix this issue, especially as we anticipate more waivers in the coming days given its start of the school year.

Thanks
Steph

-----< Content Manager record Information >-----

Record Number : 22/853823

Title : Minimum qualification waiver request form - Chaplaincy and SWO minimum qualification waiver request form

Released under the RTI Act by DOE

Chaplaincy Services and student wellbeing officer services

Minimum Qualification Waiver Request Form

SECTION 1: FUNDING RECIPIENT CONTACT DETAILS		
Name of Accredited Employing Authority (AEA) (state schools) or Funding Recipient (non-state schools):	Name of AEA or Funding Recipient contact:	
Contact phone:	Contact email:	
Name of school for which a waiver is requested:	School address and region:	
SECTION 2: STATEMENT OF NEED		
Please detail the steps that the AEA/Funding Recipient has taken prior to submitting this application in its attempt to attract or recruit a suitably qualified chaplain/ <u>student wellbeing officer</u> (please include timeframes):		
Please detail the specific challenges experienced in the AEA's/Funding Recipient's attempt/s to attract and recruit a suitably qualified chaplain/ <u>student wellbeing officer</u> for the subject school:		
What alternative options have been considered to identify a qualified person: (Circle applicable response)		
Has the AEA/Funding Recipient considered the possibility of clustering the subject school with other nearby schools that have a chaplaincy service/ <u>student wellbeing officer</u> to 'share' chaplains/workers?	Yes	No
Has the AEA/Funding Recipient considered RPL options or assessed candidates' current qualifications and experience to determine qualification equivalency?	Yes	No
Please describe any other specific circumstances or factors you would like considered with this application:		
SECTION 3: DETAILS OF WORKER REQUIRING A WAIVER		
Name of the candidate requiring an exemption to the minimum qualification requirements:		
What qualifications, qualities, skills, experience and other competencies deem the candidate as being the best person for the position? (You may wish to attach a resume or other relevant supporting information to this form).		

If applying for a waiver for a chaplaincy position, is the candidate recognised through endorsement endorsed by a recognised or accepted religious institution? recognised by a faith-based community through one or more of the following: Formal ordination; Commissioning; Recognised religious qualifications; or Endorsement by a recognised religious institution?	Yes	N/A
Does the candidate hold, or is willing to obtain within four-six months of appointment, the two minimum required units of competencies competency in: i. mental health and referring appropriately? making appropriate referrals; and either ii. providing pastoral care and/or working with youth?	Yes	No
Is the candidate aware that they must commence working towards the minimum qualification requirement, or equivalent, within the first six months of appointment, and fully obtain the minimum qualification, or equivalent, within twelve months of appointment?	Yes	No
Has the AEA/Funding Recipient undertaken the relevant reference checks on the candidate, including ensuring the candidate holds a valid blue card?	Yes	No
Is the candidate willing to complete any training required of the role, specifically: o school-based induction, including Student Protection training and Code of Conduct training, which must be completed prior to commencing services in the school, and refresher training undertaken annually; o the professional learning package in responding to and preventing cyberbullying delivered by the Office of the eSafety Commissioner within three months of commencing services (for workers funded under the National Student Wellbeing Program only) o matters pertaining to the school's operations and other matters at the principal's discretion?	Yes	No
Is the candidate willing to undertake further training, as required?	Yes	No
SECTION 4: DECLARATION		
As the AEA/ Funding Recipient responsible for the recruitment of suitably qualified chaplains in Queensland schools, I declare that:		
<ul style="list-style-type: none"> reasonable attempts have been made, prior to submitting this waiver request, to attract and recruit a suitably qualified person; the candidate will hold, or will obtain within four-six months of appointment, the two minimum required units of competencies competency in mental health and referring appropriately; and in providing pastoral care working with youth; the candidate will obtain the minimum qualification, or equivalent, within twelve months of appointment; the candidate holds a valid blue card with Blue Card Services and evidence of this is held on file; the school community principal has indicated support and approval for the recruitment of a chaplain for whom exemption from the chaplaincy minimum qualifications is sought; a personally tailored program of ongoing professional development and support for the worker will be planned, monitored and reported by the AEA/Funding Recipient as required; increased supervision will be provided to the candidate throughout the waiver period until the candidate obtains the minimum qualification, or equivalent; and both the AEA/Funding Recipient and school will incorporate any potential risks that may arise from employing the worker, into their ongoing Risk Management Plan. 		
Name and role of person making the declaration:		
Signature:	Date:	

Commented [BW1]: My proposed change - to remove use of "recognised" twice.

Commented [BS2R1]: Agreed

Commented [BS3]: Updated to reflect revised wording in Quals and Training doc.

Commented [BW4]: We're not expecting people to do four competencies as a minimum, are we?

If "and either" is used at end of point above only "or" is needed in this point.

I've made the same change in S3ction 4 Declaration (below).

Commented [BS5R4]: Noted.

Commented [BS6]: Updated wording to reflect revised wording in Training and Quals doc.

Commented [BS7]: Updated to 'principal' following discussion with MY and MS. Current practice has been to ensure 'principal' support has been obtained; and principal's make final decisions regarding recruitment for the school.

Please submit this form to ChaplainsWelfareWorkers@ged.qld.gov.au and include in the subject heading "<School name> Chaplaincy/studentwellbeingofficers@ged.qld.gov.au Qualifications Waiver Request". The department will acknowledge receipt of your request within four working days of receipt and will seek to resolve the application within fourteen working days from the receipt of the request. If you are submitting this on behalf of a non-state school, please include your governing authority (ISQ or QCEC) in the email to the department.

LINDEBERG, Eamonn

From: YIM, Melissa
Sent: Tuesday, 24 January 2023 11:15 AM
To: WALSH, Becky
Cc: ChaplainsWellbeingOfficers
Subject: For approval - 22/853823 : Minimum qualification waiver request form - Chaplaincy and SWO minimum qualification waiver request form
Attachments: Minimum qualification waiver request form - Chaplaincy and SWO minimum qualification waiver request form.DOCX; Minimum qualification waiver request form - Chaplaincy and SWO minimum qualification waiver request form.tr5

Hey Becky – is it possible to get this waiver form approved so that we can send out to AEAs. We are expecting quite a few waivers coming in now that AEAs are starting to return signed SOAs and it would be good for those waivers to be completed on the updated form which outlines the new requirements in the SOA.




Thanks
Melissa

Melissa Yim

Manager

Statewide Operations – Schools and Student Support
Department of Education

Part time: Monday, Tuesday and Thursday

Mon	Tue	Wed	Thu	Fri
				

P: 07 3513 5972

E: melissa.yim@qed.qld.gov.au

Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

Inspiring minds. Creating opportunities. Shaping Queensland's future.

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Chaplaincy Services and student wellbeing officer services

Minimum Qualification Waiver Request Form

SECTION 1: FUNDING RECIPIENT CONTACT DETAILS		
Name of Accredited Employing Authority (AEA) (state schools) or Funding Recipient (non-state schools):	Name of AEA or Funding Recipient contact:	
Contact phone:	Contact email:	
Name of school for which a waiver is requested:	School address and region:	
SECTION 2: STATEMENT OF NEED		
Please detail the steps that the AEA/Funding Recipient has taken prior to submitting this application in its attempt to attract or recruit a suitably qualified chaplain/ <u>student wellbeing officer</u> (please include timeframes):		
Please detail the specific challenges experienced in the AEA's/Funding Recipient's attempt/s to attract and recruit a suitably qualified chaplain/ <u>student wellbeing officer</u> for the subject school:		
What alternative options have been considered to identify a qualified person: (Circle applicable response)		
Has the AEA/Funding Recipient considered the possibility of clustering the subject school with other nearby schools that have a chaplaincy service/ <u>student wellbeing officer</u> to 'share' chaplains/workers?	Yes	No
Has the AEA/Funding Recipient considered RPL options or assessed candidates' current qualifications and experience to determine qualification equivalency?	Yes	No
Please describe any other specific circumstances or factors you would like considered with this application:		
SECTION 3: DETAILS OF WORKER REQUIRING A WAIVER		
Name of the candidate requiring an exemption to the minimum qualification requirements:		
What qualifications, qualities, skills, experience and other competencies deem the candidate as being the best person for the position? (You may wish to attach a resume or other relevant supporting information to this form).		

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Does the candidate hold, or is willing to obtain within four-six months of appointment, the two minimum required units of competencies competency in: i. mental health and referring appropriately? making appropriate referrals; and either ii. providing pastoral care and/or working with youth?	Yes	No
Is the candidate aware that they must commence working towards the minimum qualification requirement, or equivalent, within the first six months of appointment, and fully obtain the minimum qualification, or equivalent, within twelve months of appointment?	Yes	No
Has the AEA/Funding Recipient undertaken the relevant reference checks on the candidate, including ensuring the candidate holds a valid blue card?	Yes	No
Is the candidate willing to complete any training required of the role, specifically: o school-based induction, including Student Protection training and Code of Conduct training, which must be completed prior to commencing services in the school, and refresher training undertaken annually; o the professional learning package in responding to and preventing cyberbullying delivered by the Office of the eSafety Commissioner within three months of commencing services (for workers funded under the National Student Wellbeing Program only) o matters pertaining to the school's operations and other matters at the principal's discretion?	Yes	No
Is the candidate willing to undertake further training, as required?	Yes	No
SECTION 4: DECLARATION		
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<ul style="list-style-type: none"> reasonable attempts have been made, prior to submitting this waiver request, to attract and recruit a suitably qualified person; the candidate will hold, or will obtain within four-six months of appointment, the two minimum required units of competencies competency in mental health and referring appropriately; and in providing pastoral care working with youth; the candidate will obtain the minimum qualification, or equivalent, within twelve months of appointment; the candidate holds a valid blue card with Blue Card Services and evidence of this is held on file; the school community principal has indicated support and approval for the recruitment of a chaplain for whom exemption from the chaplaincy minimum qualifications is sought; a personally tailored program of ongoing professional development and support for the worker will be planned, monitored and reported by the AEA/Funding Recipient as required; increased supervision will be provided to the candidate throughout the waiver period until the candidate obtains the minimum qualification, or equivalent; and both the AEA/Funding Recipient and school will incorporate any potential risks that may arise from employing the worker, into their ongoing Risk Management Plan. 		
Name and role of person making the declaration:		
Signature:	Date:	

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From: ChaplainsWellbeingOfficers
Sent: Monday, 30 January 2023 1:57 PM
To: s47(3)(b) - Contrary to the Public Interest
Subject: FW: Funding arrangements for Chaplaincy and Student Welfare Worker Programs: 2023-2027
Attachments: Chaplaincy and student wellbeing officer services Minimum Qualification Waiver Request Form.DOCX; form 2 workplan.DOCX

H s47(3)(b) - Contrary to the Public Interest

Please find attached an updated minimum qualification waiver request form and form2 workplan for your information and sharing with schools.

We hope to publish all of the updated documents soon, but thought this might be useful to send out prior to publication.

Please see the email below that was sent to our AEAs with the waiver form, providing information that can also be shared with schools regarding completion of the form for existing workers.

Regards
Megan Sully
Principal Policy Officer
P: 07 3513 5827 E: megan.sully@qed.qld.gov.au

Dear AEAs

Further to the emails below, please find **attached** the updated *Chaplaincy and student wellbeing officer services Minimum Qualification Waiver Request Form*, which will be published online shortly.

Please use this version of the template when submitting requests for workers requiring a waiver for the 2023 school year.

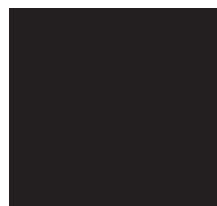
For those workers that were engaged at a school prior to 2023 who now need to be considered for a waiver (due to the new Chaplaincy/Student Wellbeing Officer program requirements), please indicate that they are an 'existing and continuing employee' in Section 2: Details of worker. There is no need to complete Section 3: Statement of Need.

Of course, please let us know if you have any questions regarding this updated template.

Regards

Chaplain and Student Wellbeing Officer team
Statewide Operations
Department of Education

E: ChaplainsWellbeingOfficers@qed.qld.gov.au
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002
Please consider the environment before printing this email.



Chaplaincy and student wellbeing officer services

Minimum Qualification Waiver Request Form

Privacy Notice

The Department of Education is collecting personal information about the candidate named in this form for the purpose of determining whether or not a waiver will be granted regarding the required competencies and/or minimum qualifications to deliver chaplaincy or student wellbeing officer services funded through the department. This form will be stored securely and only be accessed by departmental officers who are involved in the waiver review and/or approval process. The personal information collected here will not otherwise be used or disclosed unless the candidate provides consent or the use or disclosure is authorised by law.

SECTION 1: FUNDING RECIPIENT CONTACT DETAILS		
Name of Accredited Employing Authority (AEA) (for state schools) or Funding Recipient (non-state schools):	Name of AEA/Funding Recipient contact officer:	
Contact phone #:	Contact email:	
Name of school for which a waiver is requested:	School address and region:	
SECTION 2: DETAILS OF WORKER REQUIRING A WAIVER		
Name of the candidate:		
Worker type: Chaplain / Student wellbeing officer		
Existing and continuing worker engaged at a school prior to 2023? (If yes, no need to complete next question (about qualifications/skills) nor Section 3: Statement of Need)	Yes	No
What qualifications, qualities, skills, experience and other competencies deem the candidate as being the best person for the position? (You may wish to attach their resume.)		
Qualification/units of competency to be completed as part of the approved waiver:		
Unit of competency in mental health	Yes	No
Unit of competency in making appropriate referrals	Yes	No
Unit of competency in working with youth	Yes	No
Unit of competency in providing pastoral care	Yes	No
Certificate IV (or higher) Name of qualification:	Yes	No
For chaplains only (otherwise leave blank): The candidate is endorsed by a recognised or accepted religious institution?	Yes	No
Does the candidate hold, or are they willing to obtain within six months of appointment, the required three units of competency in: i. mental health and making appropriate referrals; and either ii. providing pastoral care or working with youth?	Yes	No
Does the candidate hold, or are they willing to obtain within twelve months of appointment, the minimum qualification (or equivalent)?	Yes	No
Has the AEA/Funding Recipient verified that the candidate holds a valid blue card, and sighted any qualifications they hold?	Yes	No
Is the candidate willing to complete any training required of the role, specifically: o school-based induction, including Student Protection training and Code of Conduct training, which must be completed prior to commencing services in the school, and refresher training undertaken annually o the professional learning package in responding to and preventing cyberbullying delivered by the Office of the eSafety Commissioner within three months of commencing services (for workers funded under the National Student Wellbeing Program only) o any other training relevant to matters at the principal's discretion?	Yes	No
Is the candidate willing to undertake further training, as required?	Yes	No

SECTION 3: STATEMENT OF NEED

What date was the position first advertised? / /

Through what channels was the position advertised (e.g. newsletter/s, social media, word-of-mouth, recruitment service)?

Please detail the specific challenges experienced in the AEA's/Funding Recipient's attempt/s to attract and recruit a suitably qualified chaplain/student wellbeing officer for the school/s (e.g. remoteness, local worker shortages, characteristics of the school/community):

Alternative options have been considered to identify a qualified person:

Multiple schools sharing a worker

Yes

No

Recognition of Prior Learning (RPL)

Yes

No

Other (please describe):

SECTION 4: DECLARATION

As the AEA/ Funding Recipient responsible for the recruitment of suitably qualified school chaplains/student wellbeing officers in Queensland, I declare that:

- ☐ reasonable attempts have been made, prior to submitting this waiver request, to attract and recruit a suitably qualified person
- ☐ the candidate holds, or is willing to obtain within six months of appointment, the three required units of competency in mental health and referring appropriately and providing pastoral care or working with youth
- ☐ the candidate holds, or is willing to obtain within twelve months of appointment, the minimum qualification or equivalent
- ☐ the candidate holds a valid blue card with Blue Card Services and evidence of this is held on file
- ☐ the school principal has indicated support for the submission of this waiver application
- ☐ a personally tailored program of ongoing professional development and support for the worker will be planned, monitored and reported by the AEA/Funding Recipient as required
- ☐ increased supervision will be provided to the worker throughout the waiver period until the candidate obtains the minimum qualification, or equivalent, and
- ☐ both the AEA/Funding Recipient and school will incorporate any potential risks that may arise from employing the worker, into their ongoing Risk Management Plan.

Name and position of person making the declaration:

Signature:

Date:

Please submit this form to chaplainswellbeingofficers@qed.qld.gov.au and include in the subject heading "<School name> Chaplaincy/student wellbeing officer Qualifications Waiver Request". If you are submitting this on behalf of a non-state school, please include your governing authority (ISQ or QCEC) in the email to the department.

The department will acknowledge receipt of the request within four working days and will seek to resolve the application within fourteen working days from the receipt of the request.

Chaplaincy and student wellbeing officer services

Form 2: Workplan

Name:

Date: / /

Role: <chaplain/student wellbeing officer> School:

(to be completed prior to service commencement, or within the first month of the chaplain or student wellbeing officer commencing services at the school, and reviewed annually)

I agree to adhere to the following requirements and inform the principal of all programs and activities provided at the school before commencement.

- Blue card number:
Blue card expiry date: / /
- [Mandatory All-Staff Training program: Key messages guide for contractors, volunteers, visitors, preservice teachers and other adult students on placement](#) completion date: / /
(Note: workers are required to undertake annual refresher training twelve months from the original completion of the Key messages guide) :
- For workers funded by the National Student Wellbeing Program – [Cyberbullying Professional Learning Package](#) completion/refresher date: / /

The hours of work will be:

	Monday	Tuesday	Wednesday	Thursday	Friday
Start time					
Finish time					

Work will be conducted from: <insert location of office/desk, contact details>

The following duties are part of the approved workplan	
Community development	Educational support
•	•
Extra-curricular	General work and administration
•	•
General wellbeing	Mentoring
•	•
Social and emotional support	Other
•	•

- ☐ I have read all relevant information in the Chaplaincy and student wellbeing officer services Policy statement and supporting documents, as published on the Department of Education website, and will comply with relevant legislation and Department of Education procedures and requirements, including but not limited to:
- ☐ Chapter 19 s.426 [Confidentiality] of the [Education \(General Provisions\) Act 2006 \(Qld\)](#)
 - ☐ Part 5 s.34 and Part 8 s.67 of the [Education \(General Provisions\) Regulation 2017 \(Qld\)](#)
 - ☐ the relevant provisions of the [Public Records Act 2002](#) and the [Information Privacy Act 2009](#)
 - ☐ the [Code of conduct for the Queensland public service](#) and the [Standard of Practice](#)
 - ☐ the [Student Protection procedure](#).
- ☐ I will obtain approval from the principal to alter the approved workplan or to deliver services not covered by the approved workplan.
- ☐ I will follow the directives of the principal regarding service delivery.
- ☐ I have executed a [Deed of Confidentiality, Privacy and Conflicts of Interest](#) and my employing Accredited Employing Authority (AEA) has provided a copy to the school.

Name:

Signature: _____ Date: / /

School principal:

Signature: _____ Date: / /

P&C representative:

Signature: _____ Date: / /

AEA representative:

Signature: _____ Date: / /

Make two copies

The chaplain/student wellbeing officer is to retain a copy, the AEA retains a copy for their records, and the school retains the original for audit purposes.

Workplan review date: / /

LINDEBERG, Eamonn

From: BULL, Stephanie
Sent: Tuesday, 13 December 2022 4:16 PM
To: WALSH, Becky
Cc: STEWART, Emily
Subject: FW: MY BW 121 - 8 Dec

Hey Becky

s73 - Irrelevant Information but given the team is lacking members this week, here is a little update for you re some of our work:

C/SWW

- **s73 - Irrelevant Information**
[Redacted]
- To note -22/853784 - WWR – C/SWW policy FFA updates –I have moved to you in CM. The docs are currently all still tracked changed . If you do get a chance to look at them before closure, I am happy to sit with you next week to work through the changes if that's easier.
- **s73 - Irrelevant Information**
[Redacted]

s73 - Irrelevant Information
[Redacted]

Thanks
Steph

LINDEBERG, Eamonn

From: YIM, Melissa
Sent: Thursday, 2 March 2023 4:13 PM
To: BRENNAN, Celia; BULL, Stephanie; MILNE, Cicely; SULLY, Megan; WOODWARD, Angus
Subject: FW: MY Update - 2 March

FYI

From: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>
Sent: Thursday, March 2, 2023 4:13 PM
To: WALSH, Becky <Becky.WALSH@qed.qld.gov.au>
Cc: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>
Subject: MY Update - 2 March

s73 - Irrelevant Information



C/SWW

- s73 - Irrelevant Information
- To note - 22/853784 - WWR – C/SWW policy has now been published and the updated Appropriation pages have been sent to Finance for publication.
- s73 - Irrelevant Information
- To note – Waivers for existing chaplains/SWO should be almost finalised based on audit info from AEAs. We are going to follow up about QCEC and ISQ schools waivers at the cross sector mtg next Mon. Noticed that we are getting waivers for workers that have already started and the NSS are not monitoring as closely as they should. We are still getting large quantities of waivers coming in from a variety of AEAs and NSS.

s73 - Irrelevant Information



Melissa Yim

Manager

Statewide Operations – Schools and Student Support
Department of Education

Part time: Monday, Tuesday and Thursday

Mon	Tue	Wed	Thu	Fri
				

P: 07 3513 5972

E: melissa.yim@qed.qld.gov.au

Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

Inspiring minds. Creating opportunities. Shaping Queensland's future.

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Released under the RTI Act by DoE

From: WALSH, Becky
Sent: Sunday, 12 February 2023 11:50 AM
To: YIM, Melissa; ChaplainsWellbeingOfficers; BULL, Stephanie
Subject: FW: Status update: 22/853784 : WWR - Chaplaincy and SWO policy statement and supporting docs for 2023
Attachments: WWR - Chaplaincy and SWO policy statement and supporting docs for 2023.tr5; chaplaincy-policy-statement.tr5; About 22/854974 PROPOSE TO REPLACE IN 2023 chaplaincy-flowchart; APPROVED chaplaincy-guidelines-school.tr5

OK. So **now** I've also reviewed the:

- WWR itself (22/853784) – with **2 x comments** for consideration pls. I will still trust that all the CM ref # quoted are correct as I haven't cross-referenced those.
- Guidelines (22/855149) – for which I've approved the content, but have asked for page numbers and a Table of Contents to be added for ease of reference please.

I think I've reviewed all all the docs now. There should be a CM note from me on each one.

Once you've considered my feedback etc, perhaps we can meet so I'll finish off all the approvals required?

Before we lodge in SCO, could someone pls:

- Let me know if & who we've advised in the Web Services team that this large job is coming (& I can make a note of that in my online approval)
- Hide the tracked changes & comments, **print** the (printable) supporting docs, and **scan** them to ensure:
 - o they are page-numbered when exceeding 2 pages in length (using format Page X of Y)
 - o there are no widows & orphans (i.e. headings at the bottom of pages without content under it, or lists of dot points with only one dot point on the next page).
- check all hyperlinks (not associated with a supporting doc) still work & are going to the right places.

Nearly there!

Becky Walsh, Director, Statewide Operations
Disability, Inclusion & Student Services

T: 07 351 35919 | M: [REDACTED] | E: Becky.Walsh@qed.qld.gov.au

From: WALSH, Becky <Becky.WALSH@qed.qld.gov.au>
Sent: Saturday, 11 February 2023 12:27 PM
To: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>; ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>; BULL, Stephanie <Stephanie.BULL@qed.qld.gov.au>
Subject: RE: Status update: 22/853784 : WWR - Chaplaincy and SWO policy statement and supporting docs for 2023

Oh, and a couple more random comments:

In the points about what C/SWOs can do, I replace 'reporting' with "providing updates"

- o **providing updates** to school community organisations (e.g. P&Cs) on service provision within the school community

Re: the workplan (for the life of me I can't remember which document it was in now! – maybe the policy doc???), I had landed on the following para (linked to the name of "LCCs" issue):

The principal works with the AEA, the P&C/School Council, and relevant local committees to develop and monitor the role and workplan ([Form 2: Workplan](#)) of the chaplain/student wellbeing officer, taking into consideration the needs of the student population and the characteristics of the school community.

But I have noticed in the "Definitions" doc, it indicates the workplan is (also) developed with the chaplain/student wellbeing officer.

Just need to be consistent across all docs.

Becky Walsh, Director, Statewide Operations
Disability, Inclusion & Student Services

T: 07 351 35919 | M: [REDACTED] | E: Becky.Walsh@qed.qld.gov.au

From: WALSH, Becky

Sent: Saturday, 11 February 2023 12:19 PM

To: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>; ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>; BULL, Stephanie <Stephanie.BULL@qed.qld.gov.au>

Subject: Status update: 22/853784 : WWR - Chaplaincy and SWO policy statement and supporting docs for 2023

Hi Team

Have:

- added **comments** for your consideration/response to the policy statement (22/854947)
- sent a separate email (copy attached) with my feedback about the flowchart (22/854974).
- approved everything else.

Am yet to review the:

- WWR itself (22/853784). Will trust that all the CM ref # quoted are correct.
- Guidelines (22/855149). Got to p.2 **s73 - Irrelevant Information**

Kind regards

Becky Walsh, Director, Statewide Operations
Disability, Inclusion & Student Services

T: 07 351 35919 | M: [REDACTED] | E: Becky.Walsh@qed.qld.gov.au

-----< Content Manager record Information >-----

Record Number : 22/853784

Title : WWR - Chaplaincy and SWO policy statement and supporting docs for 2023

Current Location : Director School Administration GP&A since Tuesday, 10 January 2023 at 12:28 PM

Web publishing content brief

Instructions

Please attach your completed web publishing content brief to the Web Work Request (WWR) [online form](#). If you require help completing this form please contact the Web and Digital Production team via email at webworkrequest@qed.qld.gov.au.

Approvals required

Existing page content request	Business unit Director level or above
New internal page requests (e.g. OnePortal) *Requests will be reviewed and where possible added to existing pages to enhance site usability	Business unit Executive Director (ED)
New public-facing page requests *Requests will be reviewed and where possible added to existing pages to enhance site usability	Business unit Assistant Director-General (ADG)
Urgent requests New page and existing content	Business unit Assistant Director-General (ADG)
Ministerial announcements New page and existing content	Business unit Assistant Director-General (ADG)
Politically, strategically or operationally sensitive request	Business unit Assistant Director-General (ADG)

Complete this web publishing content brief by either using colour block highlighting; or track changes in Microsoft Office.

How to use colour block highlighting

1. Copy/paste content within the **[Page content]** area (Page 2).
2. Highlight changes as per table.

Instruction	Style application
Add new text/create new page	Highlight in green
Notes required within page	Highlight in yellow
Delete text from existing page	Highlight in red

How to use track changes

1. Copy/paste content within the bracketed **[Page content]** area (Page 2)
2. Turn track changes on (Ctrl + Shift + e). Track changes tutorials are available on the [Microsoft Office website](#)
3. Make changes.

Note: Please remove internal business unit communications 'Comments' before sending the WWR.

Content

Page details and content (Note: Copy this section for each page being updated)	
Page Title Name of the page	Chaplaincy and student wellbeing officer services
Page URL Web address for the page	Existing URL: https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-welfare-worker-services New requested URL: https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-wellbeing-officer-services
Description One sentence that summarises the page. This displays on a search engine.	Chaplaincy and student wellbeing officer services policy statement and supporting documents
Keywords List of words, separated by semicolon (;) , that people may search for on a search engine.	Chaplains; student wellbeing officers; National Student Wellbeing Program
OnePortal News Items If you would like a news item republished, please specify dates/times and frequency.	N/A

[Page content start]

Chaplaincy and student welfare worker wellbeing officer services

Chaplaincy and student ~~welfare worker~~ wellbeing officer (formerly 'student welfare worker') services are optional for schools and support the general wellbeing of students, parents and staff, provide students and staff with social, emotional and spiritual support, provide an additional adult role model in the school and can enhance engagement with the broader community, including parents.

Local community support is required for chaplaincy chaplains and student welfare worker services wellbeing officers to operate in a school. Student involvement in any activities offered by the chaplain or student wellbeing officer as part of a school's chaplaincy or student welfare worker service is voluntary.

Chaplaincy and student welfare worker wellbeing officers services are inclusive of, and show respect for, all religious and non-religious beliefs and other stances worldviews represented in the school community. All activities and events provided are non-discriminatory and equally available to all students of all beliefs.

Chaplains and student welfare workers wellbeing officers are not permitted to engage in evangelising or proselytising, nor attempt to undermine a student's religious or other beliefs.

The chaplaincy and student welfare wellbeing worker officer services policy statement (DOCX, 204KB) and supporting documents provide assistance for schools implementing these services a chaplaincy or student welfare worker service (paid or voluntary).

Many school communities (XLS, 174KB) across the state have established a chaplaincy or student welfare worker wellbeing officer service with the assistance of state and/or Australian government funding, through use of school funds, and/or through local community fundraising. Some schools may have a volunteer chaplain or student welfare worker wellbeing officer.

Commented [BS1]: Keep link and document as is

Government funded programs include:

Commented [BS2]: link added

1. the Australian Government National Student Wellbeing Program

2. The State Government Chaplaincy/Chaplain/Student Welfare-Wellbeing Officer Funding Programs (SGCSWFP/CSWOPs) provides funding (recurrent) to eligible schools to engage the services of a chaplain or student welfare worker. There are 147 state schools in low socio-economic areas with enrolments over 100 students that are allocated funding through the SGCSWFP. The Queensland Government committed additional non-recurrent funds in 2015–2018 to ensure that schools could maintain an existing chaplaincy or student welfare worker service funded through the former National School Chaplaincy and Student Welfare Program (NSCP). The state government has continued this commitment for the 2019–2022 school years. Schools provided with this funding in 2018 continued to receive this funding in 2019, plus indexation. The National School Chaplaincy Programme The NSCP is a 4 year (2019–2022) Australian Government funded program that provides funding to schools to engage a chaplain only. Schools that received NSCP funding in 2018 under the NSCP continued to receive funding in 2019, plus indexat

As part of the 2019–22 Project Agreement for the NSCP, NSCP funded chaplains are to complete a 3-hour online professional learning package (PLP) aimed at responding to and preventing cyberbullying. The PLP, developed and delivered by the Office of the eSafety Commissioner, is available to NSCP school chaplains and should be completed only once. A 1-hour refresher training webinar is available for chaplains who have completed the 3-hour initial training. Information on the PLP, including frequently asked questions, is available on the Australian Government Department of Education, Skills and Employment webpage. NSCP funded chaplains can register for the training now.

All Queensland schools were invited to apply for NSCP and non-recurrent state government funding for the 2020–2022 school years. By agreement of the chaplaincy and student welfare wellbeing officer programs cross-sector panel (PDF, 266KB), the allocation of funding to schools was is determined by each school sector with consideration for factors such as the number of full time equivalent student enrolments, continuity of service provision, socio-economic disadvantage, geographic location and other characteristics of the school community.

Commented [BS3]: Keep document and link as is

Information on the application and funding allocation processes for 2020–22 chaplaincy and student welfare worker funding is available in the NSCP FAQs (DOCX, 158KB).

All government funding for chaplaincy and student welfare worker wellbeing officer services in 2019–2022/2023 is fully allocated. During 2023, all Queensland schools will be invited by their respective schooling sector (e.g. Catholic, independent or state) to apply for government funding for a chaplain or student wellbeing officer for the 2024–2027 school years.

The chaplaincy and student wellbeing officer services policy statement and supporting documents provide assistance for schools implementing these services (whether funded or voluntary).

Schools must use government funds for the purpose and specific type of service (chaplain or student welfare worker) for which they have been allocated. Schools should contact State Schools Operations at ChaplainsWelfareWorkers@ged.qld.gov.au for confirmation of service type if required.

Policy statement

[Chaplaincy and student welfare worker wellbeing officer services policy statement \(DOCX, 204KB\)](#)

Commented [BS4]: Remove and replace with CM#22/854947

Supporting documents

- [Chaplaincy and student welfare worker services: gGuidelines for schools \(DOCX, 221KB\)](#)
- [Chaplaincy and student welfare worker services: fFlowchart for establishing a service \(DOCX, 182KB\)](#)
- [Chaplaincy and student welfare worker services: dDefinitions \(DOCX, 208KB\)](#)
- [s73 - Irrelevant Information](#)
- [Chaplaincy and student welfare worker services: rRole of the chaplain/student welfare wellbeing officer worker \(DOCX, 205KB\)](#)
- [Chaplaincy and student welfare worker services: tTraining and qualifications \(DOCX, 211KB\)](#)
- [Chaplaincy and student welfare worker services: Accredited Employing Authorities \(AEAs\) \(DOCX, 206KB\)](#)
- [Chaplaincy and student welfare worker services: IList of Accredited Employing Authorities \(AEAs\) \(DOCX, 203KB\)](#)
- [List of Queensland State, Independent and Catholic schools funded for chaplaincy and student wellbeing officer welfare worker services \(XLS, 174KB\)](#)
- [National School Chaplaincy Program FAQs \(DOCX, 158KB\)](#)
- [Information for Queensland state school principals: Chaplaincy and student welfare worker wellbeing officer services FAQs \(DOCX, 524KB\)](#)
- [s73 - Irrelevant Information](#)

Commented [BS5]: Remove and replace with CM#22/855149

Commented [BS6]: Keep link and document as is

Commented [BS7]: Remove and replace with CM#22/854955

s73 - Irrelevant Information

Commented [BS9]: Remove and replace with CM#22/854940

Commented [BS10]: Remove and replace with CM#22/854936

Commented [BS11]: Remove and replace with CM#22/854964

Commented [BS12]: Remove and replace with CM#22/854960

Commented [BS13]: Keep link and document as is

Commented [BS14]: Delete link, wording and document

Commented [BS15]: Remove and replace with CM#22/854925

s73 - Irrelevant Information

Commented [BS17]: Remove and replace with CM#22/854911

Commented [BS18]: Remove and replace with CM#22/854929

Commented [BS19]: Remove and replace with CM#22/853823

s73 - Irrelevant Information

Forms

- [Chaplaincy and student welfare worker services: fForm 1 parent/student consent form \(DOCX, 204KB\)](#)
- [Chaplaincy and student welfare worker services: fForm 2 workplan \(DOCX, 206KB\)](#)
- [Chaplaincy mMinimum qualification waiver request form \(DOCX, 202KB\)](#)

s73 - Irrelevant Information

Contact for further information

If you have any questions, please contact your relevant schooling authority:

Department of Education State Schools—Operations

Email: ChaplainsWelfareWorkers@ged.qld.gov.au chaplainswellbeingofficers@ged.qld.gov.au

Independent Schools Queensland

s73 - Irrelevant Information
Email: [47\(3\)\(b\) - Com @isq.qld.edu.au](mailto:47(3)(b) - Com @isq.qld.edu.au)
Phone: **s73 - Irrelevant Information**

Queensland Catholic Education Commission

§47(3)(b) - Contrary to the Public Interest
Email: §47(3)(b) - Contrary to the Public Interest @qcec.catholic.edu.au
Phone: §47(3)(b) - Contrary to the Public Interest

[Page content end]

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Checklist

Approval

- ☒ Correct approvals have been obtained and instructions on how to locate them if not within INC.
See page 1 for approval levels required.

Headings and paragraph style

- ☒ Use Microsoft Word default Styles and Formatting in content: Heading 1, Heading 2, Heading 3 and Normal.
☒ Use Microsoft Word Hyperlinking option for requested links (Insert > Links > Hyperlink).

PDFs, Word documents, images, video and other file types

- ☒ All files have been attached to Web Work Request Form, including images and documents.
Do not attach HPRM trim references.

PDF and Word documents

- ☒ Keywords and document properties provided (must be provided).

PDFs

- ☐ Accessible alternative provided (e.g. HTML, DOCX, RTF).

Images

- ☐ Alternative text description provided (if needed).

Video

- ☐ Transcripts must be provided for all videos.

Does this request need to be published on a specific date and time?

- ☐ Yes ☐ Date: **/ /**
☒ No

If this request is considered urgent higher level approvals are required.
See page 1 for approval levels required.

Business impact if request is not processed

- ☐ Low
☒ Medium
☐ High
☐ Explanation of business impact if request is not processed.

Is this request politically, strategically or operationally sensitive?

- ☒ No
☐ Yes

See page 1 for approval levels required.

Is this request confidential?

- ☒ No
☐ Yes

Please note that it is against departmental policy to publish confidential documents (or materials) on public facing websites.

Chaplaincy and student wellbeing officer services

Policy Statement

A state school community can engage a chaplain or student wellbeing officer to complement other support services in the school. These workers provide optional pastoral care to support the general wellbeing of students and the school community; are an additional adult role model in the school; and enhance engagement with the broader community.

Services offered by chaplains and student wellbeing officers are inclusive of, and show respect for all religious and non-religious beliefs and worldviews represented in the school community. All activities and events provided are optional, non-discriminatory and equally available to students of all beliefs. These services are provided at the discretion of the school principal, in consultation with the school community.

Establishing a service

Local community support, including from the Parents and Citizens' Association (P&C)/School Council, is required for the introduction of a chaplaincy or a student wellbeing officer service. This support is to be documented (e.g. in minutes of a P&C meeting) and will include justification as to why the service is supported, taking into consideration the needs of the student population and the characteristics of the school community.

All state schools are provided an opportunity to access application-based funding for these services through State Government or Australian Government funding.

In addition, schools may choose to provide a chaplaincy or student wellbeing officer service at any time using:

- school-based funds, and/or
- community-raised funds which have been raised specifically for these services, and/or
- volunteer workers.

School communities may engage either a chaplain or a student wellbeing officer with due consideration to the outcome of (documented) community consultation and at the discretion of the principal.

Any changes to the type of worker (i.e. if switching from a chaplain to a student wellbeing officer) during a funding period should be reported to the department by emailing chaplainswellbeingofficers@qed.qld.gov.au.

State schools do not directly employ chaplains or student wellbeing officers and are required to engage such workers through an external organisation that has been accredited by the Department of Education, known as an Accredited Employing Authority (AEA). While the AEA is responsible for the recruitment, selection and employment of the worker, principal endorsement of the AEA's selection is required. The AEA is also responsible for the ongoing professional development, training and professional supervision of the worker in areas pertinent to their role in the school.

The principal works with the chaplain/student wellbeing officer, AEA, P&C/School Council and relevant local committees to develop the officer's role and workplan ([Form 2: Workplan](#)), taking into consideration the needs of the student population and the characteristics of the school community.

As part of their recruitment and selection process, before they commence their service, chaplains and student wellbeing officers must hold a valid blue card, and successfully undertake a school-based induction program which includes completion of the department's [Mandatory All Staff-Training Program – Key messages guide for contractors, volunteers, visitors, preservice teachers and other adult students on placements](#) (the Guide). The Guide includes [Student Protection](#) and [Code of Conduct](#) requirements.

Delivering a service

Where the school community supports the introduction of a chaplaincy or student wellbeing officer service, general interaction between students and the worker within the school does not require additional parental consent, unless a religious component (e.g. lunchtime prayer group) forms part of that principal-endorsed interaction or activity. While it is not compulsory for any student to participate in activities or receive services from a chaplain or student wellbeing officer, written informed [consent](#) is required for ongoing one-to-one meetings with the worker.

The school principal has the discretion to make final decisions about the delivery of particular activities or programs by the chaplain or student wellbeing officer. Should a school chaplain wish to organise a program/activity that may have a religious component (e.g. a camp organised by the chaplain/AEA during school holidays; lunchtime prayer group), the school should clearly communicate the details of this activity or program to allow parents/caregivers to make an informed decision about their child's participation or non-participation. Parental consent is required for a student's involvement in such activities/events.

Chaplains and student wellbeing officers do not provide specialist services to students, such as professional counselling, professional mental health and psychological services and other allied health services. Religious instruction and religious counselling are also not provided under these programs. Chaplains and student wellbeing officers are not permitted to engage in evangelising or proselytising, nor attempt to undermine a student's religious or other beliefs.

In order to ensure coordinated case management of student support, each referral that a chaplain or student wellbeing officer makes to an external agency requires the explicit approval of the school's principal, deputy principal, or guidance officer, and consent of the parent (or student if deemed competent by the principal to provide this consent).

Details of the chaplain's or student wellbeing officer's role in the school, including programs or activities to be delivered or organised, should be clearly outlined in the [Form 2: Workplan](#). This should be approved by the AEA, worker, principal and the P&C President or a member of the P&C executive. The Form 2: Workplan should be updated accordingly should the worker's role vary during the contract period.

Managing a service

Although chaplains and student wellbeing officers are employees of the AEA and operate in schools as contractors, they are still subject to legislative and departmental procedures that impact on their duties, as well as reasonable directions from the principal (or delegate).

The principal ensures that all chaplain and student wellbeing officer records in relation to these services are secured in accordance with the relevant provisions of the [Public Records Act 2002](#), the [Information Privacy Act 2009](#) and the [Education \(General Provisions\) Act 2006](#). Schools provide the worker with access to secure storage facilities to enable confidential case records to be securely stored onsite.

The principal reports any instance of suspected inappropriate behaviour or conduct by AEA staff (including the chaplain/student wellbeing officer), including behaviour considered in breach of either the *Code of Conduct for the Queensland Public Service* or the department's Student Protection procedure and guidelines, in accordance with existing departmental protocols to the department's [Conduct and Complaints team](#). Where required, a separate report must also be lodged to the Department of Children, Youth Justice and Multicultural Affairs, and the Queensland Police Service.

The principal deals with complaints associated with these services in a fair and equitable manner, and ensures that all accountability and reporting procedures occur as required.

Forms

- [Form 1: Parent/Student Consent form](#)
- [Form 2: Workplan](#)

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Chaplaincy and student wellbeing officer services

Guidelines for schools

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Overview

These guidelines provide Queensland state schools (and stakeholders) with information regarding operational matters likely to affect the implementation of services provided by chaplains and student wellbeing officers, both funded and voluntary.

Establishing a service

Community consultation

Local community support is required for these services to operate in a school. Evidence of the community consultation that occurs prior to the introduction of a chaplaincy or student wellbeing officer service may include parent and/or school surveys, minutes from Parents and Citizens' Association (P&C) or School Council meetings, or from consultation sessions with the school community. Results of any consultation should be communicated to the school community. Documented community support is also required should a school seek to switch the type of service (i.e. from a chaplain to a student wellbeing officer, or vice versa).

It is important that the principal also consults with the school community, including the P&C/School Council, to decide whether services would be best provided through a single arrangement or a cluster arrangement and to then identify an appropriate Accredited Employing Authority (AEA) to deliver these services.

Local committees — optional

Schools may choose to form a local chaplaincy or student wellbeing committee to provide advice to the principal on the development and implementation of a chaplaincy or student wellbeing officer service. The committee may operate as a subcommittee of the P&C or may exist separate to that structure.

The membership of the committee should include the principal (or authorised delegate), worker, AEA delegate and other members that are representative of the diversity of beliefs, faiths or worldviews in the school community. The members should understand the cultural and religious customs, as well as the overall needs of the individuals and groups within the school community, and the range of support services that are currently available and/or required.

The role of the committee may include, but is not limited to:

- collaborative planning and communication about the service
- monitoring provision of the service
- identification and resolution of issues regarding the service
- management of requirements for the service (e.g. financial support)
- provision of guidance and support to the chaplain or student wellbeing officer.

Selecting an Accredited Employing Authority

Schools do not employ a chaplain or student wellbeing officer directly. These workers are instead engaged through an external organisation that has been accredited by the Department of Education to specifically provide these services in schools.

The department has a standing offer arrangement (SOA) with a number of AEA organisations. Schools can access specific AEA information on OnePortal — [Supplier arrangements](#). If the school is unable to source the required services through a listed AEA (e.g. due to geographical remoteness), an alternate local organisation may be sourced and approached to become part of the SOA.

The school or prospective AEA can contact the department's Procurement Services team at procurement.ggs@qed.qld.gov.au for further information on the SOA application process if an alternate organisation is identified.

Communication strategies

The principal should establish communication processes to provide parents at enrolment, and/or on request, information which outlines the school's chaplaincy or student wellbeing officer program. This supports parents to make an informed decision regarding their child/ren's participation in activities provided by the worker and/or provide consent for ongoing one-on-one meetings. It is useful to publish this information on the school's website, in the parent handbook, and/or school newsletter.

The principal should also establish regular communication processes with the AEA (this may include their community support network) to ensure the effective management of the service.

The worker should observe the communication protocols established within the school to ensure a coordinated approach to the dissemination of information to the principal, administration, school staff, students and the wider school community.

Any communication about chaplaincy or student wellbeing officer program events or activities in the school newsletter or on the school website should not contain any evangelising, proselytising or any attempt to undermine a student's religious or other beliefs. Content about the chaplaincy or student wellbeing officer program, or general information written by the chaplain or student wellbeing officer, should be approved by the principal before distribution. Communication to parents about activities or events organised by the worker (e.g. events organised outside of school time, a camp with a religious component, a visit from an external chaplaincy band etc) are to be approved by the principal, should clearly state the facts and must not be presented as an [advertisement](#). The information is to include details about the organisers and affiliates of the activity or event being offered, to ensure parents/caregivers can make informed decisions about whether their child is involved or not.

Student referral and access

Schools should establish a student referral and appointment process that enables safe and timely access to these services in a manner that meets the needs of both the school and students.

Access may need to occur during lesson time, or within the broader school day. Students should follow the protocols of the school regarding absence from, or late arrival to class (e.g. a late slip, appointment slip). During school hours, students may access the chaplain or student wellbeing officer outside of class lesson time without informing school staff.

School staff with concerns for any student should consider the support options available at the school. Those who identify a need for the student to access the chaplain or student wellbeing officer should discuss this with the student concerned and, if the student wants to access the chaplain or student wellbeing officer, support the student in making an appointment. Note: written informed parental/caregiver consent (or student consent if deemed competent by the principal as having the ability to provide informed consent) is required should the student access the chaplain or student wellbeing officer on a one-on-one ongoing basis beyond the initial one-on-one meeting.

The chaplain or student wellbeing officer should use discretion and be mindful of privacy provisions when following up with a student regarding a consultation.

The student's independent decision to act upon the referral should be confirmed by the worker at the initial consultation.

If the student or parent does not consent, the chaplain or student wellbeing worker will discontinue the consultation. Where the student has not consented and has not been seen by the worker, the staff member may be notified that the student has elected not to have an individual consultation. This allows for other options for supporting the student to be explored.

Part of a chaplain or student wellbeing officer's role is to provide information regarding the range of support options available to students for further consideration or assistance. In order to ensure coordinated case management of student support, each referral that a chaplain or student wellbeing officer makes to an external agency or service requires the explicit approval of the school's principal, deputy principal or guidance officer, and consent of the parent (or student if deemed competent by the principal to provide this consent).

Consent arrangements

A student may be involved in an initial one-on-one meeting with the chaplain or student wellbeing officer. The initial one-on-one meeting is to determine whether the student will benefit from the service or if alternative services are more appropriate. As such the initial one-on-one meeting does not require parental/caregiver consent. All other one-on-one meetings after this initial meeting can only occur once written permission has been provided by the student's parent or the student themselves (if the student is deemed competent by the principal to give informed consent).

[Form 1: Parent/Student Consent Form](#) has been developed as an optional form for schools to use. Schools may choose to obtain informed written consent in another way (e.g. via an email from parents). **Note:** The principal will need to assess if the young person has a sufficient level of maturity and understanding with regard to the issues to determine whether the young person comprehends and can consent to their participation in ongoing one-on-one meetings with the worker.

Induction and orientation

The school should ensure that the chaplain/student wellbeing officer understands the nature of their role in the school setting and the appropriate boundaries of professional conduct and personal interaction with students. As well as the school-based induction, it is valuable to team the worker with a key contact person to assist with the initial introduction to the school and its operation and to provide ongoing support as required.

The worker should be supported to become an integral member of the school support team and opportunities for collaboration across the school should be facilitated. As part of this, the worker should be provided with timely information about school operations and variations to school routines that may affect or inform their services, including access to staff educational activities and professional development that is relevant to their role.

The chaplain/student wellbeing officer can assist this partnership by ensuring that the current name and contact phone number of the AEA nominated delegate is held by the school and that they have provided a timetable with contact phone numbers to each school in which they deliver a service.

Facilities

The recommended minimum facilities required for the chaplain or student wellbeing officer to perform their duties should include:

- access to [Student Protection](#) and [Code of Conduct for the Queensland public service](#) information and training
- access to a separate room which enables the worker to conduct confidential consultations on the days that services are provided
- access to a lockable filing cabinet and other secure storage facilities to enable the worker to securely store confidential case records
- access to a desk, telephone, photocopier and computer with ready access to email facilities and relevant school-based information technology systems.

If there is difficulty in providing the recommended minimum facilities, the principal works in conjunction with the chaplain or student wellbeing officer and AEA to reach a resolution. Chaplains and student wellbeing officers are not provided with access to OneSchool.

Resources

The school should provide appropriate materials for the preparation and delivery of approved workplan activities, as well as resources required for agreed school programs in which the chaplain or student wellbeing officer is involved.

All resources purchased by the school, or through school-based fundraising, remain the property of the school, whereas resources purchased by the AEA remain the property of the AEA.

Any gifts received by the worker during their employment must be declared to the principal and the AEA as outlined in the [Receipt of Gifts and Benefits](#) procedure.

Delivering a service

Student protection

Chaplains and student wellbeing officers are bound by the department's [Student Protection](#) procedure at all times, including in the provision of services or participation in activities arising from, or associated with, their engagement with a school.

The principal must ensure the worker undertakes some form of student protection training. The level of training required is at the principal's discretion, but may include provision of the [Student protection fact sheet for visitors](#) or completion of the [Mandatory All-Staff Training program: Key Messages Guide for contractors, volunteers, visitors, preservice teachers and other adult students on placement](#). Principals must also keep a record of all chaplains and student wellbeing officers who complete the student protection training.

Chaplains and student wellbeing officers are not [authorised officers](#) under the provisions of the [Child Protection Act 1999](#), and therefore do not have the authority to share information on behalf of the department in relation to children in need of protection.

Chaplains and student wellbeing officers are not employees of the department and therefore are not provided access to OneSchool.

Should the chaplain or student wellbeing officer have a complaint relating to student protection matters where an employee is involved, follow the process outlined in the [Allegations against employees in the area of student protection](#) procedure, including informing the department's Conduct and Complaints team.

Code of Conduct

Chaplains and student wellbeing officers are bound by the [Code of Conduct for the Queensland Public Service](#) at all times, including when providing services or participating in activities arising from, or associated with, their engagement with a school. This includes reporting any conduct of an employee that raises suspicion of a possible breach to the principal, cooperating with any authorised officer in any investigation or other resolution strategy, and cooperating through active participation in any required training or development initiatives.

Professional development and professional supervision

Chaplains and student wellbeing officers are encouraged to participate in professional development and professional supervision to ensure that quality services are provided.

Where the professional development or training request has arisen from a need identified by the school, attendance and funding (if required) should be negotiated between the principal, the chaplain/student wellbeing officer and the AEA nominated delegate. Organisation-based professional development is the responsibility of the AEA and chaplain/student wellbeing officer.

Whilst every attempt should be made to conduct professional development, training and professional supervision activities outside student contact hours or in school holidays, there may be circumstances where this is not possible and the worker may be absent from the school for this purpose.

In particular, during their first year in the service, the worker may be given additional opportunities (as required) to access self-directed or organised training programs in order to augment and build the capacity of their service delivery.

Chaplains and student wellbeing officers funded by the Australian Government's NSWP are required to undertake a professional learning package in responding to and preventing cyberbullying delivered by the Office of the eSafety Commissioner within three months of commencing services and refresh this professional learning at least once every two and half years. Further information on this professional learning is available on the Australian Government Department of Education [webpage](#).

Media liaison and marketing

Any public media attention relating specifically to the worker, or the chaplaincy/student wellbeing officer program within a school, should be subject to the approval of the principal and the AEA nominated delegate prior to any engagement with the media and publication or broadcast.

Any promotional programs or activities proposed to be conducted by the worker in schools (e.g. "Chappy Week") should be approved by the principal prior to their commencement.

The content of any media releases or marketing materials published by the department in respect of these services will be at the sole discretion of the department. The department will consult with the Australian Government about the nature and content of any events, announcements, promotional material or publicity relating to activities under the NSWP.

Confidentiality

Section 426 of the *Education (General Provisions) Act (2006)* ('the confidentiality provision') requires that employees of state schools must not record, use or disclose a student's personal information unless one of the exemptions in the section applies. 'Employee' is defined to include a person engaged under a contract for services (i.e. chaplain/student wellbeing officer).

Chaplains and student wellbeing officers are required under the Deed of Agreement to sign a [Deed of Confidentiality, Privacy and Conflicts of Interest](#) and to provide this to the principal prior to commencing a service in a school. The principal also signs the Deed.

The reason a student seeks access to, and the outcome of any consultation with, a chaplain or student wellbeing officer will not be disclosed by the worker without the parent's or student's informed consent, unless required by law. This includes providing access to confidential case notes recorded by the worker.

Inviting external people onto the school premises

The principal has the discretion to approve external individuals, groups or organisations (e.g. musicians or guest speakers) to be invited onto the school premises. Such decisions should be made in consultation with the school community. The principal should be well informed about any event, program or activity provided by an external party. Chaplains and student wellbeing officers must gain approval in advance from the principal.

Changing the worker or the type of worker

Schools have the option to choose the type of worker that best meets their needs – either a chaplain or student wellbeing officer.

Any change to the type of worker should be made with the (documented) support of the school community (e.g. captured in minutes of a P&C meeting) and reported to the department by email at chaplainswellbeingofficers@qed.qld.gov.au.

The school and/or the AEA may reasonably seek to replace a worker at any time. A replacement may be required due to resignation, prolonged absence, or poor performance of the chaplain or student wellbeing officer (subject to the resolution process).

Reporting requirements

As part of the SOA, an annual customer satisfaction survey is provided to schools. Schools report on the effectiveness of the level of communication provided to the school by the AEA, the effectiveness of the level of support provided to the school by the AEA and the overall effectiveness of the services provided by the AEA to the school. Principals voluntarily complete this survey in Semester 1 of each year following the year of service delivery.

Managing a service

Managing risk

Good communication, together with a shared understanding of the guidelines and school processes, should enable issues to be raised and addressed before they become problematic.

The principal in conjunction with the P&C/School Council, AEA and regional office (if required) should manage any risk and ongoing impact the risk may have on students, employees, the AEA and if necessary, the broader school community.

All activities associated with these services should be considered in terms of their inherent level of risk.

A [risk assessment](#) should be undertaken prior to services commencing so potential risks can be identified, analysed and evaluated, and strategies to manage the risks are developed.

Complaint management and resolution

Wherever possible, issues, problems or conflicts related to the service should be addressed at the school level in the first instance and treated in a confidential and professional manner, and in accordance with the department's [Customer Complaints Management Framework](#), [policy](#) and [procedure](#). Principals and AEAs should refer complaints of alleged breaches of the [Code of Conduct for the Queensland Public Service](#) and [Standard of Practice](#) to the department's [Conduct and Complaints team](#).

The processes for resolution of a problem, in a timely and collaborative manner, could include:

- utilising the P&C/School Council as an avenue for the identification of issues
- the principal, chaplain or student wellbeing officer and the AEA nominated delegate informally discussing the identified problem as soon as possible to promote mutual understanding and clarification of the issues, and attempting to resolve the problems at the local school level in the first instance
- the chaplain or student wellbeing officer raising any concerns regarding a member of school staff or other school-based matters with the principal or AEA nominated delegate (who will then approach the principal to discuss the matter) — if the concern relates to the principal, the worker/AEA nominated delegate will raise the matter with the principal's supervisor at the regional office
- the AEA nominated delegate or the principal referring the matter to the principal's supervisor if there is no agreed resolution to the problem at the local level, with communication of the outcome to all parties
- following the process to determine if withdrawal of approval is appropriate:

- give the chaplain or student wellbeing officer and AEA nominated delegate written notice of matters of concern and invite either a written response or a meeting to discuss issues and allow them to provide an oral response
- if necessary, with the consent of the chaplain or student wellbeing officer and AEA nominated delegate establish, in writing, a process to resolve the issues of concern
- if not satisfied with the response provided by the chaplain or student wellbeing officer and AEA nominated delegate, withdraw approval until the issues are resolved, and provide written notice of this decision to the worker and AEA coordinator.

Where the complaint has not been resolved, the principal or AEA will contact the department using the contact details below and the complaint will be managed in accordance with the SOA.

Contact details

For more information, state schools should contact their [local regional office](#), or, if the region cannot assist, email chaplainswellbeingofficers@qed.qld.gov.au.

Released under the RTI Act by DoE

Released under the RTI Act by DoE

s73 - Irrelevant Information



From: BULL, Stephanie
Sent: Wednesday, 7 December 2022 4:25 PM
To: WATKINS, Lydia <Lydia.WATKINS@qed.qld.gov.au>
Cc: SULLY, Megan <Megan.SULLY@qed.qld.gov.au>
Subject: RE: Updating URLs

Thanks heaps for your prompt response Lydia. If we know the title of the title page is going to be updated as a result of the title change included in a WWR, can we confidently 'predict' ahead of time what the URL will be so that the 'predicted' future URL is included in the WWR, or do we need to wait until the new URL is physically in action (of course I know the link wont actually work until the WWR is actually completed)..

s73 - Irrelevant Information



As some of my documents under my other WWR (22/853784) link to the above URL that needs to be updated, I originally thought id have to wait until the above URL is updated and published in order to know what the new URL would be. However, based on your information, can I simply 'predict' in my documents what the new link will be ahead of time without it actually having gone live yet i.e.

s73 - Irrelevant Information



I hope this make sense again!!!

From: WATKINS, Lydia <Lydia.WATKINS@qed.qld.gov.au>
Sent: Wednesday, 7 December 2022 3:57 PM
To: BULL, Stephanie <Stephanie.BULL@qed.qld.gov.au>
Subject: RE: Updating URLs

Hi Stephanie

That's not a problem! We update page URLs to reflect page titles when they are changed, so if your web work request includes updating the page title, we will also update the URL to reflect this.

Thank you

Lydia Watkins

Lead Web Officer | Digital Presence

Web and Digital Production | Digital Solutions
Information and Technologies
Department of Education

P: (07) 3034 5119

E: lydia.watkins@qed.qld.gov.au

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PO Box 15033 | Brisbane QLD 4000

Please consider the environment before printing this email.



From: BULL, Stephanie <Stephanie.BULL@qed.qld.gov.au>

Sent: Wednesday, 7 December 2022 3:36 PM

To: WATKINS, Lydia <Lydia.WATKINS@qed.qld.gov.au>

Subject: Updating URLs

Hi Lydia

A colleague has given me your name as being someone who may be able to assist with my following questions (or you may be able to point me to the correct contact if not).

We are currently reviewing our Chaplaincy and student welfare officer services policy statement and supporting documents, as we are updating the term 'student welfare worker' to 'student wellbeing officer'.

The link to the policy statement is currently <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-welfare-worker-services>. My question is, if we want this URL to be updated to use the term 'student wellbeing officer' instead of 'student welfare worker', how do we go about changing this? Would this form part of the WWR that we have done to have all of the associated documents updated (22/853784) – or is this done some other way?

Thanks for clarifying what is probably a dumb question – and I hope this makes sense! I can be called on MS Teams if this would be easier.

Stephanie Bull

Principal Policy Officer
State Schools - Operations
Department of Education

Mon	Tue	Wed
		

Part time: Monday, Tuesday and every other Wednesday

E: stephanie.bull@qed.qld.gov.au

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PO Box 15033 | City East QLD 4002

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From: WALSH, Becky
Sent: Wednesday, 25 January 2023 10:39 AM
To: ChaplainsWellbeingOfficers; BULL, Stephanie
Cc: YIM, Melissa
Subject: FW: Content Manager Attachments : 22/853823 : Minimum qualification waiver request form - Chaplaincy and SWO minimum qualification waiver request form
Attachments: Minimum qualification waiver request form - Chaplaincy and SWO minimum qualification waiver request form.tr5

s73 - Irrelevant Information

I've accepted the changes (after discussing a couple of things with Megan – s73 - Irrelevant Information
I've also added a Privacy Notice (below) as details about a person's skills/quals/experience (& esp if a resume is attached) would be 'personal information'.

If you think the wording needs changing, let me know. Otherwise, good to go!

Privacy Notice

The Department of Education is collecting personal information about the candidate named in this form for the purpose of determining whether or not a waiver will be granted regarding the required competencies and/or minimum qualifications to deliver chaplaincy or student welfare worker services funded through the department. This form will be stored securely and only be accessed by departmental officers who are involved in the waiver review and/or approval process. The personal information collected here will not otherwise be used or disclosed unless the candidate provides consent or the use or disclosure is authorised by law.

Becky Walsh, Director, Statewide Operations
Disability, Inclusion & Student Services

T: 07 351 35919 | M: [REDACTED] | E: Becky.Walsh@qed.qld.gov.au

-----Original Message-----

From: BULL, Stephanie <Stephanie.BULL@qed.qld.gov.au>
Sent: Wednesday, 25 January 2023 8:44 AM
To: WALSH, Becky <Becky.WALSH@qed.qld.gov.au>
Subject: Content Manager Attachments : 22/853823 : Minimum qualification waiver request form - Chaplaincy and SWO minimum qualification waiver request form

Heya Becky - Megan and I have workshopped this document more this afternoon since our chat with you. For your review!

Thanks

Steph

-----< Content Manager record Information >-----

Record Number : 22/853823

Title : Minimum qualification waiver request form - Chaplaincy and SWO minimum qualification waiver request form

Chaplaincy and student wellbeing officer services

Minimum Qualification Waiver Request Form

Privacy Notice

The Department of Education is collecting personal information about the candidate named in this form for the purpose of determining whether or not a waiver will be granted regarding the required competencies and/or minimum qualifications to deliver chaplaincy or student wellbeing officer services funded through the department. This form will be stored securely and only be accessed by departmental officers who are involved in the waiver review and/or approval process. The personal information collected here will not otherwise be used or disclosed unless the candidate provides consent or the use or disclosure is authorised by law.

SECTION 1: FUNDING RECIPIENT CONTACT DETAILS		
Name of Accredited Employing Authority (AEA) (for state schools) or Funding Recipient (non-state schools):	Name of AEA/Funding Recipient contact officer:	
Contact phone #:	Contact email:	
Name of school for which a waiver is requested:	School address and region:	
SECTION 2: DETAILS OF WORKER REQUIRING A WAIVER		
Name of the candidate:		
Worker type: Chaplain / Student wellbeing officer		
Existing and continuing worker engaged at a school prior to 2023? (If yes, no need to complete next question (about qualifications/skills) nor Section 3: Statement of Need)	Yes	No
What qualifications, qualities, skills, experience and other competencies deem the candidate as being the best person for the position? (You may wish to attach their resume.)		
Qualification/units of competency to be completed as part of the approved waiver:		
Unit of competency in mental health	Yes	No
Unit of competency in making appropriate referrals	Yes	No
Unit of competency in working with youth	Yes	No
Unit of competency in providing pastoral care	Yes	No
Certificate IV (or higher) Name of qualification:	Yes	No
For chaplains only (otherwise leave blank): The candidate is endorsed by a recognised or accepted religious institution?	Yes	No
Does the candidate hold, or are they willing to obtain within six months of appointment, the required three units of competency in: i. mental health and making appropriate referrals; and either ii. providing pastoral care or working with youth?	Yes	No
Does the candidate hold, or are they willing to obtain within twelve months of appointment, the minimum qualification (or equivalent)?	Yes	No
Has the AEA/Funding Recipient verified that the candidate holds a valid blue card, and sighted any qualifications they hold?	Yes	No
Is the candidate willing to complete any training required of the role, specifically: o school-based induction, including Student Protection training and Code of Conduct training, which must be completed prior to commencing services in the school, and refresher training undertaken annually o the professional learning package in responding to and preventing cyberbullying delivered by the Office of the eSafety Commissioner within three months of commencing services (for workers funded under the National Student Wellbeing Program only) o any other training relevant to matters at the principal's discretion?	Yes	No
Is the candidate willing to undertake further training, as required?	Yes	No

SECTION 3: STATEMENT OF NEED

What date was the position first advertised? / /

Through what channels was the position advertised (e.g. newsletter/s, social media, word-of-mouth, recruitment service)?

Please detail the specific challenges experienced in the AEA's/Funding Recipient's attempt/s to attract and recruit a suitably qualified chaplain/student wellbeing officer for the school/s (e.g. remoteness, local worker shortages, characteristics of the school/community):

Alternative options have been considered to identify a qualified person:

Multiple schools sharing a worker

Yes

No

Recognition of Prior Learning (RPL)

Yes

No

Other (please describe):

SECTION 4: DECLARATION

As the AEA/ Funding Recipient responsible for the recruitment of suitably qualified school chaplains/student wellbeing officers in Queensland, I declare that:

- reasonable attempts have been made, prior to submitting this waiver request, to attract and recruit a suitably qualified person
- the candidate holds, or is willing to obtain within six months of appointment, the three required units of competency in mental health and referring appropriately and providing pastoral care or working with youth
- the candidate holds, or is willing to obtain within twelve months of appointment, the minimum qualification or equivalent
- the candidate holds a valid blue card with Blue Card Services and evidence of this is held on file
- the school principal has indicated support for the submission of this waiver application
- a personally tailored program of ongoing professional development and support for the worker will be planned, monitored and reported by the AEA/Funding Recipient as required
- increased supervision will be provided to the worker throughout the waiver period until the candidate obtains the minimum qualification, or equivalent, and
- both the AEA/Funding Recipient and school will incorporate any potential risks that may arise from employing the worker, into their ongoing Risk Management Plan.

Name and position of person making the declaration:

Signature:

Date:

Please submit this form to chaplainswellbeingofficers@qed.qld.gov.au and include in the subject heading "<School name> Chaplaincy/student wellbeing officer Qualifications Waiver Request". If you are submitting this on behalf of a non-state school, please include your governing authority (ISQ or QCEC) in the email to the department.

The department will acknowledge receipt of the request within four working days and will seek to resolve the application within fourteen working days from the receipt of the request.

LINDEBERG, Eamonn

From: YIM, Melissa
Sent: Tuesday, 3 January 2023 9:41 AM
To: BULL, Stephanie; ChaplainsWellbeingOfficers
Subject: FW: C/SWO WWR 22/853784 - status
Attachments: Role of the chaplain student wellbeing officer.DOCX; Role of the chaplain student wellbeing officer.tr5; Qualifications and training.DOCX; Qualifications and training.tr5; form 2 workplan.DOCX; form 2 workplan.tr5; Principals - FAQs.DOCX; Principals - FAQs.tr5; Parent student consent form.DOCX; Parent student consent form.tr5; Minimum qualification waiver request form - Chaplaincy and SWO minimum qualification waiver request form.DOCX; Minimum qualification waiver request form - Chaplaincy and SWO minimum qualification waiver request form.tr5; QEDSOA-91112 Schedule A contract schedule.DOCX; QEDSOA-91112 Schedule A contract schedule.tr5; Factsheet Chaplaincy and student wellbeing officer funding arrangements 2023-2027.DOCX; Factsheet Chaplaincy and student wellbeing officer funding arrangements 2023-2027.tr5

Follow Up Flag: Follow up
Flag Status: Completed

Hey Steph – Becky has made comments in the attached documents for consideration. She didn't get around to reviewing all of them. I've had a quick review but can chat about it more today when you're ready.

Melissa Yim

Manager

Statewide Operations – Schools and Student Support
Department of Education

Part time: Monday, Tuesday and Thursday

Mon	Tue	Wed	Thu	Fri
				

P: 07 3513 5972

E: melissa.yim@qed.qld.gov.au

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PO Box 15033 | City East QLD 4002

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From: WALSH, Becky <Becky.WALSH@qed.qld.gov.au>
Sent: Monday, 2 January 2023 9:59 PM
To: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>
Subject: FW: C/SWO WWR 22/853784 - status

Hi M & HNY! 😊

Only got to review ½ the supporting docs for this WWR.

See list below – on each of which I've added a CM note.

- If I've approved them, I left the tracked changes in for you to see what they are.
- On most I've added comments and/or tracked changes for you to consider pls.

Will move the package to you in CM.

Maybe have a look at my comments/changes before you work through the rest of the docs?

Becky

Becky Walsh, Director, Statewide Operations
Disability, Inclusion & Student Services

T: 07 351 35919 | M: [REDACTED] | E: Becky.Walsh@qed.qld.gov.au

-----< Content Manager record Information >-----

Record Number : 22/854940

Title : Role of the chaplain/student wellbeing officer

Record Number : 22/854936

Title : Qualifications and training

Record Number : 22/854929

Title : form 2 workplan

Record Number : 22/854925

Title : Principals - FAQs

Record Number : 22/854911

Title : Parent student consent form

Record Number : 22/853823

Title : Minimum qualification waiver request form - Chaplaincy and SWO minimum qualification waiver request form

s73 - Irrelevant Information



Chaplaincy and student ~~welfare worker~~wellbeing officer services

Form 2: Workplan

Name: _____ Date: ____ / ____ / ____

Role: ~~<chaplain/student welfare worker>~~wellbeing officer **School:** _____
(to be completed prior to service commencement, or within the first month of the chaplain or student ~~welfare worker~~wellbeing officer commencing services at the school, and reviewed annually)

I agree to adhere to the following requirements and inform the principal of all programs and activities provided at the school before commencement.

- Blue card number: _____
Blue card expiry date: ____ / ____ / ____
- Mandatory All-Staff Training program: Key messages guide for contractors, volunteers, and visitors, preservice teachers and other adult students on placement completion date: ____ / ____ / ____
(Note: workers are required to undertake annual refresher training twelve months from the original completion of the Key messages guide) :
- For ~~chaplains-workers~~ funded by the National ~~School Chaplaincy~~Student Wellbeing Program – Cyberbullying Professional Learning Package completion/refresher date: ____ / ____ / ____

Commented [BS1]: Check link closer to time of publishing

Commented [BS2]: Check link still working to Aus Gov site closer to time of publishing

The hours of work will be:

	Monday	Tuesday	Wednesday	Thursday	Friday
Start time					
Finish time					

Work will be conducted from: ~~<insert location of office/desk, contact details>~~

The following duties are part of the approved workplan: (refer to <u>Role of the chaplain or student welfare worker</u>)	
<u>Social and/or emotional support</u>	<u>Community development</u>
<u>Spiritual support</u>	<u>Mentoring</u>
<u>Educational support</u>	<u>Extra-curricular activities</u>
<u>General work and administration</u>	<u>Other</u>

Commented [BS3]: MY - Based on updated table in Variation document 22/755730 with example activities removed

The following duties are part of the approved workplan	
<u>Community development:</u>	<u>Spiritual support (where applicable):</u>

•	•
<u>Social and emotional support:</u>	<u>Educational support:</u>
•	•
<u>Mentoring</u>	<u>General work and Administration</u>
•	•

- ☐ I have read the Chaplaincy and student welfare worker services policy statement and supporting documents, Chaplaincy and student wellbeing officer services Policy statement and supporting documents, and all associated information, and will comply with relevant legislation and Department of Education procedures and requirements, including but not limited to:
- ☐ Chapter 5, s.76 and Chapter 19 s.426 [Confidentiality] of the Education (General Provisions) Act 2006 (Qld)
 - ☐ Part 5 s.34 and Part 8 s.67 of the Education (General Provisions) Regulation 2017 (Qld)
 - ☐ the relevant provisions of the Public Records Act 2002 and the Information Privacy Act 2009
 - ☐ the Code of conduct for the Queensland public service and the Standards of Practice
 - ☐ the Student Protection procedure.
- ☐ I will obtain approval from the principal to alter the approved workplan or to deliver services not covered by the approved workplan
- ☐ I will follow the directives of the principal regarding service delivery
- ☐ I have executed a Deed of Confidentiality, Privacy and Conflicts of Interest and my employing Accredited Employing Authority (AEA) has provided a copy to the school.

Name:

Signature: _____ Date: / /

School principal:

Signature: _____ Date: / /

P&C representative:

Signature: _____ Date: / /

AEA representative:

Signature: _____ Date: / /

Make two copies

Commented [BW4R3]:
May be consistent with Variation, but does not reflect our "Role of the CSWO" doc (22/854940).

Spiritual support should be removed please.

Pls give some thought to the "order" in which the categories appear. Could reflect what is published elsewhere, or be most to least common activities, or be in alphabetical order ...

In the Role of the CSWO doc (22/854940) we include "General wellbeing" as a service category & list some examples. That should be a category included here too I think.

Why has Extra-curricular activities been removed? (When I think of that category, I think of things like choirs and clubs...)

Where would breakfast clubs fit in the new table?

I'd like an "Other" section to still be included.

Commented [BW5]: Is it necessary to refer to the supporting docs too?

A number of them won't be relevant (e.g. list of AEAs, Fact Sheet on funding arrangements, Waiver request form ...

Commented [BS6]: Check link – might need to be updated after webpage updated as may be new URL

Commented [BW7]: I don't think it's necessary to refer to the RI section of the Act.

Commented [BW8]: Do we clearly identify what the relevant sections of these Acts are somewhere?

The chaplain/student ~~welfare worker~~ wellbeing officer is to retain a copy, the AEA retains a copy for their records, and the school retains the original for audit purposes.

Workplan review date: / /

Released under the RTI Act by DoE

Chaplaincy ~~Services~~ and student wellbeing officer services

Minimum Qualification Waiver Request Form

SECTION 1: FUNDING RECIPIENT CONTACT DETAILS		
Name of Accredited Employing Authority (AEA) (state schools) or Funding Recipient (non-state schools):	Name of AEA or Funding Recipient contact:	
Contact phone:	Contact email:	
Name of school for which a waiver is requested:	School address and region:	
SECTION 2: STATEMENT OF NEED		
Please detail the steps that the AEA/Funding Recipient has taken prior to submitting this application in its attempt to attract or recruit a suitably qualified chaplain/ <u>student wellbeing officer</u> (please include timeframes):		
Please detail the specific challenges experienced in the AEA's/Funding Recipient's attempt/s to attract and recruit a suitably qualified chaplain/ <u>student wellbeing officer</u> for the subject school:		
What alternative options have been considered to identify a qualified person: (Circle applicable response)		
Has the AEA/Funding Recipient considered the possibility of clustering the subject school with other nearby schools that have a chaplaincy service / <u>student wellbeing officer</u> to 'share' chaplains/workers?	Yes	No
Has the AEA/Funding Recipient considered RPL options or assessed candidates' current qualifications and experience to determine qualification equivalency?	Yes	No
Please describe any other specific circumstances or factors you would like considered with this application:		
SECTION 3: DETAILS OF WORKER REQUIRING A WAIVER		
Name of the candidate requiring an exemption to the minimum qualification requirements:		
What qualifications, qualities, skills, experience and other competencies deem the candidate as being the best person for the position? (You may wish to attach a resume or other relevant supporting information to this form).		

If applying for a waiver for a chaplaincy position, is the candidate recognised through endorsement endorsed by a recognised or accepted religious institution? recognised by a faith-based community through one or more of the following: Formal ordination; Commissioning; Recognised religious qualifications; or Endorsement by a recognised religious institution?	Yes	N/A
Does the candidate hold, or is willing to obtain within four-six months of appointment, the two -minimum competencies in: i. mental health and referring appropriately?making appropriate referrals; and either ii. providing pastoral care, and/or working with youth?	Yes	No
Is the candidate aware that they must commence working towards the minimum qualification requirement, or equivalent, within the first six months of appointment, and fully obtain the minimum qualification, or equivalent, within twelve months of appointment?	Yes	No
Has the AEA/Funding Recipient undertaken the relevant reference checks on the candidate, including ensuring the candidate holds a valid blue card?	Yes	No
Is the candidate willing to complete any training required of the role, specifically: o school-based induction, including Student Protection training and Code of Conduct training, which must be completed prior to commencing services in the school, and refresher training undertaken annually; o the professional learning package in responding to and preventing cyberbullying delivered by the Office of the eSafety Commissioner within three months of commencing services (for workers funded under the National Student Wellbeing Program only) o matters pertaining to the school's operations and other matters at the principal's discretion.	Yes	No
Is the candidate willing to undertake further training, as required?	Yes	No

SECTION 4: DECLARATION

As the AEA/ Funding Recipient responsible for the recruitment of suitably qualified chaplains in Queensland schools, I declare that:

- reasonable attempts have been made, prior to submitting this waiver request, to attract and recruit a suitably qualified person;
- the candidate will hold, or will obtain within ~~four-six~~ months of appointment, the ~~two~~-minimum competencies in mental health and referring appropriately; ~~and in providing pastoral care, and/or working with youth;~~
- the candidate will obtain the minimum qualification, or equivalent, within twelve months of appointment;
- the candidate holds a valid blue card with Blue Card Services and evidence of this is held on file;
- the school community has indicated support and approval for the recruitment of a chaplain for whom exemption from the chaplaincy minimum qualifications is sought;
- a personally tailored program of ongoing professional development and support for the worker will be planned, monitored and reported by the AEA/Funding Recipient as required;
- increased supervision will be provided to the candidate throughout the waiver period until the candidate obtains the minimum qualification, or equivalent; and
- both the AEA/Funding Recipient and school will incorporate any potential risks that may arise from employing the worker, into their ongoing Risk Management Plan.

Name and role of person making the declaration:

Signature: _____ Date: _____

Commented [BW1]: My proposed change - to remove use of "recognised" twice.

Commented [BW2]: We're not expecting people to do four competencies as a minimum, are we?

If "and either" is used at end of point above only "or" is needed in this point.

I've made the same change in S3ction 4 Declaration (below).

Please submit this form to ChaplainWelfareWorkers@ged.qld.gov.au chaplainswellbeingofficers@ged.qld.gov.au and include in the subject heading "<School name> Chaplaincy/student wellbeing officer Qualifications Waiver Request". The department will acknowledge receipt of your request within four working days ~~of receipt~~ and will seek to resolve the application within fourteen working days from the receipt of the request. If you are submitting this on behalf of a non-state school, please include your governing authority (ISQ or QCEC) in the email to the department.

Field Code Changed

Chaplaincy and student ~~welfare worker~~ wellbeing officer services

Form 1: Parent/Student Consent Form

(Optional template. Schools may determine the format of written consent.)

Privacy Notice

The Department of Education is collecting personal information about the student in this form for the purpose of recording consent for participation in one-on-one meetings with the school's chaplain or student ~~wellbeing officer-welfare worker~~. This form will be stored securely at school and only be accessed by the ~~<chaplain/student wellbeing officer-welfare worker>~~, the school's student support team and the principal. The personal information collected here will not otherwise be used or disclosed unless you consent, or the use or disclosure is authorised by law.

~~<School name>~~ provides a ~~<chaplaincy/student wellbeing officer-welfare worker>~~ service, which is approved by the principal and supported by the school's ~~<Parents and Citizens' Association / School Council>~~ and is available to all students. The ~~<chaplain/student wellbeing officer-welfare worker>~~ is employed through ~~<name of Accredited Employing Authority>~~. Chaplains and student ~~wellbeing officers welfare workers~~ support the general wellbeing of students, parents and staff provide social, emotional and spiritual support to students and the school community and are inclusive of and show respect for all religious and non-religious beliefs and other stances represented in the school community.

~~Information about the school's <chaplaincy/student welfare worker service> is available on the school's website and through newsletters. Further information about the chaplaincy and student welfare worker wellbeing officer program, including definitions, is located on the department's website at <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-wellbeing-officer-services>.~~

~~<https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-welfare-worker-services>.~~

~~<You/student name>~~ ~~<have/has>~~ been referred to meet, or ~~<have/has>~~ indicated interest in meeting individually, with the ~~<chaplain/student welfare worker wellbeing officer>~~ on a regular or ongoing basis. For this to occur, your written informed consent is required. The focus of these meetings, which may occur during lesson time or within the broader school day, will be determined by ~~<your/student name's>~~ needs, however chaplains and student welfare workers are not allowed to provide counselling. If a referral to an external agency or service is required, the ~~<chaplain/student welfare worker wellbeing officer>~~ must have the approval of the principal, deputy principal or guidance officer and your consent.

The meetings with the ~~<chaplain/student wellbeing officer-welfare worker>~~ are confidential and the ~~<chaplain/student wellbeing officer-welfare worker>~~ may record what happened or was said during the meetings. These notes will be securely stored at the school and may be viewed by the student, if requested.

There may be times when the ~~<chaplain/student welfare worker>~~ ~~worker~~ is required to disclose confidential information provided by ~~<you/student name>~~ to the principal. The principal may be required to inform ~~<your parent/guardian/you>~~, the Queensland Police Service and/or Child Safety Services. This would happen if:

- a person is at risk of harm, or being harmed;
 - ~~<you/student name>~~ ~~<plan/plans>~~ to, or ~~<are/is>~~, harming ~~<yourself/themselves>~~;
 - ~~<you/student name>~~ have/has harmed, or are planning to harm, another person; or
- a law has been broken.

Consent provided on this form will be considered valid for the duration of the ~~<chaplain's/student wellbeing officer's welfare worker's>~~ involvement in supporting ~~<you/student name>~~, unless this period is more than one school year, in which case consent will be requested at the start of the following school year. Consent provided may be withdrawn at any time by notifying the school principal in writing. The reason ~~<you/student name>~~ access/es the worker, and the outcome of any consultation with them, will not be disclosed without your consent, unless required by law.

Please complete the attached form indicating whether ~~<you/student name>~~ ~~<consent/consents>~~ to ongoing individual meetings with the ~~<chaplain/student welfare worker wellbeing officer>~~ and return to the school office or email to xxxxxx@eq.edu.au.

If you would like to discuss this matter, please contact me by ~~<insert preferred contact method>~~. Alternatively, you may wish to discuss this with the school ~~<chaplain/student wellbeing officer-welfare worker>~~, ~~<name and contact details>~~.

Yours sincerely

Commented [BS1]: Recommend removing this as this is not a requirement and not all schools have info on there website about the program

Commented [BW2R1]: Agreed

Commented [BS3]: To confirm this new URL with webservices prior to publication

<Principal's name>

Principal

Please complete, sign and return this form to the school office or email it to xxxxxx@eq.edu.au.

Student name: _____

Year Level / Class: _____

Please indicate whether you consent to ongoing individual meetings with the <chaplain/student wellbeing officer/welfare worker>. You can change your preference at any time by letting the <principal> know in writing.

- ☐ I <consent to student name meeting / provide my consent to meet> with the <chaplain/student wellbeing officer/welfare worker>.
- ☐ I do not <consent to student name meeting> / provide my consent to meet> with the <chaplain/student wellbeing officer/welfare worker>.

Parent's/Guardian's / Student's Signature: _____ Date: _____

Please print name _____

Office Use:					
Retain original in the student's file and provide a copy of notice to the chaplain/student welfare worker/wellbeing officer.					
Does the student/parent require an interpreter?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Has an interpreter been used to explain this information?	Yes <input type="checkbox"/> No <input type="checkbox"/>	The principal has determined that the student has the capacity to make an informed decision about their participation in ongoing one-on-one meetings with the chaplain/student wellbeing officer/welfare worker.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Information for Queensland state school principals
Chaplaincy and student ~~welfare worker~~wellbeing officer
services

Frequently asked questions

s73 - Irrelevant Information

2. **Establishing chaplaincy and student ~~welfare worker~~wellbeing officer programs**

[How does my school establish a chaplaincy or student ~~welfare worker service~~wellbeing officer program?](#)

s73 - Irrelevant Information

[What information should my school provide to parents about the service/s?](#)

[There are no suitably qualified chaplains or student wellbeing officers in my school's local community. What can I do?](#)

[Can my school change between a chaplain or student ~~welfare worker service~~wellbeing officer?](#)

[What happens if the service hasn't been delivered for a significant period of time \(i.e. due to inability to locate a qualified worker etc\)?](#)

3. **Day-to-day running of chaplaincy and student ~~welfare worker~~wellbeing officer services**

[Who is responsible for decision making regarding these services?](#)

[Is parent consent required for students to engage in chaplaincy or student ~~welfare worker~~wellbeing officer services?](#)

[Who can access information obtained by a worker about a student during one-to-one meetings?](#)

[Complaints management and resolution - how should complaints be resolved?](#)

[Where can I find more information about chaplaincy and student ~~welfare worker~~wellbeing officer services?](#)

s73 - Irrelevant Information

Released under the RTI Act by DoE

s73 - Irrelevant Information

Released under the RTI Act by DoE

s73 - Irrelevant Information

2. Establishing chaplaincy and student ~~welfare-worker~~ wellbeing officer programs

How does my school establish a chaplaincy or student ~~welfare-worker~~ wellbeing officer program service?

Local community support, including from the P&C/School Council, is required for the introduction of a chaplaincy or student ~~welfare-worker~~ wellbeing officer program service. This support is to be documented (e.g. in minutes of a P&C meeting) and includes justification as to why the service is supported, taking into consideration the needs of the student population and the characteristics of the school community.

State schools do not employ chaplains or student ~~welfare-workers~~ wellbeing officers directly. Instead, these workers are sourced through an Accredited Employing Authority (AEA) – an external

Commented [BS6]: Update to CM# 22/854964

organisation approved by the department to provide these services in schools. AEAs ensure workers meet minimum qualification requirements.

The principal, in consultation with the school community, determines the most appropriate AEA for the school's needs from the department's [List of AEAs](#). Schools can switch to a different AEA at any time, however they should provide sufficient written notice to the existing AEA regarding their decision to cease using their services.

Commented [BS7]: Update to CM# 22/854960

s73 - Irrelevant Information

What information should my school provide to parents about the ~~service/program/s~~?

At enrolment, and/or on request, information outlining the school's chaplaincy or student ~~welfare worker~~ ~~wellbeing officer~~ ~~service-program~~ should be provided to parents. This supports parents to make an informed decision regarding their child/ren's participation in chaplaincy or student ~~welfare worker~~ ~~wellbeing officer~~ activities and/or provide consent for ongoing one-on-one meetings. It is useful to publish this information on the school's website, in the parent handbook and/or in the school newsletter. Any communication about chaplaincy/student ~~wellbeing officer~~ ~~welfare worker~~ events or activities should clearly state the facts and not be presented in the form of an advertisement.

Information about activities or events to be delivered by the worker which contain a religious component (i.e. lunchtime prayer group) must be clearly communicated to parents to enable them to make an informed decision about their child's participation. Such activities are to be approved by the principal and be documented in the Form 2: Workplan.

There are no suitably qualified chaplains or student wellbeing officers in my school's local community. What can I do?

The department understands that the remoteness of a school's location may act as a barrier to finding a suitably qualified worker (through an AEA). As the employer of chaplains and student wellbeing officers in state schools, the school's chosen AEA is able to request a [Waiver](#) for consideration by the department if there is evidence that reasonable attempts have already been made by the AEA to locate a suitably qualified worker.

Commented [BS10]: Update to CM#22/853823

Can my school change between a chaplain or student ~~welfare worker~~ ~~wellbeing officer~~ -service?

Yes – however the school community must support this change. If the school receives the recurrent SGCSWFP funding, with documented community support (e.g. P&C meeting Minutes), it may change between a chaplain and a student welfare worker depending on the specific needs of the school. Schools that receive non-recurrent state government funds will need to seek advise the department's

~~support for a-of any~~ change in service type once a worker has been engaged, by emailing chaplainswellbeingofficers@qed.qld.gov.au. ~~ChaplainWelfareWorkers@qed.qld.gov.au~~.

~~NSCP funding can only be used to engage a chaplain.~~

Fundraisers conducted by the local community, including the school's P&C and/or LCC, should clearly outline the purpose of the fundraiser (i.e. for the school chaplaincy OR student ~~welfare worker~~ wellbeing officer program – or both), and can only be used for that purpose. The preferred service should be determined by the principal, in consultation with the local community, and the support be clearly documented (e.g. in minutes of a P&C meeting).

What happens if the service hasn't been delivered for a significant period of time (i.e. due to inability to locate a qualified worker etc)?

If there has been no service for more than one term, principals should liaise with their AEA to resolve the situation. The AEA and school may choose to increase the service hours during the next school term to compensate for the hours of service not delivered. A variation to the Purchase Order should be completed to reflect any significant change in service.

3. Day-to-day running of chaplaincy and student ~~welfare worker~~ wellbeing officer services

Who is responsible for decision making regarding these services?

The principal holds decision making responsibility regarding the chaplaincy and/or student ~~welfare worker~~ wellbeing officer services in their school. Decisions should be informed by consultation with the school community, and with the AEA as appropriate.

Is parent consent required for students to ~~engage-participate~~ in chaplaincy or student ~~welfare worker~~ student wellbeing officer services?

A student may attend an initial one-on-one meeting with the chaplain or student ~~welfare worker~~ wellbeing officer without parent consent. Any further one-on-one meetings, or involvement in activities that have a religious element, require written permission from the student's parent or the student themselves*.

Schools may choose to capture this consent on the department's ~~Chaplaincy and student welfare worker services: Form 1 parent/student consent form~~, or through an alternative option.

Consent is not required for participation in day-to-day activities provided by the worker, unless they contain a religious element.

*Students are able to provide written consent only if the principal deems them to have a sufficient level of maturity and understanding to consent to attending ongoing one-on-one meetings with the chaplain or student ~~welfare worker~~ wellbeing officer.

Who can access information obtained by a worker about a student during one-to-one meetings?

The reason a student seeks to access, or the outcome of any consultation with, a chaplain or student ~~welfare worker~~ wellbeing officer cannot be disclosed by the worker without the informed consent of the student's parent or student, unless required by law. Any case notes recorded by the worker remain the property of the worker's employer (the AEA) even though they are stored securely at the school.

Complaints management and resolution – how should complaints be resolved?

Wherever possible, issues, problems or conflicts related to a chaplaincy or student welfare worker service should be addressed at the school level in the first instance and treated in a confidential and professional manner, and in accordance with the department's [Customer Complaints Management Framework](#), [policy](#) and [procedure](#).

Where can I find more information about chaplaincy and student ~~welfare worker~~ wellbeing officer services?

Commented [BS11]: Update to CM#22/854911

The department's Chaplaincy and student ~~welfare worker~~wellbeing officer services policy statement and supporting documents are located ~~at~~on the department's website. ~~<https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-welfare-worker-services>~~. Schools may also contact their Regional Office, or alternatively email ~~ChaplainsWelfareWorkers@qed.qld.gov.au~~chaplainswellbeingofficers@qed.qld.gov.au.

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Chaplaincy and student ~~welfare-worker~~ wellbeing officer services

Training and qualifications

All chaplains and student ~~welfare-workers~~ wellbeing officers (paid or volunteer) must meet minimum standards to ensure they have the knowledge and skills to undertake ~~chaplaincy or student welfare worker~~ the role services in a state school.

Blue card requirements

- Chaplains and student ~~welfare-workers~~ wellbeing officers working or volunteering in Queensland schools are required to hold a valid Queensland blue card before commencing work.
- Blue card applications are lodged with [Blue Card Services](#).
- The principal, or nominated delegate, maintains a register of blue card information for all chaplains and student ~~welfare-workers~~ wellbeing officers engaged at the school.
- Further information regarding blue card requirements can be found in the department's [Working with children authority](#) procedure.

School-based induction

All chaplains and student ~~welfare-workers~~ wellbeing officers must complete school-based induction (before services commence, except in exceptional circumstances), including the completion of:

- the Department of Education's (the department) [Mandatory All-Staff Training program: Key Messages Guide for Contractors, Volunteers, and Visitors, preservice teachers and other adult students on placement](#), (the Guide) which includes [Student Protection training](#) and [Code of Conduct](#) training

The Guide includes a record of completion section to be signed by the worker and the principal (or principal's delegate). The record of completion is kept as evidence of completion for a ~~twelve month~~ twelve-month period and can be shown to principals of other schools. Refresher training is required on an annual basis

Note: Principals have the discretion to request chaplains and student ~~welfare-workers~~ wellbeing officers to complete additional Code of Conduct and/or Student Protection training specific to the context of their individual school

- relevant training on matters pertaining to the school's operations
- other matters at the principal's discretion.

Accredited Employing Authority (AEA) training

- The AEA is responsible for providing organisation-based induction and training as well as ensuring the ~~chaplain or student welfare~~ worker understands the relevant legislation and departmental policies and procedures that have a direct or indirect impact on their duties in schools.

Minimum Qualification Requirements

Chaplain	Student Welfare Worker
<p>A chaplain:</p> <p>a) is recognised by the school community and the school's chosen AEA as having the skills, qualifications and experience to deliver school chaplaincy to the school community; and</p> <p>b) is recognised by the faith-based community through formal ordination, commissioning, recognised religious qualifications, or endorsement by a recognised religious institution; and</p> <p>c) holds a Certificate IV in Pastoral Care, Youth Work, or Chaplaincy and Pastoral Care, or an equivalent or higher qualification; and</p>	<p>A student welfare worker:</p> <p>a) is a person who is recognised by the school community and the school's chosen AEA as having the skills, experience and qualifications to deliver the approved work plan activities to the school community; and</p> <p>b) holds, or is working towards, competency in the Certificate IV in Pastoral Care or Youth Work, or an equivalent or higher qualification; and</p> <p>c) the certificate or equivalent/higher qualification contains one unit of competency in two of the key topic areas of 'making appropriate referrals', 'mental health', 'working with young people' or 'cultural awareness and support'.</p>

d) ~~a) the certificate or equivalent/higher qualification must include competencies in 'making appropriate referrals' and 'mental health'.~~

~~Chaplains* and student wellbeing officers are recognised by the school community and the school's chosen AEA as having the skills, qualifications and experience to deliver these services to the school community.~~

~~Both chaplains and student wellbeing officers are required to hold a minimum qualification or qualifications equivalent to or higher than a Certificate IV in Youth Work, Pastoral Care or Chaplaincy & Pastoral Care.~~

~~The qualification/s must include competencies/units of competency in:~~

- ~~i. mental health and making appropriate referrals; and either~~
- ~~o providing pastoral care; or~~
- ~~o working with youth.~~

~~*Chaplains are also recognised through endorsement by a recognised or accepted religious institution.~~

~~Chaplains/Workers funded by the Australian Government's National School Chaplaincy Student Wellbeing Program are required to undertake a professional learning package in responding to and preventing bullying and cyberbullying as provided/delivered by the Office of the eSafety Commissioner within three months of commencing services and refresh this professional learning at least once every two and half years. Information on this professional learning is available on the Australian Government Department of Education webpage.~~

Qualification equivalency

- Workers may hold other qualifications or aggregated experience that may be deemed by the AEA as being equivalent to, or higher than, the minimum requirements, provided they are related to and aligned with the requirements of the role, and include the ~~two required units of competency or equivalent.~~
- The AEA is responsible for undertaking a self-assessment of the person's qualification as part of the recruitment process, i.e. through course content mapping, in order to come to a decision about the suitability of a person's existing qualifications. All decision making must be defensible and maintained on file by the AEA.

Examples of accepted equivalent qualifications

A worker's qualification may be considered equivalent to or higher than a Certificate IV in Pastoral Care, Youth Work, or Chaplaincy and Pastoral Care, if the qualification is relevant to the role of a chaplain or student ~~welfare worker/wellbeing officer~~, includes units in the relevant areas of competency, and:

- i. is a Certificate IV or higher from the Community Services Training Package under the Australian Qualifications Framework; or
- ii. is a qualification listed as an accredited course by the Australian Psychology Accreditation Council and contains an accredited sequence of psychology units (for example, a Bachelor of Arts may be acceptable if there is a psychology major); or
- iii. is a qualification consistent with the requirements for membership with the Australian Association of Social Workers (AASW); or
- iv. is a qualification which enables registration as a teacher in Queensland; or
- v. enables full membership with the [Australian Community Workers Association](#) (ACWA) and has been advised by ACWA in their membership approval that they hold qualifications congruent with the minimum qualification requirements.

Recognition of Prior Learning (RPL)

A worker who does not meet the minimum qualification requirements or equivalent must gain the requisite through training or through an RPL assessment to be fully compliant.

- An RPL process:
 - o formally acknowledges a person's knowledge, skills and experience no matter how, when or where they were gained
 - o will determine if equivalency to the minimum qualification requirements has been met by the worker
 - o can be completed through a **Registered Training Organisation (RTO)**.

Commented [BW1]: Elsewhere, we refer to these competencies as "units of competency". I've changed this lead sentence for consistency, though I appreciate it may not directly reflect the FFA.

If we just want to refer to these as "required competencies" (which is fine by me), we will need to replace references to "units of competency" throughout this doc (to match).

Commented [BS2]: Wording now reflects wording in new FFA.

- The worker may consider undertaking a RPL process if their qualifications and/or aggregated experience:
 - contain capabilities similar to those for a Certificate IV qualification in Pastoral Care, Youth Work, or Chaplaincy and Pastoral Care, and includes the required units of competency; or
 - is in a field relevant to the role and purpose of a chaplain or student ~~welfare worker~~ wellbeing officer and contains content related to the required units of competency; or
 - includes partial completion of a higher qualification (e.g. Diploma, Degree) where completed studies are at least equivalent to a Certificate IV in Pastoral Care, Youth Work, or Chaplaincy and Pastoral Care in terms of content and hours of study and the required units of competency have been completed.

a) Worker responsibility

A worker can approach a RTO to discuss RPL options, requirements and costs, if appropriate. The worker is responsible for informing the AEA of the RPL outcome and for meeting all costs associated with training to meet the minimum qualification requirement, unless otherwise negotiated with the AEA.

b) AEA responsibility

The AEA determines if a RPL outcome meets the minimum qualification requirement. The AEA should retain a copy of the decision making process and outcome on file.

Waiver options – Chaplains-only

a) When a waiver may be considered

A waiver may be considered by the department if provided with evidence that reasonable attempts have been made by the AEA to locate an appropriately qualified worker and if:

- the remoteness of the school's location acts as a barrier to finding suitable applicants or is a barrier to accessing suitable training;
- the particular cultural requirements of the school student population require specific suitably trained applicants that cannot be found despite reasonable effort;
- the particular circumstances of the school community reflect disadvantage; or
- other exceptional circumstances exist.

The request for a waiver must include:

- a statement of need demonstrating the unique circumstances applying to the school; and
- evidence that the proposed waiver is supported by the school community; and
- evidence that the AEA will take appropriate steps to provide increased supervision (and/or an identified 'mentor') to the individual until they obtain the minimum qualifications.

b) How to qualify for a waiver to the minimum qualification requirement

To qualify for a waiver, the AEA (or ~~other~~ funding recipient if a non-state school) must submit a Minimum Qualification Waiver Request Form to the department, demonstrating all of the following:

- genuine difficulty in recruiting a worker that meets the minimum qualification requirements;
- the person being appointed has agreed to obtain within ~~four~~ six months of appointment by the AEA, the ~~two required mandatory~~ units of competency (as a minimum);
- the person has agreed to obtain in full the minimum qualification or equivalent within twelve months of appointment by the AEA; and
- the AEA will put in place sufficient strategies to ensure the person employed under a waiver arrangement will be provided with ongoing support and supervision until they obtain the minimum Certificate IV qualification or equivalent.

c) Waivers can be revoked

- Waivers may be granted for up to twelve months and are intended for exceptional circumstances only.
- A waiver can be revoked if the department decides it necessary, for example, if circumstances change or the AEA is unable to demonstrate that the worker is working according to the conditions outlined in the waiver approval letter.
- If a waiver was granted for a particular school and the appointed person relocates or ceases employment at the school, the waiver ceases.

Commented [BS3]: Update to new CM #22/853823

Commented [BW4]: Mostly elsewhere, only "the required units of competency" are mentioned.

- Where a waiver has been approved and the appointed person has not commenced study within six months, the waiver will cease.
- The department retains the discretion to approve a request for a waiver.

d) Reporting

As part of the waiver requirements, AEA/funding recipients are required to report training progress (including completion dates) to the department upon the worker's completion of the mandatory required units of competency, and again at the time of the worker achieving the full qualification, confirm on a quarterly basis, or more often if requested by the department, that the requirements of the waiver (as outlined in the departmental waiver approval letter) are being met by both the AEA and the appointed person. For state school chaplains, quarterly reporting will complement the current quarterly reporting process that is completed by all AEAs at the end of each school term.

Commented [BS5]: As per requirement in Waiver Approval letters

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Chaplaincy and student ~~welfare worker~~wellbeing officer services

Role of the chaplain and ~~student welfare worker~~student wellbeing officer

The role of a state school chaplain and student ~~welfare worker~~wellbeing officer is to ~~provide social, emotional and spiritual support to students, parents and staff, provide optional pastoral care to support the general wellbeing of students and the school community.~~ ~~The role of the chaplain or student welfare worker~~ will reflect the specific needs of the students attending the school. Activities provided by the chaplain or student ~~welfare worker~~wellbeing officer are at the discretion of the school principal, ~~in consultation with the support of the~~ school community.

Commented [BS1]: Wording from Variation 22/755730

Chaplains and student ~~welfare workers~~wellbeing officers must be able to provide support for a range of day-to-day matters affecting the school community and communicate effectively with ~~a diverse groups~~ of people. While chaplains and student ~~welfare workers~~wellbeing officers ~~may~~ personally model ~~and own~~ their own positions or beliefs, they must avoid any claims or implications that any one religion, denomination or worldview is advantageous or superior to any other religion, denomination or worldview.

While recognising that an individual worker may respond to questions and, in good faith, express views and articulate values consistent with their own beliefs, the chaplain or student ~~welfare worker~~wellbeing officer must not take advantage of their position to proselytise, evangelise, advocate for or denigrate a particular ~~faith or~~ worldview ~~or faith~~.

~~Whilst their roles in schools are similar, the key difference between a chaplain and a student welfare worker relates to the training and qualifications of the two worker types. Schools may receive a State or Commonwealth Australian Government grant for either a chaplain or for a student welfare worker wellbeing officer, or both (in rare instances). Schools must ensure they engage a worker for which the funds have been allocated.~~

Delivery of services

Chaplains and student ~~welfare workers~~wellbeing officers are bound by the provisions of relevant Queensland legislation, including the [Public Records Act 2002](#), [Information Privacy Act 2009](#) and the [Education \(General Provisions\) Act 2006](#).

Chaplains and student ~~welfare workers~~wellbeing officers must also adhere to the [Chaplaincy and student wellbeing officer welfare worker services policy statement and supporting documents](#), and other relevant departmental policies and procedures.

Commented [BS2]: Check if Link to be updated

Chaplains and student ~~welfare workers~~wellbeing officers may be involved in any of the following:

- **Social and/or emotional support** — assisting students to develop knowledge, understanding and skills that support learning, positive behaviour and constructive social relationships ~~through social skills programs.~~
- **Spiritual support** — ~~providing an additional dimension to the school's care, guidance and support of students with spiritual and/or religious needs.~~
- **General wellbeing** — supporting students and staff by promoting their physical, emotional, social and intellectual wellbeing.
- **Mentoring** — acting as a role model for students and assisting in the development of supportive relationships for, with, and among students.
- **Community development** — ~~enhancing the links between the school and its community, working with school-based support staff and community-based youth organisations and networks to support students for example:~~

Commented [BW3]: Team – can you pls find a space to add "breakfast programs" as an example. There's been increased interest in these of late.

o ~~contributing to school newsletters.~~

Commented [BW4]: For web-publishing, closed punctuation (; + ; and) are not used.

- o ~~reporting to school community organisations on service provision within the school community;~~
- o ~~attending P&C meetings to provide details of the program and the services and/or activities that are available; and~~
- o ~~arranging guest speakers or presenters (with School principal approval).~~

Commented [BW5]: What is a school community organisation?

Commented [BW6]: Reporting of service provision, by whom? The C/SWO?

- **Educational support** — assisting with classroom ~~activities (under activities, under~~ the direction of a teacher,) where involvement by the ~~chaplain/student welfare~~ worker provides further ~~social, emotional or spiritual~~ support for those students who may be at risk of disengagement.
- **Extra-curricular activities** — participating in general school activities, ~~for example, e.g.~~ camps, excursions, sports days or coaching team sports.

Commented [BS7]: Updated to align with Variation wording

Chaplains and student ~~welfare workers~~ wellbeing officers must not be involved in any of the following:

- providing professional counselling
- ~~providing specialist services to school students such as professional mental health and psychological services and/or other allied health services~~
- attempting to convert students to a religion by proselytising/evangelising through activities such as:
 - urging students to attend activities that have a religious/spiritual component
 - initiating faith discussions with a view to manipulating students to a particular view of belief
 - using other methods such as social media, for example, blogs and Facebook, or newsletters and school websites, to proselytise/evangelise to students within their school
- attempting to undermine the religious, or other, beliefs of students
- providing support to students who have indicated that they do not wish to access the services of a chaplain or student ~~welfare worker~~ wellbeing officer, or where appropriate informed consent definitions have not been provided
- referring a student to an outside agency or specialist support without the explicit approval of the school's principal, deputy principal or guidance officer
- taking on roles which are the domain of other staff members, for example, case management of an individual student
- expressing views that are discriminatory or biased on the grounds of religious ideology, beliefs or sexuality — regardless of an individual's personal/spiritual views, they must treat all students with dignity and respect
- ~~performing religious services/rites (such as worship or prayer) during school assembly, unless approved by the School principal and the event has been communicated in advance to allow parents the option to withdraw consent~~
- providing ~~religious counselling or religious instruction~~ as it is not part of a chaplain or student ~~welfare worker~~ wellbeing officer's role. However, if a chaplain or student ~~welfare worker~~ wellbeing officer works part-time, they may make separate arrangements to deliver religious instruction ~~outside of their normal chaplain/student welfare worker wellbeing officer work hours.~~

Commented [BW8]: School assemblies aren't events, they're just a routine part of school life.

In this case, it's not the C/SWO's role to secure parent consent so no need to include in this doc (though I appreciate it could be a handy reminder to principals! 😊)

Commented [BW9]: Religious leaders make the arrangements for RI.
Can we re-word this sentence please?

E.g.:

However, a person who is a chaplain or student wellbeing officer may also be a religious instructor provided that the religious instruction is delivered outside of their normal chaplain/student wellbeing officer work hours.

Commented [BS10]: Updates made are in line with Variation updates 22/755730

LINDEBERG, Eamonn

From: YIM, Melissa
Sent: Tuesday, 7 February 2023 3:55 PM
To: BRENNAN, Celia; BULL, Stephanie; MILNE, Cicely; STEWART, Emily; SULLY, Megan
Subject: FW: MY update - 7 Feb
Attachments: s73 - Irrelevant Information

FYI

From: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>
Sent: Tuesday, 7 February 2023 3:53 PM
To: WALSH, Becky <Becky.WALSH@qed.qld.gov.au>
Cc: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>
Subject: MY update - 7 Feb

Hey B – my update as below. See you in the office Thursday

s73 - Irrelevant Information



C/SWW

- For approval –22/853784 - WWR – C/SWW policy. We are getting queries from SS and NSS requesting updated policies & the Financial Appropriation pages are pending policy updates to allow payments. When approved, can you pls send back to Steph to progress to SCO as it might be a bit more complex for ME to navigate this one.
- s73 - Irrelevant Information
- To note - AEA agenda and chair notes are being drafted– pending Industrial Relations advice re: changes to permanency of workers to include in speaking notes.



Melissa Yim

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Department of Education

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LINDEBERG, Eamonn

From: ChaplainsWellbeingOfficers
Sent: Monday, 20 February 2023 1:51 PM
To: ChaplainsWellbeingOfficers
Subject: Meeting minutes - Semester 1 AEA meeting - 14 February 2023
Attachments: Meeting minutes - Semester 1 AEA meeting - 14 February, 2023.pdf

Hi everyone

Please find attached a copy of the Minutes from the AEA meeting held on 14 February for your action as appropriate.

As per A20230214:6 – DoE to share a link to the published NSCP evaluation report, please find the link below:

<https://www.education.gov.au/national-student-wellbeing-program-nswp/resources/2022-national-school-chaplaincy-programme-evaluation-report>

Kind Regards
Megan Sully
Principal Policy Officer

Statewide Operations
Disability, Inclusion & Student Services
Queensland Department of Education

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au



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Minutes

Chaplaincy and student wellbeing officer services

Semester 1 - Accredited Employing Authority (AEA) meeting

Date: 14 February, 2023

Location: Microsoft Teams

Time: 1.00 – 2.00pm

Secretariat: Megan Sully, Principal Policy Officer (PPO), Statewide Operations(SO)

Participants:

AEA representatives:

Church @theGabbra (s47(3)(b) - Contrary to the Public Interest) Community Living Association Inc. (s47(3)(b) - Contrary to the Public Interest) Fourth Quadrant Foundation Pty Ltd (s47(3)(b) - Contrary to the Public Interest) ICYS Ipswich Community Youth Service Inc. (s47(3)(b) - Contrary to the Public Interest) Jabiru Community Youth & Children's Services (s47(3)(b) - Contrary to the Public Interest) QLD Police-Citizens Youth Welfare Association (s47(3)(b) - Contrary to the Public Interest) SU Australia Ministries Ltd (s47(3)(b) - Contrary to the Public Interest) South Burnett CTC (s47(3)(b) - Contrary to the Public Interest) The Cage Youth Foundation (s47(3)(b) - Contrary to the Public Interest) Vocational Partnerships Group (s47(3)(b) - Contrary to the Public Interest) Young Life Australia (s47(3)(b) - Contrary to the Public Interest) Your Dream School Programs (s47(3)(b) - Contrary to the Public Interest)

Department of Education representatives:

Melissa Yim, Manager, SO (Meeting Chair); Megan Sully, PPO, SO, Stephanie Bull, PPO, SO

Apologies:

Becky Walsh, Director, SO

Association of Women Educators Inc; Inspire Youth and Family Services Inc.; YFS LTD; YUMI Education

Agenda item	Discussion / Outcomes
1. Welcome	<ul style="list-style-type: none"> Chair gave an Acknowledgement of Country, welcomed participants and noted apologies. Chair provided an update on outstanding action items and noted all other items as complete.

s73 - Irrelevant Information

Released under the RTI Act by DOE



Agenda item	Discussion / Outcomes
s73 - Irrelevant Information	
3. Qualifications and training	<p>Worker qualifications</p> <ul style="list-style-type: none"> • All chaplains and student wellbeing officers are now required to hold the minimum qualifications, including three mandatory units of competency, prior to commencing services in schools or be on a waiver. • The units of competency listed by the Australian Government are the broad categories required rather than the names of specific units of study. • Queensland will continue to allow equivalency of a qualification or unit of competency. Any decisions about equivalency are the responsibility of the AEA as the employer, and that these should be documented and defensible. • The Australian Government training website – training.gov.au - provides detailed information about the performance and knowledge that needs to be demonstrated to pass each unit and this may assist AEAs in making decisions about equivalency. • DoE reminded AEAs that sections of the waiver form are not required for existing workers (employed prior to 2023) but all sections must be completed for new workers, including where an existing worker moves to a new school. • DoE reminded AEAs to include as much information as possible in the waiver request so that a decision can be made and to reduce delays in processing if DoE requires further information. • DoE confirmed that the waiver is for 6 months for the units of competency and 12 months for the full qualification but recognises that some qualifications take longer and extension requests will be considered. <p>A20230214:2 AEAs to submit waiver requests for workers that require them as soon as possible.</p> <p>eSafety training requirements</p> <ul style="list-style-type: none"> • NSW funded chaplains and student wellbeing officers must complete the professional learning package in responding to and preventing cyberbullying delivered by the Office of the eSafety Commissioner. • The requirement is that this training be completed within three months of commencing services, and refreshed at least once every two and a half years. • The Australian Government is redeveloping this training with a likely release date of April 2023. • DoE recommends workers enrol in the first training available. • The Australian Government has advised they anticipate there will be multiple sessions available in April. <p>A20230214:3 DoE to advise AEAs when the official launch of the new e-safety training has occurred and sessions are open for registration.</p>
4. Policy updates	<ul style="list-style-type: none"> • The Chaplaincy and student wellbeing officer services policy statement and supporting documents have been updated to align with the new FFA requirements. They are going through the final approval and publication process. • DoE is planning a comprehensive review later this year. • Key updates include: <ul style="list-style-type: none"> ◦ the ability for schools to now determine the most suitable worker type for their school (i.e. a chaplain or SWO); ◦ addition of the requirement for all student wellbeing officers to already hold the minimum qualification (instead of working towards it) upon commencement of services or to be on a waiver;

Agenda item	Discussion / Outcomes
	<ul style="list-style-type: none"> o addition of the requirement for all workers to hold three mandatory units of competency; o allowing workers on a waiver six (instead of four) months to obtain the three required units of competency; o change to the name of a 'student welfare worker' to a 'student wellbeing officer'; o S73 - Irrelevant Information <p>• An updated Schedule A, Workplan and Waiver Request forms has been distributed to AEs.</p> <p>A20230214:4 DoE to advise AEs when policy and supporting document updates have been published.</p> <p>A20230214:5 AEs to email the C/SWO inbox with any questions about policy updates.</p>

S73 - Irrelevant Information

Released under the RTI Act by DoE

Agenda item	Discussion / Outcomes
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s73 - Irrelevant Information

9. Meeting finalisation	<ul style="list-style-type: none"> The chair thanked attendees for their time and contributions to the meeting. Next meeting: Semester 2, 2023 Date: TBC Meeting closed: 2.05 PM
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Action Item	Actions	Lead action officer	Due date
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s73 - Irrelevant Information

<u>A20230214:2</u>	AEAS to submit waiver requests for workers that require them as soon as possible.	AEAs	As required
<u>A20230214:3</u>	DoE to advise AEAs when the official launch of the new e-safety training has occurred and sessions are open for registration.	DoE	April
<u>A20230214:4</u>	DoE to advise AEAs when policy and supporting document updates have been published.	DoE	When published
<u>A20230214:5</u>	AEAs to email the C/SWO inbox with any questions about policy updates.	AEAs	As required

s73 - Irrelevant Information

These minutes are a public record. However, the Department of Education (DoE) may redact information from the publicly released version of these minutes if DoE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DoE, it will be noted at the relevant part of these minutes.

Ref: 23/115521

LINDBERG, Eamonn

From: YIM, Melissa
Sent: Thursday, 8 December 2022 3:45 PM
To: YIM, Melissa; BRENNAN, Celia; BULL, Stephanie; MILNE, Cicely; STEWART, Emily; SULLY, Megan
Subject: MY BW 121 - 8 Dec

Follow Up Flag: Follow up
Flag Status: Completed

Hi team – here are actions from the 121

s73 - Irrelevant Information



C/SWW

s73 - Irrelevant Information



- For approval - 22/820142 Factsheet (tracked changed with FFA naming conventions) to accompany the 22/819887 - Email to principals C/SWW funding 2023. Updated with URL that based on advice that Steph was told what it will be changed to. **Becky prefers To update and Provide details on how to search for it e.g. 'Chaplaincy policy' in case the specific URL doesn't get updated with webservice.**

- **s73 - Irrelevant Information**
- 

- For approval - 22/852445 AEA minutes – to be sent once FFA is signed **BW noted**

s73 - Irrelevant Information



- To note -22/853784 - WWR – C/SWW policy FFA updates – coming to you on Thursday **BW wants to read them clean – not tracked changed. If not tracked changed I've got to reviewing them. It only focuses on key changes to FFA updates.**
- To note - 22/832905 Cross Sector Panel mtg – they raised a concern that many of their SWW may not have the full quals and will require a waiver process next year. We will populate the waiver template with an example so they know what info we need for existing SWW – this can also be used for AEAs that have existing SWW that are working towards. They also asked for a copy of the comms we will send out to schools prior to publication so that they can view. Vacant school – email with previous minutes and advice sent out.
- For discussion – Waiver denial – given feedback at AEA re: length vs extensiveness of campaign. **They must tell us the breadth of campaign. Given SUA breadth of campaign even though short timeframe. It is a challenging recruitment market. Becky supports approval the wavier approval rather than denied.**

s73 - Irrelevant Information



s73 - Irrelevant Information

- To note – waivers – we are still receiving them and are approving based on existing requirements. Once the FF/SOA variation is signed, we will implement the new requirement for the 3 mandatory units in 6mths. Developing a mock waiver template for existing SWW working towards qual that can assist NSS and AEAs to apply (don't have to include recruitment process etc). Propose that those waivers that we are currently approving under the existing SOA/FFA would remain the same i.e. only 2 mandatory units. Line in the sand, once FFA/SOA are signed, then we will require those new waivers to have the 3 mandatory units. **BW agrees that all waivers that are currently being approved under the existing agreement will remain as 2 mandatory units, even if their commencement is jan 23 and waiver ends Dec 23 etc as 2023 will be a transition year. Once FFA and SOA variation is signed then any other new waivers that come in will be required to fall under those conditions i.e. 3 units in 6months.**

s73 - Irrelevant Information

- BW will provide an update to ADG at her next 121 re: FFA impacts e.g. waiver for SWO, meeting contractual requirements

s73 - Irrelevant Information

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Melissa Yim

Manager

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LINDEBERG, Eamonn

From: ChaplainsWellbeingOfficers
Sent: Thursday, 16 March 2023 11:58 AM
To: ChaplainsWellbeingOfficers
Subject: NEW esafety training dates

Hi everyone

For your information and as per Action Item **A20230214:3** from the recent AEA meeting, please find a list of upcoming dates for the compulsory eSafety training for NSW funded workers.

As recommended at the AEA meeting, new workers and those that completed the previous training 2.5 or more years ago, should enrol first available training session. Other workers will also need to complete this training during 2023.

eSafety Training for NSW participants - 2hrs	Registration link
Date/time [AEST]	
4 April @ 9.30 - 11.30am	
20 April @ 12.00 - 2.00pm // 10.00 - 12.00pm (WST) (S/H)	https://attendee.gotowebinar.com/rt/8749405986
6 July @ 12.30 - 2.30pm	

The Australian Government has advised the eSafety Commission will complete their website update of NSW content by mid next week (22/3/23).

Once a Student Wellbeing Officer (SWO) / Chaplain has enrolled, completed the training, completed the follow up 15 min quiz (within 24-48 hours), a reminder email listing available resources will be dispatched to all participants.

Kind Regards

Megan Sully
Principal Policy Officer

Statewide Operations
Disability, Inclusion & Student Services
Queensland Department of Education

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au

Mon



Tue



Wed



Thu



Fri



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LINDBERG, Eamonn






From: YIM, Melissa
Sent: Tuesday, 14 March 2023 3:55 PM
To: ChaplainsWellbeingOfficers; YIM, Melissa
Subject: NSW CW - 14 March rough notes
Attachments: CW NSW Agenda for 14-3-2023 mtg.docx

Melissa Yim

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MEETING AGENDA: NATIONAL STUDENT WELLBEING PROGRAM (NSWP) - STATE AND TERRITORY - QUARTERLY CHECK-INS & GENERAL DISCUSSION

Meeting Details - 2-3 pm AEDT on **14 March 2023** via MS Teams.

Agenda

1. Welcome and Introduction	Pam Banerjee; Marissa Booth joined the team Recruiting to another position.
2. General: FFA and changes <ul style="list-style-type: none">➤ how is it all going?➤ Observations, status update	Pam Banerjee All attendees
s73 - Irrelevant Information	
4. Roll-over of schools from 2022 to 2023. <ul style="list-style-type: none">➤ How is it all going?➤ Cross Sector Panels established and progress➤ Expansions in 2023/24?➤ Ability to hire SWO/Chaplains	Pam Banerjee All attendees s73 - Irrelevant Information
5. eSafety Commission PLP: <ul style="list-style-type: none">➤ update on NSWP training➤ training on 16/2/2023 – participants asked if there was a Chaplains/SWO peer support group	Pam Banerjee All attendees Marissa – April – tentative dates; 2hr trg; peer support group;
6. Guidance / Risk management materials to SWO/Chaplains. <ul style="list-style-type: none">➤ Please provide progress update	All attendees NSCP rec – if updating that is not available online. Is there anything that you will be implementing plan? No plan or timeframe to address the recs. They believe that the recs are already being implemented by states and territories and incorporated into FFA. No AG position on a response to the recommendations.

	s73 - Irrelevant Information	
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s73 - Irrelevant Information

8. Any other business	All attendees
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Attendees

Jurisdiction	Representative
New South Wales	Sarah Chang Tegan Parker
Queensland	Melissa Yim Megan Sully
Victoria	David Billimoria Tara Dalton
Western Australia	Christine Canny Kara Metcalf
South Australia	David Denew Amanda Shaw
Tasmania	Josh Munting Zoe Laskey
Australian Capital Territory	Kristy Ward Alex Dance Emma-Louise Wilson
Northern Territory	Rachael Millard Rebecca Johnson

Commonwealth	Pamela Banerjee Marissa Booth
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From: ChaplainsWellbeingOfficers
Sent: Wednesday, 1 February 2023 12:32 PM
To: YIM, Melissa
Cc: ChaplainsWellbeingOfficers
Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

Hi Melissa

I have drafted the following response for your review and sending. SU also advised late last year (as informed by one of their chaplains on a waiver) that there is a backlog in RPL at the moment in Queensland.

Hi Marissa

Thanks for seeking clarification.

An example would be the 'working with youth' competency – our understanding is *Engage respectfully with young people* is a unit of competency that would meet this requirement. The performance criteria for this unit (outlined on the Australian Government training website) are:

- Communicate effectively with young people
- Respond to youth cultures and subcultures and a young person's own development
- Work with a young person as the focus
- Critically reflect on own practice and values

These are all skills that a person who has been working as a chaplain or student wellbeing officer should be able to demonstrate and their experience in the role could be considered equivalent to the actual unit of study. We have been advised about some chaplains with degrees in social work, nursing and counselling that do not have a unit of study in their qualification that would meet the requirement, but their existing qualification along with their experience could be considered equivalent.

Alternatively, under the category of 'providing pastoral care' the unit *Provide pastoral and spiritual care* is a unit of competency with the following criteria:

- Identify ethical, spiritual and pastoral issues requiring support
- Provide individual and community support
- Review and reflect on pastoral and spiritual care
- Participate in professional supervision
- Maintain records

These skills are reflective of the work that chaplains do every day.

We are aware that a formal Recognition of Prior Learning process would consider both skills and experience. However, the costs of this process are approximately half the costs of studying the individual unit which, whilst less expensive than further study, is still a cost.

In all instances we would ask for due diligence to be undertaken and documentation to be retained regarding how a decision was made.

Regards

Megan Sully, Principal Policy Officer
Statewide Operations

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au

From: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>
Sent: Wednesday, 1 February 2023 8:19 AM
To: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>
Cc: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>
Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

Hi Melissa,

Thank you for your below email.

Can you please give me an example of what you are asking.

Best Regards

Marissa

Marissa Booth

Assistant Director

Student Wellbeing | Student Engagement, Wellbeing and Closing the Gap Branch

Improving Student Outcomes Division

Australian Government Department of Education

Phone (02) 6240 2456 | Mob [REDACTED]

[education.gov.au](https://www.education.gov.au)



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From: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>
Sent: Tuesday, 31 January 2023 4:44 PM
To: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>
Cc: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>
Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks Marissa for being so prompt with the your response. I understand that the officers are required to hold a minimum of a Cert IV (or equivalent) including 3 mandatory competencies. Can I please clarify that an equivalent of the 3 mandatory competencies will also be acceptable (e.g. where an employer assesses experience and skills of the worker as equivalent to those competencies).

Excerpt of FFA

c) Chaplains and student wellbeing officers are required to hold a minimum qualification or qualifications equivalent to or

higher than a Certificate IV as determined by the States, and this qualification or qualifications must include competencies in:

- i. mental health and making appropriate referrals, and
- ii. providing pastoral care, and/or working with youth.

Melissa Yim

Manager

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E: melissa.yim@qed.qld.gov.au

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PO Box 15033 | City East QLD 4002

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From: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Sent: Tuesday, 31 January 2023 1:58 PM

To: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>

Cc: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>; NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

Hi Melissa,

Thank you for your earlier phone call.

As discussed, once the agreement is fully registered and the Minister has announced the new NSWP, an email will be sent to all jurisdictions providing website links and the current status of the cyberbullying training package.

In relation to your question about a longstanding Chaplain who may now not meet the qualifications requirements. We confirm that the Project Schedule stipulates a number of additional competencies that either a Student Wellbeing Officer or Chaplain must have to be recognised as fully competent.

The Project Schedule does not stipulate at what time these competencies must be attained. However it is a requirement to complete the eSafety Commission Professional Learning Package within 3 months of commencing the service.

If your jurisdiction has a waiver mechanism, then that is for your office to determine whether it is appropriate to use in individual circumstances.

I would just like to draw your attention to the March 2024 reporting on the 2023 status of the program whereby your jurisdiction will be required to confirm whether all requirements of the Project Schedule have been met. We understand and share your concern about losing a Chaplain who has served a long time and is valued by their school and community. Where possible, we would appreciate them remaining in their position if the school and community feel they are the best fit. As such, we would appreciate it if your office can work with the individual to have their 1 or 2 competencies achieved sometime during the 2023 academic year.

I hope the above assists in navigating your scenarios. If you wish to further discuss, please let me know.

Best Regards

Marissa

Marissa Booth

Assistant Director

Student Wellbeing | Student Engagement, Wellbeing and Closing the Gap Branch

Improving Student Outcomes Division

Australian Government Department of Education

Phone (02) 6240 2456 | Mob [REDACTED]

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From: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>

Sent: Tuesday, 31 January 2023 11:32 AM

To: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Cc: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>

Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Marissa

Thanks for providing that advice below. I tried to give you call but it rang out. Could you please call me when you get a chance to discuss the below and another matter about qualifications? I'm working from home today so my best contact is [REDACTED] Other than a meeting I have scheduled from 11-12pm today, I am free.

Thanks heaps

Melissa

Melissa Yim

Manager

Statewide Operations – Schools and Student Support
Department of Education

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From: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Sent: Tuesday, 24 January 2023 1:17 PM

To: SULLY, Megan <Megan.SULLY@qed.qld.gov.au>

Cc: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

Hi Megan,

Thank you for your enquiry.

The completion of the 3 hour professional learning package and the refresher course was a requirement under the NSCP which ended in Dec 2022.

We are in the midst of establishing new training, for both Student Wellbeing Officers and Chaplains, which will be provided under the new NSWP. It will be a 2 hour professional learning package and no further refresher course. This package is expected to be available from April 2023 once all jurisdictions have signed the NSWP Federation Funding Agreement.

If you are looking for training prior to April 2023, the eSafety Commission training team have advised they are running the following courses:

Chaplains 3hrs	Registration link
Date/time [AEDT]	
16 February @ 9.30 - 12.30pm	https://attendee.gotowebinar.com
15 March @ 1:00 - 4:00pm	
Chaplains 1hrs	Registration link
Date/time [AEDT]	
22 February @ 9.30 - 10.30am	https://attendee.gotowebinar.com
21 March @ 12.30 - 1.30pm	

If you wish to discuss with the eSafety Commission training team, they are available at outreach@esafety.gov.au

I hope this information assists.

Best Regards

Marissa

Marissa Booth

Assistant Director

Student Wellbeing | Student Engagement, Wellbeing and Closing the Gap Branch

Improving Student Outcomes Division

Australian Government Department of Education

Phone (02) 6240 2456 | Mob s47(3)(b) - Contrary to the Public

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From: SULLY, Megan <Megan.SULLY@qed.qld.gov.au>

Sent: Tuesday, 24 January 2023 12:19 PM

To: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Subject: professional learning package in responding to cyberbullying

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi team

As part of the new Federation Funding Agreement the requirements for workers is that they complete the professional learning package in responding to cyberbullying within three months of commencement and to refresh this at least once every two and a half years.

Can you please confirm whether completion of the refresher training (1 hour training) meets the requirement of 'to refresh every two and half years' or if the worker would need to complete the full training package again within the timeframe.

Kind Regards

Megan Sully

Principal Policy Officer

Statewide Operations

Disability, Inclusion & Student Services

Queensland Department of Education

T: 07 351 35827 | **E:** megan.sully@qed.qld.gov.au

Mon



Tue



Wed



Thu



Fri



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LINDEBERG, Eamonn

From: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>
Sent: Wednesday, 1 February 2023 2:04 PM
To: ChaplainsWellbeingOfficers
Cc: YIM, Melissa; NationalStudentWellbeingProgram
Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

Categories: Megan, FYI

Hi Megan,

Thank you for responding and providing further insights.

As Melissa has rightly pointed out, the relevant clause within the FFA is indeed clause 5c. The crucial part of the clause is “*as determined by the States*”. As such, this decision does not sit with the Commonwealth but rather with each jurisdiction as it depends on each jurisdiction’s individual scenario.

Combining this clause’s intent with your example below, it would appear that your office has made a determination that the mandatory competencies are achieved with equivalent pathways.

I hope the above assists.

Best Regards

Marissa

Marissa Booth

Assistant Director

Student Wellbeing | Student Engagement, Wellbeing and Closing the Gap Branch

Improving Student Outcomes Division

Australian Government Department of Education

Phone (02) 6240 2456 | Mob s47(3)(b) - Contrary to the public interest

[education.gov.au](https://www.education.gov.au)



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From: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>
Sent: Wednesday, 1 February 2023 2:40 PM
To: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>
Cc: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>; YIM, Melissa <Melissa.YIM@qed.qld.gov.au>
Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

Hi Marissa

Thanks for seeking clarification. Melissa is not at work today and asked me to respond.

An example would be the 'working with youth' competency – our understanding is *Engage respectfully with young people* is a unit of competency that would meet this requirement. The performance criteria for this unit (outlined on the Australian Government training website) are:

- Communicate effectively with young people
- Respond to youth cultures and subcultures and a young person's own development
- Work with a young person as the focus
- Critically reflect on own practice and values

These are all skills that a person who has been working as a chaplain or student wellbeing officer should be able to demonstrate and their experience in the role could be considered equivalent to the actual unit of study. We have been advised about some chaplains with degrees in social work, nursing and counselling that do not have a unit of study in their qualification that would meet the requirement, but their existing qualification along with their experience could be considered equivalent.

Alternatively, under the category of 'providing pastoral care' the unit *Provide pastoral and spiritual care* is a unit of competency with the following criteria:

- Identify ethical, spiritual and pastoral issues requiring support
- Provide individual and community support
- Review and reflect on pastoral and spiritual care
- Participate in professional supervision
- Maintain records

These skills are reflective of the work that chaplains do every day.

We are aware that a formal Recognition of Prior Learning process would consider both skills and experience. However, the costs of this process are approximately half the costs of studying the individual unit which, whilst less expensive than further study, is still a cost.

In all instances we would ask for due diligence to be undertaken and documentation to be retained regarding how a decision was made.

Regards
Megan Sully, Principal Policy Officer
Statewide Operations

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au

From: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Sent: Wednesday, 1 February 2023 8:19 AM

To: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>

Cc: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>

Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

Hi Melissa,

Thank you for your below email.

Can you please give me an example of what you are asking.

Best Regards

Marissa

Marissa Booth

Assistant Director

Student Wellbeing | Student Engagement, Wellbeing and Closing the Gap Branch

Improving Student Outcomes Division

Australian Government Department of Education

Phone (02) 6240 2456 | Mob [REDACTED]

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From: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>

Sent: Tuesday, 31 January 2023 4:44 PM

To: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Cc: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>

Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

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Thanks Marissa for being so prompt with the your response. I understand that the officers are required to hold a min qual of a Cert IV (or equivalent) including 3 mandatory competencies. Can I please clarify that an equivalent of the 3 mandatory competencies will also be acceptable (e.g. where an employer assesses experience and skills of the worker as equivalent to those competencies).

Excerpt of FFA

c) Chaplains and student wellbeing officers are required to hold a minimum qualification or qualifications equivalent to or higher than a Certificate IV as determined by the States, and this qualification or qualifications must include competencies in:

- i. mental health and making appropriate referrals, and
- ii. providing pastoral care, and/or working with youth.

Melissa Yim

Manager

Statewide Operations – Schools and Student Support
Department of Education

Part time: Monday, Tuesday and Thursday

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P: 07 3513 5972

E: melissa.yim@qed.qld.gov.au

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PO Box 15033 | City East QLD 4002

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From: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Sent: Tuesday, 31 January 2023 1:58 PM

To: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>

Cc: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>; NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

Hi Melissa,

Thank you for your earlier phone call.

As discussed, once the agreement is fully registered and the Minister has announced the new NSWP, an email will be sent to all jurisdictions providing website links and the current status of the cyberbullying training package.

In relation to your question about a longstanding Chaplain who may now not meet the qualifications requirements. We confirm that the Project Schedule stipulates a number of additional competencies that either a Student Wellbeing Officer or Chaplain must have to be recognised as fully competent.

The Project Schedule does not stipulate at what time these competencies must be attained. However it is a requirement to complete the eSafety Commission Professional Learning Package within 3 months of commencing the service.

If your jurisdiction has a waiver mechanism, then that is for your office to determine whether it is appropriate to use in individual circumstances.

I would just like to draw your attention to the March 2024 reporting on the 2023 status of the program whereby your jurisdiction will be required to confirm whether all requirements of the Project Schedule have been met.

We understand and share your concern about losing a Chaplain who has served a long time and is valued by their school and community. Where possible, we would appreciate them remaining in their position if the school and community feel they are the best fit. As such, we would appreciate it if your office can work with the individual to have their 1 or 2 competencies achieved sometime during the 2023 academic year.

I hope the above assists in navigating your scenarios. If you wish to further discuss, please let me know.

Best Regards

Marissa

Marissa Booth

Assistant Director

Student Wellbeing | Student Engagement, Wellbeing and Closing the Gap Branch



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From: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>
Sent: Tuesday, 31 January 2023 11:32 AM
To: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>
Cc: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>
Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

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Hi Marissa

Thanks for providing that advice below. I tried to give you call but it rang out. Could you please call me when you get a chance to discuss the below and another matter about qualifications? I'm working from home today so my best contact is [REDACTED] Other than a meeting I have scheduled from 11-12pm today, I am free.

Thanks heaps
Melissa

Melissa Yim
Manager
Statewide Operations – Schools and Student Support
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From: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>
Sent: Tuesday, 24 January 2023 1:17 PM
To: SULLY, Megan <Megan.SULLY@qed.qld.gov.au>

Cc: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

Hi Megan,

Thank you for your enquiry.

The completion of the 3 hour professional learning package and the refresher course was a requirement under the NSCP which ended in Dec 2022.

We are in the midst of establishing new training, for both Student Wellbeing Officers and Chaplains, which will be provided under the new NSW. It will be a 2 hour professional learning package and no further refresher course. This package is expected to be available from April 2023 once all jurisdictions have signed the NSW Federation Funding Agreement.

If you are looking for training prior to April 2023, the eSafety Commission training team have advised they are running the following courses:

Chaplains 3hrs	Registration link
Date/time [AEDT]	
16 February @ 9.30 - 12.30pm	https://attendee.gotowebinar.com
15 March @ 1:00 - 4:00pm	
Chaplains 1hrs	Registration link
Date/time [AEDT]	
22 February @ 9.30 - 10.30am	https://attendee.gotowebinar.com
21 March @ 12.30 - 1.30pm	

If you wish to discuss with the eSafety Commission training team, they are available at outreach@esafety.gov.au

I hope this information assists.

Best Regards

Marissa

Marissa Booth

Assistant Director

Student Wellbeing | Student Engagement, Wellbeing and Closing the Gap Branch

Improving Student Outcomes Division

Australian Government Department of Education

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From: SULLY, Megan <Megan.SULLY@qed.qld.gov.au>
Sent: Tuesday, 24 January 2023 12:19 PM
To: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>
Subject: professional learning package in responding to cyberbullying

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Hi team

As part of the new Federation Funding Agreement the requirements for workers is that they complete the professional learning package in responding to cyberbullying within three months of commencement and to refresh this at least once every two and a half years.

Can you please confirm whether completion of the refresher training (1 hour training) meets the requirement of 'to refresh every two and half years' or if the worker would need to complete the full training package again within the timeframe.

Kind Regards
Megan Sully
Principal Policy Officer

Statewide Operations
Disability, Inclusion & Student Services
Queensland Department of Education

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au



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LINDEBERG, Eamonn

From: YIM, Melissa
Sent: Monday, 13 February 2023 2:46 PM
To: ChaplainsWellbeingOfficers; BULL, Stephanie; STEWART, Emily
Subject: RE: About 22/854974 PROPOSE TO REPLACE IN 2023 chaplaincy-flowchart

Hi – Steph had a chat to Becky and confirmed that we will review the content and layout of the flowchart in the main review of the C/SWO policy. So no need to action anything atm and we will leave the existing flowchart on the website as is.


The rest of the WWR should be approved by Becky this arvo.

Melissa Yim

Manager

Statewide Operations – Schools and Student Support
Department of Education

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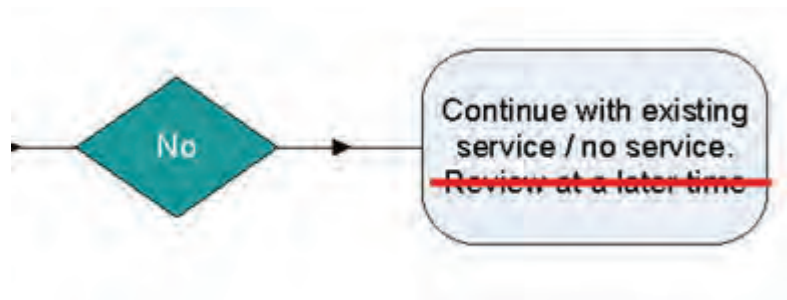
From: WALSH, Becky <Becky.WALSH@qed.qld.gov.au>
Sent: Saturday, 11 February 2023 12:16 PM
To: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>; ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>; BULL, Stephanie <Stephanie.BULL@qed.qld.gov.au>
Subject: About 22/854974 PROPOSE TO REPLACE IN 2023 chaplaincy-flowchart

Hi Team

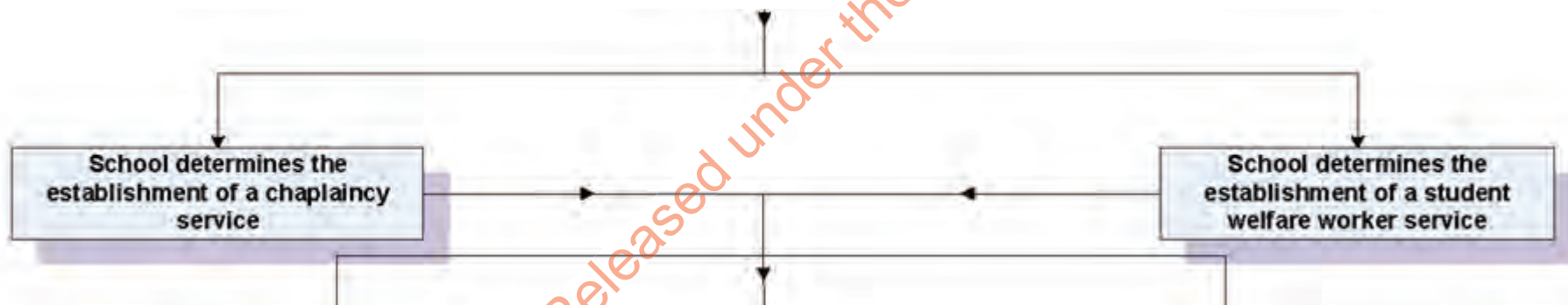
Please consider / responds to my (5 points of) feedback below.

I note this is for publishing in 2023 (which is now) – so wasn't sure what the plan was. I gather if there are too many changes you mean to remove the flowchart altogether and update the page later in the year?

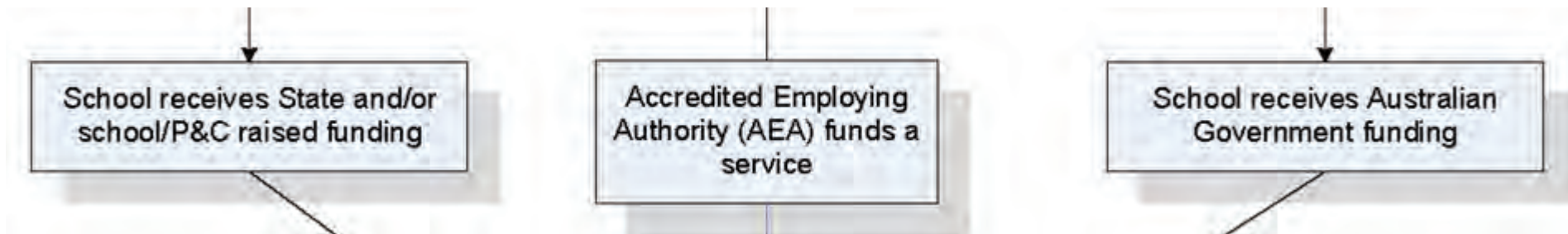
1. Please remove 'Review at a later time' from:



2. This row / these text boxes (below) seem redundant as there are no unique subsequent processes linked to them. Please remove.



3. Please combine / collapse the following (3 x) text boxes into one: **School identifies funding source** (Could list examples if you wish).



4. I was wondering at the use of the term 'necessary documentation'. I searched the C/SWO landing page (CTRL + F) using "document" and came up blank. If we don't change the phrase / hyperlink to advice, please add examples the essential docs into this text box.

School engages AEA and completes the necessary documentation for the service to begin

5. I was um-ing and ah-ing about the benefits of adding hyperlinking to relevant supporting docs throughout? I know that'd help me if I was new to the program (which some schools may be after the new funding round). Is that too much of a hassle to maintain currency?

Advice appreciated.

Becky

Becky Walsh
Director, Statewide Operations

Disability, Inclusion & Student Services
Queensland Department of Education

T: 07 351 35919 | E: becky.walsh@qed.qld.gov.au | M: [REDACTED]

Mon Tue Wed Thu Fri
[Icon] [Icon] [Icon] [Icon] [Icon]

From: SULLY, Megan
Sent: Tuesday, 31 January 2023 10:10 AM
To: [REDACTED]
Cc: ChaplainsWellbeingOfficers
Subject: RE: Chaplaincy and student welfare worker services Accredited Employing Authorities - Semester 1, 2023 meeting

Hi [REDACTED]

The website is still the same – but will be updated shortly once all our new forms and documents are approved for publication.

At this stage you can find information at <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-welfare-worker-services>

As discussed at the AEA meeting last year, the qualification requirements by the Australian Government have changed and this is as per the variation letter. I have copied the relevant section below:

4 Key Personnel

Qualifications and requirements of Key Personnel

4.1 Chaplaincy services

Chaplaincy services are optional for schools – supporting the general wellbeing of students and the school community, providing an additional adult role model in the school, and enhancing engagement with the broader community including parents. These services complement other support services in the schools such as those offered by the guidance officer, student wellbeing officer or youth support coordinator.

A chaplain is recognised by the school community and the AEA as having the skills, qualifications and experience to deliver school chaplaincy to the school community. A chaplain is also recognised by the faith-based community through endorsement by a recognised or accepted religious institution.

4.2 Student wellbeing officer services

Student wellbeing officer services are optional for schools – supporting the general wellbeing of students and the school community, providing an additional adult role model in the school, and enhancing engagement with the broader community including parents. These services complement other support services in the schools such as those offered by the guidance officer, chaplain or youth support coordinator.

A student wellbeing officer is a person who is recognised by the school community and the AEA as having the skills, experience and qualifications to deliver the approved work plan activities to the school community.

Chaplains and student wellbeing officers are required to hold a qualification or qualifications equivalent to or higher than a Certificate IV as outlined in the [Training and Qualifications supporting document](#), and must include:

1. competencies in mental health and making appropriate referrals; and either
 - o providing pastoral care; or
 - o working with youth;
- and
2. the professional learning package in responding to and preventing cyberbullying delivered by the Office of the eSafety Commissioner undertaken within three months of commencing NSWSP services and refreshed at least once every two and a half years.

Regards

Megan Sully, Principal Policy Officer
Statewide Operations

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au

From: s47(3)(b) - Contrary to the Public Interest

Sent: Tuesday, 31 January 2023 9:41 AM

To: SULLY, Megan <Megan.SULLY@qed.qld.gov.au>

Subject: RE: Chaplaincy and student welfare worker services Accredited Employing Authorities - Semester 1, 2023 meeting

Hi again Megan, has the website changed? What the link to the website which gives the SWO quals and the forms?
Thanks

s47(3)(b) - Contrary to the Public Interest

Sent from [Mail](#) for Windows

From: [SULLY, Megan](#)

Sent: Tuesday, 31 January 2023 7:40 AM

To: s47(3)(b) - Contrary to the Public Interest

Subject: RE: Chaplaincy and student welfare worker services Accredited Employing Authorities - Semester 1, 2023 meeting

Thanks for letting me know s47(3)(b) - Contrary to the Public Interest. I will send Minutes around afterwards

Is there anything you would like to put on the agenda?

Regards

Megan Sully, Principal Policy Officer
Statewide Operations

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au

From: s47(3)(b) - Contrary to the Public Interest

Sent: Tuesday, 31 January 2023 7:37 AM

To: SULLY, Megan <Megan.SULLY@qed.qld.gov.au>

Subject: Re: Chaplaincy and student welfare worker services Accredited Employing Authorities - Semester 1, 2023 meeting

My apologies for this meeting Megan s47(3)(b) - Contrary to the Public Interest Cheers

s47(3)(b) - Contrary to the Public Interest

Sent from my iPhone

On 30 Jan 2023, at 1:13 pm, SULLY, Megan <Megan.SULLY@qed.qld.gov.au> wrote:

Dear AEAs

Please accept this placeholder for the Semester 1 AEA meeting.

If you have any agenda items you wish to propose, please provide these by **COB Friday 3rd February, 2023.**

I will circulate an agenda in the week prior to the meeting.

Kind regards

Regards

Megan Sully
Principal Policy Officer

Microsoft Teams meeting

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<mime-attachment.ics>

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From: BULL, Stephanie
Sent: Wednesday, 25 January 2023 11:14 AM
To: WALSH, Becky
Cc: YIM, Melissa
Subject: RE: Content Manager Attachments : 22/853823 : Minimum qualification waiver request form - Chaplaincy and SWO minimum qualification waiver request form

Thanks Becky – I just made one small change to wording in the privacy statement within the doc, from 'student welfare worker' to 'student wellbeing officer', otherwise the wording looks good to me.

Thanks!
Steph

Chaplain and Student Wellbeing Officer team

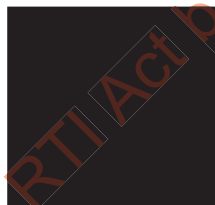
Statewide Operations
Department of Education

E: ChaplainsWellbeingOfficers@qed.qld.gov.au

Level 15 | Education House | 30 Mary Street | Brisbane QLD
4000

PO Box 15033 | City East QLD 4002

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From: WALSH, Becky <Becky.WALSH@qed.qld.gov.au>

Sent: Wednesday, 25 January 2023 10:39 AM

To: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>; BULL, Stephanie <Stephanie.BULL@qed.qld.gov.au>

Cc: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>

Subject: FW: Content Manager Attachments : 22/853823 : Minimum qualification waiver request form - Chaplaincy and SWO minimum qualification waiver request form

s73 - Irrelevant Information

I've accepted the changes (after discussing a couple of things with Megan – **s73 - Irrelevant Information**)

I've also added a Privacy Notice (below) as details about a person's skills/quals/experience (& esp if a resume is attached) would be 'personal information'.

If you think the wording needs changing, let me know. Otherwise, good to go!

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The Department of Education is collecting personal information about the candidate named in this form for the purpose of determining whether or not a waiver will be granted regarding the required competencies and/or minimum qualifications to deliver chaplaincy or student welfare worker services funded through the department. This form will be stored securely and only be accessed by departmental officers who are involved in the waiver review and/or approval process. The personal information collected here will not otherwise be used or disclosed unless the candidate provides consent or the use or disclosure is authorised by law.

Becky Walsh, Director, Statewide Operations
Disability, Inclusion & Student Services

T: 07 351 35919 | M: **s73(1)(b) - Contrary to the Public** | E: Becky.Walsh@qed.qld.gov.au

-----Original Message-----

From: BULL, Stephanie <Stephanie.BULL@qed.qld.gov.au>

Sent: Wednesday, 25 January 2023 8:44 AM

To: WALSH, Becky <Becky.WALSH@qed.qld.gov.au>

Subject: Content Manager Attachments : 22/853823 : Minimum qualification waiver request form - Chaplaincy and SWO minimum qualification waiver request form

Heya Becky - Megan and I have workshopped this document more this afternoon since our chat with you. For your review!

Thanks
Steph

-----< Content Manager record Information >-----

Record Number : 22/853823

Title : Minimum qualification waiver request form - Chaplaincy and SWO minimum qualification waiver request form

Released under the RTI Act by DoE

LINDEBERG, Eamonn

From: [REDACTED] s47(3)(b) - Contrary to the Public Interest @qcec.catholic.edu.au>
Sent: Tuesday, 14 February 2023 12:41 PM
To: SULLY, Megan
Subject: RE: DoE website

Follow Up Flag: Follow up
Flag Status: Completed

Categories: Steph

Hi Megan

Yes thank you.

Kind regards,

[REDACTED] s47(3)(b) - Contrary to the Public Interest

Working - Monday, Tuesday, Thursday, Friday

[REDACTED] s47(3)(b) - Contrary to the Public Interest

Education Officer

Queensland Catholic Education Commission

P. [REDACTED] s47(3)(b) - Contrary to the Public Interest | E: [REDACTED] s47(3)(b) - Contrary to the Public Interest @qcec.catholic.edu.au

143 Edward St Brisbane | GPO Box 2441 Brisbane Qld 4001

WWW.QCEC.CATHOLIC.EDU.AU

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From: SULLY, Megan <Megan.SULLY@qed.qld.gov.au>
Sent: Tuesday, 14 February 2023 9:48 AM
To: [REDACTED] s47(3)(b) - Contrary to the Public Interest @qcec.catholic.edu.au>
Subject: DoE website

Hi [REDACTED] s47(3)(b) - Contrary to the Public Interest

Just checking with [REDACTED] s47(3)(b) - Contrary to the Public Interest should we add you as the contact on the DoE website

<https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-welfare-worker-services>

Kind Regards

Megan Sully

Principal Policy Officer

Statewide Operations

Disability, Inclusion & Student Services

Queensland Department of Education

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au

Mon Tue Wed Thu Fri



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<https://qcec.catholic.edu.au>

LINDEBERG, Eamonn

From: ChaplainsWellbeingOfficers
Sent: Wednesday, 25 January 2023 5:20 PM
To: ChaplainsWellbeingOfficers
Cc: WALSH, Becky; YIM, Melissa
Subject: Re: Funding arrangements for Chaplaincy and Student Welfare Worker Programs: 2023-2027
Attachments: Chaplaincy and student wellbeing officer services Minimum Qualification Waiver Request Form.DOCX

Dear AEAs

Further to the emails below, please find **attached** the updated *Chaplaincy and student wellbeing officer services Minimum Qualification Waiver Request Form*, which will be published online shortly.

Please use this version of the template when submitting requests for workers requiring a waiver for the 2023 school year.

For those workers that were engaged at a school prior to 2023 who now need to be considered for a waiver (due to the new Chaplaincy/Student Wellbeing Officer program requirements), please indicate that they are an 'existing and continuing employee' in Section 2: Details of worker. There is no need to complete Section 3: Statement of Need.

Of course, please let us know if you have any questions regarding this updated template.

Regards

Chaplain and Student Wellbeing Officer team

Statewide Operations
Department of Education

E: ChaplainsWellbeingOfficers@qed.qld.gov.au

Level 15 | Education House | 30 Mary Street | Brisbane QLD
4000

PO Box 15033 | City East QLD 4002

Please consider the environment before printing this email.

From: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>

Sent: Thursday, 19 January 2023 2:05 PM

To: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>

Subject: Funding arrangements for Chaplaincy and Student Welfare Worker Programs: 2023-2027

Dear AEAs

Happy New Year.

s73 - Irrelevant Information

The email that was sent to principals is included below for your information, along with a factsheet that was sent and will be published as soon as possible.

We are working through the policy and supporting documents and these will be published as soon as possible.

Given you are likely to be working with your schools to finalise your Schedule A contracts and workplans for the year, I have attached the updated documents that we intend to publish.

s73 - Irrelevant Information

Regards
Megan Sully
Principal Policy Officer
P: 07 3513 5827 E: megan.sully@qed.qld.gov.au

From: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>

Sent: Thursday, 19 January 2023 1:36 PM

Dear Principal

s73 - Irrelevant Information

In addition, the National Student Wellbeing Program (NSWP) (replacing the National School Chaplaincy Program) for 2023–2027 has been expanded to allow schools to choose either a chaplain or student wellbeing officer (previously known as student welfare worker). This change allows schools to choose a service type that best meets the needs of their community.

s73 - Irrelevant Information

This information is also reflected in the **attached** factsheet.

If you have any questions about chaplaincy and student wellbeing officer programs, or your school does not wish to continue to be part of the program in 2023, please contact ChaplainsWelfareWorkers@qed.qld.gov.au so that funding can be reallocated to another school.

Wishing you, your staff and students all the very best for the start of the school year.

Kind regards

Chaplain & Student Wellbeing Officer Team

Statewide Operations

Disability Inclusion & Student Services

Department of Education

Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000

PO Box 15033 | City East QLD 4002



Chaplaincy and student wellbeing officer services

Minimum Qualification Waiver Request Form

Privacy Notice

The Department of Education is collecting personal information about the candidate named in this form for the purpose of determining whether or not a waiver will be granted regarding the required competencies and/or minimum qualifications to deliver chaplaincy or student wellbeing officer services funded through the department. This form will be stored securely and only be accessed by departmental officers who are involved in the waiver review and/or approval process. The personal information collected here will not otherwise be used or disclosed unless the candidate provides consent or the use or disclosure is authorised by law.

SECTION 1: FUNDING RECIPIENT CONTACT DETAILS		
Name of Accredited Employing Authority (AEA) (for state schools) or Funding Recipient (non-state schools):	Name of AEA/Funding Recipient contact officer:	
Contact phone #:	Contact email:	
Name of school for which a waiver is requested:	School address and region:	
SECTION 2: DETAILS OF WORKER REQUIRING A WAIVER		
Name of the candidate:		
Worker type: Chaplain / Student wellbeing officer		
Existing and continuing worker engaged at a school prior to 2023? (If yes, no need to complete next question (about qualifications/skills) nor Section 3: Statement of Need)	Yes	No
What qualifications, qualities, skills, experience and other competencies deem the candidate as being the best person for the position? (You may wish to attach their resume.)		
Qualification/units of competency to be completed as part of the approved waiver:		
Unit of competency in mental health	Yes	No
Unit of competency in making appropriate referrals	Yes	No
Unit of competency in working with youth	Yes	No
Unit of competency in providing pastoral care	Yes	No
Certificate IV (or higher) Name of qualification:	Yes	No
For chaplains only (otherwise leave blank): The candidate is endorsed by a recognised or accepted religious institution?	Yes	No
Does the candidate hold, or are they willing to obtain within six months of appointment, the required three units of competency in: i. mental health and making appropriate referrals; and either ii. providing pastoral care or working with youth?	Yes	No
Does the candidate hold, or are they willing to obtain within twelve months of appointment, the minimum qualification (or equivalent)?	Yes	No
Has the AEA/Funding Recipient verified that the candidate holds a valid blue card, and sighted any qualifications they hold?	Yes	No
Is the candidate willing to complete any training required of the role, specifically: o school-based induction, including Student Protection training and Code of Conduct training, which must be completed prior to commencing services in the school, and refresher training undertaken annually o the professional learning package in responding to and preventing cyberbullying delivered by the Office of the eSafety Commissioner within three months of commencing services (for workers funded under the National Student Wellbeing Program only) o any other training relevant to matters at the principal's discretion?	Yes	No
Is the candidate willing to undertake further training, as required?	Yes	No

SECTION 3: STATEMENT OF NEED

What date was the position first advertised? / /

Through what channels was the position advertised (e.g. newsletter/s, social media, word-of-mouth, recruitment service)?

Please detail the specific challenges experienced in the AEA's/Funding Recipient's attempt/s to attract and recruit a suitably qualified chaplain/student wellbeing officer for the school/s (e.g. remoteness, local worker shortages, characteristics of the school/community):

Alternative options have been considered to identify a qualified person:

Multiple schools sharing a worker

Yes

No

Recognition of Prior Learning (RPL)

Yes

No

Other (please describe):

SECTION 4: DECLARATION

As the AEA/ Funding Recipient responsible for the recruitment of suitably qualified school chaplains/student wellbeing officers in Queensland, I declare that:

- ☐ reasonable attempts have been made, prior to submitting this waiver request, to attract and recruit a suitably qualified person
- ☐ the candidate holds, or is willing to obtain within six months of appointment, the three required units of competency in mental health and referring appropriately and providing pastoral care or working with youth
- ☐ the candidate holds, or is willing to obtain within twelve months of appointment, the minimum qualification or equivalent
- ☐ the candidate holds a valid blue card with Blue Card Services and evidence of this is held on file
- ☐ the school principal has indicated support for the submission of this waiver application
- ☐ a personally tailored program of ongoing professional development and support for the worker will be planned, monitored and reported by the AEA/Funding Recipient as required
- ☐ increased supervision will be provided to the worker throughout the waiver period until the candidate obtains the minimum qualification, or equivalent, and
- ☐ both the AEA/Funding Recipient and school will incorporate any potential risks that may arise from employing the worker, into their ongoing Risk Management Plan.

Name and position of person making the declaration:

Signature:

Date:

Please submit this form to chaplainswellbeingofficers@qed.qld.gov.au and include in the subject heading "<School name> Chaplaincy/student wellbeing officer Qualifications Waiver Request". If you are submitting this on behalf of a non-state school, please include your governing authority (ISQ or QCEC) in the email to the department.

The department will acknowledge receipt of the request within four working days and will seek to resolve the application within fourteen working days from the receipt of the request.

LINDEBERG, Eamonn

From: YIM, Melissa
Sent: Wednesday, 1 February 2023 3:21 PM
To: ChaplainsWellbeingOfficers; BULL, Stephanie
Subject: Re: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Completed

That's a good outcome. We will need to make that clear in our policy then.

Melissa Borzellega
Manager
State Schools - Operations
Department of Education

P: 07 3513 5972
E: melissa.borzellega@qed.qld.gov.au
Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002

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From: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>
Sent: Wednesday, 1 February 2023 2:03:57 PM
To: ChaplainsWellbeingOfficers
Cc: YIM, Melissa; NationalStudentWellbeingProgram
Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]
Hi Megan,

Thank you for responding and providing further insights.

As Melissa has rightly pointed out, the relevant clause within the FFA is indeed clause 5c. The crucial part of the clause is "*as determined by the States*". As such, this decision does not sit with the Commonwealth but rather with each jurisdiction as it depends on each jurisdiction's individual scenario.

Combining this clause's intent with your example below, it would appear that your office has made a determination that the mandatory competencies are achieved with equivalent pathways.

I hope the above assists.

Best Regards

Marissa

Marissa Booth

Assistant Director

Student Wellbeing | Student Engagement, Wellbeing and Closing the Gap Branch

Improving Student Outcomes Division

Australian Government Department of Education

Phone (02) 6240 2456 | Mob [REDACTED]

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From: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>

Sent: Wednesday, 1 February 2023 2:40 PM

To: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Cc: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>; YIM, Melissa <Melissa.YIM@qed.qld.gov.au>

Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

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Hi Marissa

Thanks for seeking clarification. Melissa is not at work today and asked me to respond.

An example would be the 'working with youth' competency – our understanding is *Engage respectfully with young people* is a unit of competency that would meet this requirement. The performance criteria for this unit (outlined on the Australian Government training website) are:

- Communicate effectively with young people
- Respond to youth cultures and subcultures and a young person's own development
- Work with a young person as the focus
- Critically reflect on own practice and values

These are all skills that a person who has been working as a chaplain or student wellbeing officer should be able to demonstrate and their experience in the role could be considered equivalent to the actual unit of study. We have been advised about some chaplains with degrees in social work, nursing and counselling that do not have a unit of study in their qualification that would meet the requirement, but their existing qualification along with their experience could be considered equivalent.

Alternatively, under the category of 'providing pastoral care' the unit *Provide pastoral and spiritual care* is a unit of competency with the following criteria:

- Identify ethical, spiritual and pastoral issues requiring support
- Provide individual and community support
- Review and reflect on pastoral and spiritual care

- Participate in professional supervision
- Maintain records

These skills are reflective of the work that chaplains do every day.

We are aware that a formal Recognition of Prior Learning process would consider both skills and experience. However, the costs of this process are approximately half the costs of studying the individual unit which, whilst less expensive than further study, is still a cost.

In all instances we would ask for due diligence to be undertaken and documentation to be retained regarding how a decision was made.

Regards

Megan Sully, Principal Policy Officer
Statewide Operations

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au

From: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Sent: Wednesday, 1 February 2023 8:19 AM

To: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>

Cc: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>

Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

Hi Melissa,

Thank you for your below email.

Can you please give me an example of what you are asking.

Best Regards

Marissa

Marissa Booth

Assistant Director

Student Wellbeing | Student Engagement, Wellbeing and Closing the Gap Branch

Improving Student Outcomes Division

Australian Government Department of Education

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From: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>

Sent: Tuesday, 31 January 2023 4:44 PM

To: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Cc: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>

Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

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Thanks Marissa for being so prompt with the your response. I understand that the officers are required to hold a min qual of a Cert IV (or equivalent) including 3 mandatory competencies. Can I please clarify that an equivalent of the 3 mandatory competencies will also be acceptable (e.g. where an employer assesses experience and skills of the worker as equivalent to those competencies).

Excerpt of FFA

c) Chaplains and student wellbeing officers are required to hold a minimum qualification or qualifications equivalent to or higher than a Certificate IV as determined by the States, and this qualification or qualifications must include competencies in:

- i. mental health and making appropriate referrals, and
- ii. providing pastoral care, and/or working with youth.

Melissa Yim

Manager

Statewide Operations – Schools and Student Support
Department of Education

Part time: Monday, Tuesday and Thursday

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P: 07 3513 5972

E: melissa.yim@qed.qld.gov.au

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PO Box 15033 | City East QLD 4002

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From: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Sent: Tuesday, 31 January 2023 1:58 PM

To: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>

Cc: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>; NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

Hi Melissa,

Thank you for your earlier phone call.

As discussed, once the agreement is fully registered and the Minister has announced the new NSWP, an email will be sent to all jurisdictions providing website links and the current status of the cyberbullying training package.

In relation to your question about a longstanding Chaplain who may now not meet the qualifications requirements. We confirm that the Project Schedule stipulates a number of additional competencies that either a Student Wellbeing Officer or Chaplain must have to be recognised as fully competent.

The Project Schedule does not stipulate at what time these competencies must be attained. However it is a requirement to complete the eSafety Commission Professional Learning Package within 3 months of commencing the service.

If your jurisdiction has a waiver mechanism, then that is for your office to determine whether it is appropriate to use in individual circumstances.

I would just like to draw your attention to the March 2024 reporting on the 2023 status of the program whereby your jurisdiction will be required to confirm whether all requirements of the Project Schedule have been met. We understand and share your concern about losing a Chaplain who has served a long time and is valued by their school and community. Where possible, we would appreciate them remaining in their position if the school and community feel they are the best fit. As such, we would appreciate it if your office can work with the individual to have their 1 or 2 competencies achieved sometime during the 2023 academic year.

I hope the above assists in navigating your scenarios. If you wish to further discuss, please let me know.

Best Regards

Marissa

Marissa Booth

Assistant Director

Student Wellbeing | Student Engagement, Wellbeing and Closing the Gap Branch

Improving Student Outcomes Division

Australian Government Department of Education

Phone (02) 6240 2456 | Mob [REDACTED]

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From: YIM, Melissa <Melissa.YIM@ged.qld.gov.au>

Sent: Tuesday, 31 January 2023 11:32 AM

To: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Cc: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@ged.qld.gov.au>

Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

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Hi Marissa

Thanks for providing that advice below. I tried to give you call but it rang out. Could you please call me when you get a chance to discuss the below and another matter about qualifications? I'm working from home today so my best contact is [REDACTED] Other than a meeting I have scheduled from 11-12pm today, I am free.

Thanks heaps
Melissa

Melissa Yim

Manager

Statewide Operations – Schools and Student Support
Department of Education

Part time: Monday, Tuesday and Thursday

Mon	Tue	Wed	Thu	Fri
				

P: 07 3513 5972

E: melissa.yim@qed.qld.gov.au

Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000

PO Box 15033 | City East QLD 4002

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From: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Sent: Tuesday, 24 January 2023 1:17 PM

To: SULLY, Megan <Megan.SULLY@qed.qld.gov.au>

Cc: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Subject: RE: professional learning package in responding to cyberbullying [SEC=OFFICIAL]

Hi Megan,

Thank you for your enquiry.

The completion of the 3 hour professional learning package and the refresher course was a requirement under the NSCP which ended in Dec 2022.

We are in the midst of establishing new training, for both Student Wellbeing Officers and Chaplains, which will be provided under the new NSWP. It will be a 2 hour professional learning package and no further refresher course. This package is expected to be available from April 2023 once all jurisdictions have signed the NSWP Federation Funding Agreement.

If you are looking for training prior to April 2023, the eSafety Commission training team have advised they are running the following courses:

Chaplains 3hrs	Registration link
Date/time [AEDT]	
16 February @ 9.30 - 12.30pm	https://attendee.gotowebinar.com
15 March @ 1:00 - 4:00pm	
Chaplains 1hrs	Registration link
Date/time [AEDT]	
22 February @ 9.30 - 10.30am	https://attendee.gotowebinar.com
21 March @ 12.30 - 1.30pm	

If you wish to discuss with the eSafety Commission training team, they are available at outreach@esafety.gov.au

I hope this information assists.

Best Regards

Marissa

Marissa Booth

Assistant Director

Student Wellbeing | Student Engagement, Wellbeing and Closing the Gap Branch

Improving Student Outcomes Division

Australian Government Department of Education

Phone (02) 6240 2456 | Mob [REDACTED]

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From: SULLY, Megan <Megan.SULLY@qed.qld.gov.au>

Sent: Tuesday, 24 January 2023 12:19 PM

To: NationalStudentWellbeingProgram <NationalStudentWellbeingProgram@education.gov.au>

Subject: professional learning package in responding to cyberbullying

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Hi team

As part of the new Federation Funding Agreement the requirements for workers is that they complete the professional learning package in responding to cyberbullying within three months of commencement and to refresh this at least once every two and a half years.

Can you please confirm whether completion of the refresher training (1 hour training) meets the requirement of 'to refresh every two and half years' or if the worker would need to complete the full training package again within the timeframe.

Kind Regards

Megan Sully

Principal Policy Officer

Statewide Operations

Disability, Inclusion & Student Services

Queensland Department of Education

T: 07 351 35827 | **E:** megan.sully@qed.qld.gov.au

Mon Tue Wed Thu Fri



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LINDEBERG, Eamonn

From: YIM, Melissa
Sent: Monday, 16 January 2023 2:36 PM
To: SULLY, Megan
Cc: ChaplainsWellbeingOfficers; YIM, Melissa
Subject: RE: TOL update - 10 Jan


Yeah – I think it would be good to let Beth know. Can we also set up a meeting with Beth and Jenni to discuss the existing waiver and existing chaplains – maybe on Thursday? I wouldn't mind getting an idea whether they think the min quals will be a problem etc and time they will need to get this done as it will also be a big workload implication for them to get the waiver applications in.

Melissa Yim

Manager

Statewide Operations – Schools and Student Support
Department of Education

Part time: Monday, Tuesday and Thursday

Mon	Tue	Wed	Thu	Fri
				

P: 07 3513 5972

E: melissa.yim@qed.qld.gov.au

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From: SULLY, Megan <Megan.SULLY@qed.qld.gov.au>
Sent: Monday, 16 January 2023 2:25 PM
To: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>
Subject: RE: TOL update - 10 Jan

Yeah that's a good point, but given the decision to require all workers to have the 3 units do we hold off on processing these ones till we get the signed variation letter. If so, I might go back to Beth and let her know that so she isn't waiting on them for a student free day start. We can always have the letters ready to go.

Regards

Megan Sully

Principal Policy Officer

P: 07 3513 5827 E: megan.sully@qed.qld.gov.au

From: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>
Sent: Monday, 16 January 2023 2:21 PM
To: SULLY, Megan <Megan.SULLY@qed.qld.gov.au>
Cc: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>
Subject: RE: TOL update - 10 Jan

Yes can you please draft email to AEA re: audit and also perhaps include waivers information??






The waivers – Deed of Variation mentions the new qualifications – I'm just thinking do we need to wait for that to be signed off first? I mean the waiver would still stipulate the 3 units and timeframes but there is source document of those requirements tying them to it i.e. SOA contract requirement....

Melissa Yim

Manager

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From: SULLY, Megan <Megan.SULLY@qed.qld.gov.au>

Sent: Monday, 16 January 2023 12:51 PM

To: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>

Subject: RE: TOL update - 10 Jan

Hi Melissa

Just to clarify a couple of things please;

Can we now process the waivers that have come in last week with the new requirements of 3 units in 6 months?
Do you want me to draft an email to all AEAs requesting they complete the spreadsheet as an audit of workers
quals?

Regards

Megan Sully

Principal Policy Officer

P: 07 3513 5827 E: megan.sully@qed.qld.gov.au

From: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>

Sent: Monday, 16 January 2023 10:06 AM

To: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>; BRENNAN, Celia <Celia.BRENNAN@qed.qld.gov.au>; BULL, Stephanie <Stephanie.BULL@qed.qld.gov.au>; MILNE, Cicely <Cicely.MILNE@qed.qld.gov.au>; STEWART, Emily <Emily.STEWART@qed.qld.gov.au>; SULLY, Megan <Megan.SULLY@qed.qld.gov.au>

Subject: FW: TOL update - 10 Jan

Hey team – I had quick chat to becky about a few things in the my handover last week. Please see red text for
update/actions. **s73 - Irrelevant Information**

From: WALSH, Becky <Becky.WALSH@qed.qld.gov.au>

Sent: Friday, 13 January 2023 11:54 AM

To: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>

Subject: FW: TOL update - 10 Jan

Hi M

Hope you're feeling better.

As always, I really appreciate this update. This week it was also handy for me when prepping for my catch up with the ADG. 😊

Happy to chat about those items flagged for discussion. In the meantime, see some **comments** below.

s73 - Irrelevant Information

Becky Walsh, Director, Statewide Operations
Disability, Inclusion & Student Services

T: 07 351 35919 | M: [REDACTED] | E: Becky.Walsh@qed.qld.gov.au

From: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>
Sent: Tuesday, 10 January 2023 4:03 PM
To: WALSH, Becky <Becky.WALSH@qed.qld.gov.au>
Subject: TOL update - 10 Jan

Hey Becky – welcome back from your holidays! Sounds like you were really productive! I'll see you back in the office on Thurs 😊

s73 - Irrelevant Information

C/SWO

- For approval - 22/853784 - WWR Update policy and support docs on webpages – responses were made to your comments for the docs that you have reviewed.

s73 - Irrelevant Information

- For approval - 22/852445 AEA record of mtg 5 Dec

s73 - Irrelevant Information

- For discussion – FFA Min qualifications – I've reconsidered the position on this one and I don't think we can draw a line in the sand re: existing chaplains and waivers. We will need to report to the AG that the C/SWO meet min quals and the only way to do that is to do an audit with all AEAs. I recommend emailing all AEAs to seek their confirmation that all C/SWO meet the FFA min quals including 3 mandatory units and if not, to advise the number of staff not meeting the quals and put them on waiver to complete it. The initial mapping would show most C/SWO would have 3 mandatory units under the Cert IV in YW & Pastoral care but those with equivalencies, we would not know. I would be more flexible around the waiver timeframes during this transition year – esp for existing staff that may have been in the role for years. **Happy to discuss. BW**

supports undertaking the audit with all AEAs requesting confirmation that all C/SWO meet min quals and if not, to apply for a waiver (we can flexible with the time to take to get this extra unit done and use 2023 as a transition year). For those under existing waivers, we will need to include the 3 unit – we can have a discussion with SUQ (as the AEA with the most waivers) re: timing. Any new waivers are to include the 3 units within 6mths. Emily/team – let's discuss possible timeframes to see what will work for you to admin this as well.

- **s73 - Irrelevant Information**

[Redacted]

- To note – actions planned once FFA & ELT funding finalised:

- **s73 - Irrelevant Information**

- [Redacted]

- Send direct principal email, **s73 - Irrelevant Information**
 - 22/820142 Factsheet published & accompany email to principals
 - 22/853784 - WWR Update policy and support docs on webpages
 - **s73 - Irrelevant Information**
 - DoE News & OnePortal news item
 - Send comms to NSS for their repurpose
 - 22/852445 AEA minutes to be sent

s73 - Irrelevant Information

[Redacted]

s73 - Irrelevant Information

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Melissa Yim

Manager

Statewide Operations – Schools and Student Support
Department of Education

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LINDEBERG, Eamonn

From: BULL, Stephanie
Sent: Monday, 13 February 2023 9:29 AM
To: WATKINS, Lydia
Cc: ChaplainsWellbeingOfficers
Subject: RE: Updating URLs

Categories: PENDING RESPONSE, Steph

Hi Lydia

I hope you are well.

I touched base with you last year re an upcoming WWR (22/853784) for our Chaplaincy and student wellbeing officer service policy statements and supporting docs, to update the current information at <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-welfare-worker-services>. Given this is quite a large job (about 16 docs needing to be updated), I just wanted to flag with you that we hope for this to come through for processing in SCO sometime this week.

Regarding the existing URL link to the main webpage (above), given the name change from a 'student welfare worker' to a 'student wellbeing officer', we are hoping the new link could be <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-wellbeing-officer-services>. So that I can make sure each doc within the WWR is linking to the new preferred link, could you please confirm that the above link is able to be used?

Thanks heaps
Steph

Chaplain and Student Wellbeing Officer Team

Statewide Operations

Department of Education

E: ChaplainsWellbeingOfficers@qed.qld.gov.au

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s73 - Irrelevant Information

[Redacted content]

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From: BULL, Stephanie
Sent: Wednesday, 7 December 2022 4:25 PM
To: WATKINS, Lydia <Lydia.WATKINS@qed.qld.gov.au>
Cc: SULLY, Megan <Megan.SULLY@qed.qld.gov.au>
Subject: RE: Updating URLs

Thanks heaps for your prompt response Lydia. If we know the title of the title page is going to be updated as a result of the title change included in a WWR, can we confidently 'predict' ahead of time what the URL will be so that the 'predicted' future URL is included in the WWR, or do we need to wait until the new URL is physically in action (of course I know the link wont actually work until the WWR is actually completed)..

As some of my documents under my other WWR (22/853784) link to the above URL that needs to be updated, I originally thought I'd have to wait until the above URL is updated and published in order to know what the new URL would be. However, based on your information, can I simply 'predict' in my documents what the new link will be ahead of time without it actually having gone live yet i.e.

s73 - Irrelevant Information

I hope this makes sense again!!!

From: WATKINS, Lydia <Lydia.WATKINS@qed.qld.gov.au>

Sent: Wednesday, 7 December 2022 3:57 PM

To: BULL, Stephanie <Stephanie.BULL@qed.qld.gov.au>

Subject: RE: Updating URLs

Hi Stephanie

That's not a problem! We update page URLs to reflect page titles when they are changed, so if your web work request includes updating the page title, we will also update the URL to reflect this.

Thank you

Lydia Watkins

Lead Web Officer | Digital Presence

Web and Digital Production | Digital Solutions
Information and Technologies
Department of Education

P: (07) 3034 5119

E: lydia.watkins@qed.qld.gov.au

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From: BULL, Stephanie <Stephanie.BULL@qed.qld.gov.au>

Sent: Wednesday, 7 December 2022 3:36 PM

To: WATKINS, Lydia <Lydia.WATKINS@qed.qld.gov.au>

Subject: Updating URLs

Hi Lydia

A colleague has given me your name as being someone who may be able to assist with my following questions (or you may be able to point me to the correct contact if not).

We are currently reviewing our Chaplaincy and student welfare officer services policy statement and supporting documents, as we are updating the term 'student welfare worker' to 'student wellbeing officer'.

The link to the policy statement is currently <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-welfare-worker-services>. My question is, if we want this URL to be updated to use the term 'student wellbeing officer' instead of 'student welfare worker', how do we go about changing this? Would this form part of the WWR that we have done to have all of the associated documents updated (22/853784) – or is this done some other way?

Thanks for clarifying what is probably a dumb question – and I hope this makes sense! I can be called on MS Teams if this would be easier.

Stephanie Bull

Principal Policy Officer
State Schools - Operations
Department of Education



Part time: Monday, Tuesday and every other Wednesday

E: stephanie.bull@qed.qld.gov.au

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LINDEBERG, Eamonn

From: YIM, Melissa
Sent: Thursday, 5 January 2023 1:42 PM
To: ChaplainsWellbeingOfficers
Cc: BULL, Stephanie; STEWART, Emily; MILNE, Cicely; YIM, Melissa
Subject: RE: Waiver requirements for 2023

Hold press – I've been thinking more about this and I'm not sure if the line in the sand will work. Looking through our reporting requirements, we will need to eventually report that the min requirements are achieved, so we will probably need to do an audit of all existing C/SWO to see if they meet equivalency. We do have 2023 transition year to get this sorted though – so not to panic but I'm thinking I'll have a chat to Becky once she has returned and then try for a conversation with the AG and then AEAs. Worse case we will have to put the C/SWO on waivers until they have met the 3rd mandatory unit.

Melissa Yim

Manager

Statewide Operations – Schools and Student Support
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From: YIM, Melissa
Sent: Thursday, 5 January 2023 12:31 PM
To: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>
Cc: BULL, Stephanie <Stephanie.BULL@qed.qld.gov.au>; STEWART, Emily <Emily.STEWART@qed.qld.gov.au>; MILNE, Cicely <Cicely.MILNE@qed.qld.gov.au>
Subject: RE: Waiver requirements for 2023

I made some suggested changes highlighted in yellow and strikethrough.

Melissa Yim

Manager

Statewide Operations – Schools and Student Support
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P: 07 3513 5972

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From: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>

Sent: Thursday, 5 January 2023 11:45 AM

To: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>

Cc: BULL, Stephanie <Stephanie.BULL@qed.qld.gov.au>; STEWART, Emily <Emily.STEWART@qed.qld.gov.au>;

ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>; MILNE, Cicely

<Cicely.MILNE@qed.qld.gov.au>

Subject: RE: Waiver requirements for 2023

Hi Melissa

I have updated the letter based on our conversation and your advice below. I still think its worth sending an email to AEAs/schools with waivers in place to provide clarity.

To be sent following sign-off of the FFA.

###

Dear <insert name>

We have identified your organisation/school as currently having one or more chaplains working towards their qualification, on an approved minimum qualifications wavier.

We are confirming that any waivers or waiver extensions granted prior to 2023 will remain in place under the conditions outlined in the original waiver approval/extension letter. These Chaplains will still need to complete the two mandatory units of competency within four months and the full qualification within twelve months (unless an extension has been granted).

Please be reminded to update our team with training completion dates as they are achieved.

Please note, **FUTURE** waiver applications submitted from January 2023 will be under new conditions through the National Student Wellbeing Program (formerly known as National School Chaplaincy Program) requiring chaplains and student wellbeing officers to complete three mandatory units of competency within 6 months and the full qualification within twelve months.

Please be advised that whilst the minimum qualification requirements in the National Student Wellbeing Program have changed, there are no changes to the conditions for workers under an approved waiver dated prior to 2023. We can confirm that all conditions under which the waiver was granted remain in place. These Chaplains will still need to complete the two mandatory units of competency within four months and the full qualification within twelve months, but will not be required to undertake the additional mandatory unit.

Please be reminded to update our team with training completion dates as they are achieved.

If you require further information or clarification please email ChaplainsWellbeingOfficers@qed.qld.gov.au

Regards

Megan Sully, Principal Policy Officer
Statewide Operations

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au

From: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>

Sent: Thursday, 5 January 2023 11:33 AM

To: SULLY, Megan <Megan.SULLY@qed.qld.gov.au>

Cc: BULL, Stephanie <Stephanie.BULL@qed.qld.gov.au>; STEWART, Emily <Emily.STEWART@qed.qld.gov.au>;
ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>; YIM, Melissa
<Melissa.YIM@qed.qld.gov.au>; MILNE, Cicely <Cicely.MILNE@qed.qld.gov.au>

Subject: RE: Waiver requirements for 2023

Hi all – just confirming that all waivers approved in 2022 was done under the existing requirements and timeframes i.e. 2 mandatory units in 4mths and 12months completion. These will continue under these conditions until the waiver is completed (even during 2023). 2023 will be seen as the transition year. Any waiver that we have received this year will need to be held off until the new FFA is signed which will hopefully be in the next week or so. Any new waiver from 2023 will then be subject to the new FFA requirements i.e. 3 mandatory units in 6mths and 12month completion.

Happy to chat further if that poses a problem or is confusing.

Thanks


Melissa

Melissa Yim

Manager

Statewide Operations – Schools and Student Support
Department of Education

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From: SULLY, Megan <Megan.SULLY@qed.qld.gov.au>

Sent: Wednesday, 4 January 2023 9:08 AM

To: YIM, Melissa <Melissa.YIM@qed.qld.gov.au>

Cc: BULL, Stephanie <Stephanie.BULL@qed.qld.gov.au>; STEWART, Emily <Emily.STEWART@qed.qld.gov.au>;
ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>

Subject: Waiver requirements for 2023

Hi Melissa

For your approval to send to AEAs (and catholic school principals) where a current waiver is in place.

Unfortunately I missed your email before I went on leave approving that we update the timeframe to 6 months so all waivers from 2022 were granted with a 4 month timeframe for the mandatory units.

I will draft another email requesting that AEAs submit waiver requests for their current SWOs – Steph and I started working on a draft form that could be used for this last year.

###

Dear <insert name>

We have identified your organisation/school as currently having one or more chaplains working towards their qualification, on an approved minimum qualifications wavier.

Due to the changes that will come into effect upon Ministerial sign-off of the arrangements for the National Student Wellbeing Program, the waiver timeframes for acquiring the mandatory units of competency will change. From 2023, Chaplains and student wellbeing officers will be given 6 months to complete these units, with all new and existing waivers to reflect the change.

Please note we have adjusted our records to reflect the new timeframes and there is no requirement for you to submit an extension request.

There is no change to the requirement to achieve the full qualification within 12 months or to other conditions under which the waiver was granted.

Please be reminded to update our team with training completion dates as they are achieved.

If you require further information or clarification please email ChaplainsWellbeingOfficers@qed.qld.gov.au

Regards

Megan Sully

Principal Policy Officer

State Schools – Operations

Queensland Department of Education

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au



LINDEBERG, Eamonn

From: WEBBER, JENNIFER
Sent: Tuesday, 21 February 2023 12:33 PM
To: ChaplainsWellbeingOfficers
Cc: Web Work Request
Subject: RE: WWR chaplaincy/student wellbeing officer and YSC services SOA procurement page updates

Categories: Steph

Hello,

Thanks for your email. s73 - Irrelevant Information



Can you provide the request number for the following page update: <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-wellbeing-officer-services> then we can add notes to update the OnePortal related links wording and the new page URL when the page is published.

Kind regards,

Jennifer Webber
Senior Web Officer
Web and Digital Production

Digital Solutions | Information and Technologies Branch
Department of Education

P 07 3034 5177 | E jennifer.webber@qed.qld.gov.au
Level 12 | AM60 42-60 Albert Street | Brisbane QLD 4000
PO Box 15033 | City East Brisbane QLD 4002

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From: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>
Sent: Monday, 20 February 2023 2:56 PM
To: Web Work Request <WebWorkRequest@qed.qld.gov.au>
Cc: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>
Subject: WWR chaplaincy/student wellbeing officer and YSC services SOA procurement page updates

Hi Team

Thank you for recently processing our WWR (attached for your reference) to update the Chaplaincy, Student Wellbeing Officer and Youth Support Coordinator Services procurement page (https://intranet.qed.qld.gov.au/Services/Procurement_Purchasing/Supplyarrangements/Pages/chaplaincy-student-wellbeing-officer-youth-support-coordinator-qld-state-schools.aspx).

We are hoping you could now please update relevant sections (as per the original WWR) under the 'Related links' of this page (mainly changes of name from 'student welfare worker' to 'student wellbeing officer'). As per the comment on the first dotpoint under 'Related links' of the WWR, the URL to the main chaplaincy/SWO webpage needs updating too – whilst the new URL (<https://education.qld.gov.au/students/student-health-safety->

[wellbeing/student-support-services/chaplaincy-student-wellbeing-officer-services](#)) is not yet live, it is anticipated this will go live shortly (the WWR to update the main chaplaincy webpage and URL link is currently in SCO being processed for publishing).

Please let us know if you have any questions.

Thanks

Chaplain and Student Wellbeing Officer Team

Statewide Operations

Department of Education

E: ChaplainsWellbeingOfficers@qed.qld.gov.au

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LINDEBERG, Eamonn

From: SULLY, Megan
Sent: Thursday, 16 February 2023 12:02 PM
To: s47(3)(b) - Contrary to the Public Interest
Cc: YIM, Melissa; ChaplainsWellbeingOfficers
Subject: Record of meeting - 6 December 2022
Attachments: Record of Meeting - CSWW cross~ctor meeting - 6 December 2022.DOCX

Hi everyone

Please find attached a record of the meeting held on 6 December 2022.

My apologies for not circulating this sooner. I was waiting for finalisation of the NSWP and it slipped my mind.

Given information at this meeting was shared 'without prejudice' prior to finalisation of the NSWP and state government funding arrangements, it has been recorded and filed as a Record of Meeting rather than official meeting minutes.

Kind Regards

Megan Sully
Principal Policy Officer

Statewide Operations
Disability, Inclusion & Student Services
Queensland Department of Education

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au

Mon	Tue	Wed	Thu	Fri
				

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We pay our respect to them and their cultures and to Elders past, present and emerging.*



Record of Meeting

Chaplaincy & student welfare worker cross sector panel meeting

Date & time: 6 December 2022, 2.30pm

Location: Microsoft Teams

Chair: Melissa Yim, Manager, Statewide Operations (SO) (delegated officer)

Secretariat: Megan Sully, Principal Policy Officer (PPO) SO

Attendees:

s47(3)(b) - Contrary to the Public Interest Director, Queensland Catholic Education Commission (QCEC) (delegated representative)
s47(3)(b) - Contrary to the Public Interest Education Officer, QCEC (delegated representative)
s47(3)(b) - Contrary to the Public Interest Senior Advisor, Independent Schools Queensland (ISQ) (delegated representative)
s47(3)(b) - Contrary to the Public Interest Education Services Officer, ISQ (delegated representative)

Agenda item	Discussion / Outcomes
1. Meeting opening	<ul style="list-style-type: none">Acknowledgement of country and participants welcomed.Action items from the previous meeting noted as complete or underway.Chair advised the information in the meeting is shared "without prejudice" and in good faith, based on what department representatives understand to be the case at the time.The Department of Education (the department) will not be bound by the information shared, if the position changes during the course of negotiations with the Australian and State Governments.
2. Funding and program parameters	<p>s73 - Irrelevant Information</p> <p>Released under the RTI Act/LSG</p> <p>Key program changes</p> <ul style="list-style-type: none">The agreement between the Australian Government and states/territories has resulted in a number of changes that will be implemented from 2023. For consistency the state government funding programs will align with these.Due to the timing of the negotiations, the department has not yet formally advised schools about changes but has shared information with Accredited Employing Authorities.The NSCP will now be called the National Student Wellbeing Program or NSWP with the program expanded to include student wellbeing officers.Student welfare workers will be called student wellbeing officers and schools will be able to use their funding to engage either service. Schools will still be expected to have documented community support for their service type and to let the department know if they make a change.The role of the chaplain and student wellbeing officer remains the same.

Agenda item	Discussion / Outcomes
	<ul style="list-style-type: none"> • The purpose of the program has been clarified to specify what is out of scope such as professional counselling, allied health services and religious instruction, along with providing a definition of pastoral care services. • The funding agreement will be in place for 5 years 2023-27. • Training in preventing cyberbullying will be an ongoing requirement with a specified timeframe to complete this within 3 months of commencing in the service. Refresher training at least once every two and half years will also be required. • The Australian Government will no longer share specific registration data for safety training and employers will be expected to verify a worker has completed the training as they would with other minimum qualifications. • A number of the policies and strategies that relate to child protection and child safety have been updated to including having regard to the National Principals for Child Safe Organisations and the Commonwealth Child Safe Framework. • While the current agreement specifies chaplains can be of any faith, the new agreement specifies Chaplains and SWOs may be from any faith or of no faith. • The requirement for chaplains to be recognised through endorsement by a recognised or accepted religious institution remains. So, to be known as a Chaplain, the person must have the endorsement of a religious institution. • This is the only difference between the Chaplain and SWO role. • Whilst the Certificate IV level qualification remains a minimum requirement, the specific reference to the Cert IV in Youth Work, Cert IV in Pastoral Care and Cert IV in Chaplaincy and Pastoral Care has been removed. States and territories can determine any specific qualifications. This recognises that names and content of courses may change over time. • The department will continue to list the specific Certificates as minimum requirements, noting that equivalency is allowed and will continue to be allowed. <p>A20221206:2 QCEC/ISQ to provide any equivalent qualifications to be included in the training and qualifications document, for consideration by the department.</p> <ul style="list-style-type: none"> • Of the four listed units of competency, the two current mandatory units of mental health and making appropriate referrals remain, with a new requirement to have one of either pastoral care or working with youth. • In our mapping of the current certificates, the department understands most workers will have the relevant units in their existing qualification. It's likely that someone with a Cert IV in youth work will have the working with youth unit and a Cert IV in chaplaincy/pastoral care will have the pastoral care unit. • The department confirmed that any qualification added to the training and qualifications document will be mapped to ensure it includes the mandatory units of competency or that it will specify that these must be chosen as electives or completed in addition to the qualification. • The department recognises there may be some instances where an existing SWW does not have these new units or are still working towards their full qualifications based on our existing SWW requirements.

S73 - Irrelevant Information

Agenda item	Discussion / Outcomes
4. Policy and procedures	<p>Department website</p> <ul style="list-style-type: none"> Due to the changes in the program, all of the documents and some content on the department C/SWW website will be updated – likely to be late January 2023. <p>A20221206:3 The department to advise QCEC/ISQ when website changes are live.</p> <p>Waivers</p> <ul style="list-style-type: none"> Under the current arrangements schools and AEAs are required to submit a minimum qualifications waiver request when reasonable attempts to recruit have resulted in the inability to find a chaplain. For SWWs, as long as they were working towards achieving the minimum qualifications there was no requirement to do this. From 2023, the waiver process will apply to all chaplains and student wellbeing officers, regardless of funding source. The minimum qualification waiver request form is available at https://education.qld.gov.au/student/Documents/minimum-qualification-waiver.docx There may be some current SWWs working towards their qualification and there is no expectation that AEAs run a recruitment process in these circumstances. A form will need to be submitted for these workers. <p>A20221206:4 The department to provide an exemplar waiver request form for use by schools where a SWW is already employed but not yet fully qualified.</p> <p>A20221206:5 QCEC/ISQ to conduct an audit of their schools with student welfare workers and advise the department where there are workers who will need to submit a waiver request.</p> <ul style="list-style-type: none"> For all new workers, a waiver must be applied for and granted prior to them starting work in a school. Key points to remember when submitting waiver requests: <ul style="list-style-type: none"> waivers are only granted when there is a genuine difficulty in recruiting a worker that meets the qualification requirements; they are granted for up to 12 months with the mandatory units of competency required in the first six months; waivers must include endorsement by the school principal (this does not need to be in written format and can be included as a statement in the request) who will be copied into any approval or denial letter; and should include at a minimum, how long a position has been vacant, when it was first advertised and how widely, and other factors that may make recruiting more difficult. <p>Qualifications</p> <ul style="list-style-type: none"> For both qualified workers and those where a waiver request has been submitted, please remind schools that a statement of attainment or similar is to be cited by them (including a qualification that may be used to support a waiver request such as a Certificate III level). <p>Naming of workers</p> <ul style="list-style-type: none"> Please be aware that whilst some states and territories do use different names for their workers, and this allowed under a Federation Funding Agreement (FFA), in Queensland we are aligning the names with those used in the agreement. The reasons for this are: <ul style="list-style-type: none"> feedback at the national level was that the use of student wellbeing officer has been adopted due to negative connotations of using 'welfare worker' in some communities; and there are a number of wellbeing programs and workers in schools, and keeping the naming consistent is reflective of the funding that is received.

Agenda item	Discussion / Outcomes
	<ul style="list-style-type: none"> While this is the department's preference, the department understands some school communities may use alternative names.

s73 - Irrelevant Information

9. Meeting finalisation	<ul style="list-style-type: none"> The chair thanked attendees for their time and contributions to the meeting. Next meeting: Semester 1 2023 Date: TBC Meeting closed: 3.45PM
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Action Item	Actions	Lead action officer	Due date
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s73 - Irrelevant Information

<u>A20221206:2</u>	QCEC/ISQ to provide any equivalent qualifications to be included in the training and qualifications document, for consideration by the department.	QCEC/ISQ	Following meeting
<u>A20221206:3</u>	The department to advise QCEC/ISQ when website changes are live.	DoE	When published
<u>A20221206:4</u>	The department to provide an exemplar waiver request form for use by schools where a SWW is already employed but not yet fully qualified.	DoE	With minutes
<u>A20221206:5</u>	QCEC/ISQ to conduct an audit of their schools with student welfare workers and advise the department where there are workers who will need to submit a waiver request.	QCEC/ISQ	Following meeting

s73 - Irrelevant Information

These minutes are a public record. However, the Department of Education (DoE) may redact information from the publicly released version of these minutes if DoE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DoE, it will be noted at the relevant part of these minutes.

Ref: 22/862962

LINDBERG, Eamonn

From: BULL, Stephanie
Sent: Wednesday, 1 February 2023 11:11 AM
To: SULLY, Megan
Subject: RE: Minimum qualification audit and waiver requirements

Yep okies sounds good

From: SULLY, Megan <Megan.SULLY@qed.qld.gov.au>
Sent: Wednesday, 1 February 2023 11:09 AM
To: BULL, Stephanie <Stephanie.BULL@qed.qld.gov.au>
Subject: RE: Minimum qualification audit and waiver requirements

Thanks, I was thinking similar but we need to report back to the AG in November so I figured 6 months for the additional unit – given we have expected them to complete 2 units in 4 months previously – should be enough time.

In terms of 10 Feb I was hoping to have it back before the meeting on the 14th so we have some context for discussions. We just need numbers not the waiver applications by that date.

Regards
Megan Sully, Principal Policy Officer
Statewide Operations

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au

From: BULL, Stephanie <Stephanie.BULL@qed.qld.gov.au>
Sent: Wednesday, 1 February 2023 11:05 AM
To: SULLY, Megan <Megan.SULLY@qed.qld.gov.au>
Subject: FW: Minimum qualification audit and waiver requirements

Just a few little changes..based on Marissa's email yesterday, im wondering if everyone should just be given all of 2023 to complete the units.. rather than just the 6 months

From: SULLY, Megan <Megan.SULLY@qed.qld.gov.au>
Sent: Wednesday, 1 February 2023 10:46 AM
To: BULL, Stephanie <Stephanie.BULL@qed.qld.gov.au>
Subject: Minimum qualification audit and waiver requirements

Can you please review ... just waiting on advice from the AG if equivalency can be applied to a competency, but I don't anticipate a yes answer.

Hi Melissa

I have updated the email and audit template for your review please. To send to all AEAs except SU who have already provided us with this data. I will email them separately with the information about equivalency and the streamlined waiver process for their existing workers.

Cheers
M

Dear AEAs

As discussed at the AEA meeting on 5 December 2022, the training and qualification requirements for chaplains and student wellbeing officers have been updated under the National Student Wellbeing Program (NSWP). From 2023, these requirements will be adopted for all Queensland chaplains and student wellbeing officers.

We recognise that you may have some workers who were fully qualified under the previous ~~project agreement conditions~~ **program requirements**, or **who are** currently working towards their qualification. The Australian Government has advised that all workers will be required to hold the minimum qualification of a Certificate IV in Pastoral Care, Youth Work, or Chaplaincy and Pastoral Care, an equivalent/higher qualification, or be on an approved waiver. The qualification must include units of competency in mental health and making appropriate referrals along with a unit in either pastoral care or working with youth.

To provide us with a better understanding of the impacts of these changes, we have attached a qualifications audit spreadsheet and would appreciate you completing and returning this by **Friday 10 February**.

Our mapping of qualifications shows that it is likely the Certificate IV qualifications listed will meet the requirements for the additional units of competency. However, should this not be part of their existing qualification, **workers** they will need to undertake further study or Recognition of Prior Learning for that worker. Recognition of Prior Learning may be applied for the full qualification or individual units of competency.

If these changes are going to significantly impact on your workforce, please contact us directly so we can set up a meeting to discuss your specific situation.

If you require further information or clarification, please email ChaplainsWellbeingOfficers@qed.qld.gov.au

Regards
Megan Sully
Principal Policy Officer
State Schools – Operations
Queensland Department of Education

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au



Creative, connected, engaged
Strategic Plan | 2020–2024

From: DoE Services <qldqed@service-now.com>
Sent: Wednesday, 1 March 2023 3:24 PM
To: BULL, Stephanie
Subject: Requested Item RITM00139517 has new comments

Department of Education

RITM00139517 - Web work request

A requested item has new comments.

Additional Details:

Opened by	Stephanie BULL
Requested for	Stephanie BULL
Location	Disability, Inclusion and Student Services

Comments:

01-03-2023 15:23:23 AEST - Lydia WATKINS Additional comments
[SCTASK0119899] - Hi Stephanie

That's not a problem!

We have made that update for you now.

Kind regards

Lydia Watkins
Web Content

01-03-2023 11:00:27 AEST - Stephanie BULL Additional comments

ok thank you so much to you and the team, that's great!- we had also requested via email to the team that the top link on the righthand side of webpage

s73 - Irrelevant Information

<https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-wellbeing-officer-services>, as well as the name of the link changed from 'Chaplain and student welfare worker services webpage' to 'Chaplain and student wellbeing officer services webpage', but i see it is still the old information. Could i just confirm this is in the pipeline to be done too? thanks so much

28-02-2023 11:16:11 AEST - Lydia WATKINS Additional comments
[SCTASK0119899] - Hi Stephanie

This job has been updated and published. The updated content is available via this link

<https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-wellbeing-officer-services>.

Kind regards

Lydia Watkins
Web Content

For departmental employees, you can respond by replying to this email or by accessing the ticket via the link below:

[Take me to the Requested Item](#)

Thank you.

[Unsubscribe](#) | [Manage Preferences](#)



Queensland
Government

Ref:MSG11167836_abydv2Bilbx46ZKovLI

Released under the RTI Act by DoE

LINDEBERG, Eamonn

From: s47(3)(b) - Contrary to the Public Interest @qcec.catholic.edu.au>
Sent: Tuesday, 7 February 2023 12:23 PM
To: ChaplainsWellbeingOfficers
Subject: RE: Website updates

Thanks Megan

Kind regards,

s47(3)(b) - Contrary to the Public Interest

Working - Monday, Tuesday, Thursday, Friday

From: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>
Sent: Tuesday, 7 February 2023 12:15 PM
To: s47(3)(b) - Contrary to the Public Interest @qcec.catholic.edu.au>
Subject: RE: Website updates

Thanks

We will let you know as soon as the documents have been approved for publication. You can either publish on your website, or provide links to our website.

Please note that as part of our publishing process the website link will likely change from:

<https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-welfare-worker-services>

to

<https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-wellbeing-officer-services>

At this stage it hasn't changed. IT advice is the web address reflects the title on the page and this is yet to be updated.

Regards

Megan Sully, Principal Policy Officer
Statewide Operations

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au

From: s47(3)(b) - Contrary to the Public Interest @qcec.catholic.edu.au>
Sent: Tuesday, 7 February 2023 10:24 AM
To: ChaplainsWellbeingOfficers <ChaplainsWellbeingOfficers@qed.qld.gov.au>
Subject: Website updates

Dear Team

I am reviewing our website to begin the process of updating to reflect current agreements. I have the current waiver and the current workplan. I will provide links to the federal agreement and our complaints processes. In due course, I would welcome the ability to consider uploading any other updated documentation that the Department may be in a position to provide. At this point can you please advise if you are aware of any other requirements to publish online beyond the description provided? Thank you for your assistance.

Kind regards,

s47(3)(b) - Contrary to the Public Interest

s47(3)(b) - Contrary to the Public Interest

Education Officer

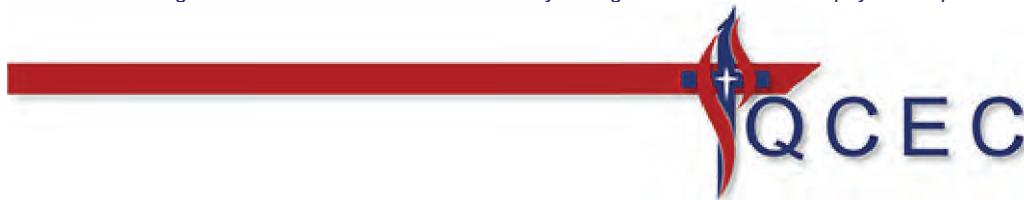
Queensland Catholic Education Commission

P. [REDACTED] @qcec.catholic.edu.au

143 Edward St Brisbane | GPO Box 2441 Brisbane Qld 4001

WWW.QCEC.CATHOLIC.EDU.AU

QCEC acknowledges the traditional Custodians of country throughout Queensland. We pay our respects to Elders past and present.



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<https://qcec.catholic.edu.au>

Released under the RTI Act by DoE

From: ChaplainsWellbeingOfficers
Sent: Tuesday, 7 March 2023 1:49 PM
To: s47(3)(b) - Contrary to the Public Interest YIM, Melissa; BULL, Stephanie
Cc: ChaplainsWellbeingOfficers
Subject: Semester 1 cross sector panel meeting
Attachments: DRAFT Meeting Minutes - CSWO cross sector panel meeting 6 March 2023.pdf; Meeting Minutes - CSSW cross sector panel 12 July 2022.pdf

Hi everyone

Please find attached draft minutes from the cross-sector panel meeting held on 6 March 2023 for your review and action as appropriate.

A final copy of the previous meeting Minutes (endorsed at this meeting) is also attached for your records.

Should you wish to recommend any amendments please email your proposed changes to chaplainswellbeingofficers@qed.qld.gov.au by Monday 13 March 2023.

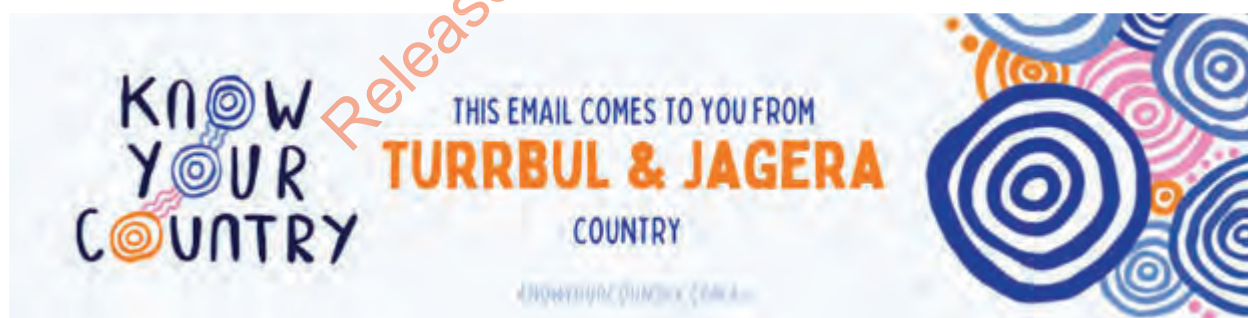
Kind Regards
Megan Sully
Principal Policy Officer

Statewide Operations
Disability, Inclusion & Student Services
Queensland Department of Education

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au



*We recognise the traditional owners of country and their continuing connection to land, air and sea.
We pay our respect to them and their cultures and to Elders past, present and emerging.*



Minutes - DRAFT

Chaplaincy & student wellbeing officer cross sector panel

Date/time: 6 March 2023; 1pm

Location: Microsoft Teams

Chair: Melissa Yim, Manager, Disability, Inclusion & Student Services (DI&SS) (delegated representative)

Secretariat: Megan Sully, DI&SS

Attendees:

s47(3)(b) - Contrary to the Public Interest Queensland Catholic Education Commission (QCEC) (delegated representative)

s47(3)(b) - Contrary to the Public Interest Independent Schools Queensland (ISQ) (delegated representative)

s47(3)(b) - Contrary to the Public Interest ISQ (delegated representative)

Stephanie Bull, DI&SS

Agenda item	Speaking points
1. Meeting opening	<ul style="list-style-type: none">Acknowledgement of country and participants welcomed.Chair acknowledged the contribution of s47(3)(b) - Contrary to the Public Interest to the cross-sector panel during her time with QCEC. <p>Minutes and Action Items</p> <ul style="list-style-type: none">Outstanding action items from 12 July 2022 and 6 December 2022 were noted as complete. <p>D20230306:01 – Minutes of the 12 July 2022 meeting were accepted.</p> <ul style="list-style-type: none">QCEC advised the Director and Executive Director positions are being permanently recruited and Chris Wooley, A/Executive Director will finish on 12 May 2023.
2. Terms of Reference	<ul style="list-style-type: none">It was noted that the Terms of Reference have been updated to include:<ul style="list-style-type: none">name changes to align with the NSWP and SWO terminology and new names of the responsible DoE branch; andchanges to the Strategic Alignment section to reflect current Queensland Government and DoE Equity and Excellence Strategy priorities.It was noted that membership of the cross sector panel will remain at the ADG/Executive level with the option to delegate to nominated officers.Meetings to discuss sector allocations for 2024-2027 will be held with senior executives. <p>D20230306:02 – 2023 Terms of Reference were endorsed.</p> <p>A20230306:01 – DoE to advise when 2023 Terms of Reference are published.</p>

s73 - Irrelevant Information

Agenda item	Speaking points
s73 - Irrelevant Information	
4. Policy updates	<ul style="list-style-type: none"> • The <i>Chaplaincy and student wellbeing officer services policy statement</i> and supporting documents have been updated to align with the NSW requirements and are now published online. • DoE is planning a comprehensive review of these documents later this year. <p>A20230306:03 – ISQ and QCEC to provide any feedback for consideration in the review by the end of Term 1, 2023.</p> <ul style="list-style-type: none"> • Key updates include: <ul style="list-style-type: none"> ○ the ability for schools to now determine the most suitable worker type for their school (i.e. a chaplain or SWO); ○ addition of the requirement for all student wellbeing officers to already hold the minimum qualification (instead of working towards it) upon commencement of services or to be on a waiver; ○ addition of the requirement for all workers to hold three mandatory units of competency; ○ allowing workers on a waiver six (instead of four) months to obtain the three required units of competency; ○ change to the name of a 'student welfare worker' to a 'student wellbeing officer'; ○ inclusion of information advising that current NSW and non-recurrent state government funding is for 2023 only, and that a new application round will occur for the 2024-2027 school years.
s73 - Irrelevant Information	

Agenda item	Speaking points
	<p>s73 - Irrelevant Information</p>
<p>6. Qualifications and training</p>	<ul style="list-style-type: none"> • All chaplains and student wellbeing officers are now required to hold the minimum qualifications, including three mandatory units of competency, prior to commencing services in schools or be on a waiver. • The units of competency listed by the Australian Government are the broad categories required rather than the names of specific units of study. • Training equivalency, including specific examples, was discussed and DoE confirmed that decisions about equivalency are the responsibility of the employer. • The Australian Government training website – training.gov.au - provides detailed information about the performance and knowledge that needs to be demonstrated to pass each unit and this may assist schools in making decisions about equivalency. • DoE reminded ISQ and QCEC that reasonable attempts at recruiting a worker are to be made before submitting a waiver request and that workers should not commence in a role until the waiver has been approved. • DoE reminded ISQ and QCEC to monitor the progress of approved waivers. <p>eSafety Training requirements</p> <ul style="list-style-type: none"> • NSWP funded chaplains and student wellbeing officers must complete the professional learning package in responding to and preventing cyberbullying delivered by the Office of the eSafety Commissioner. • The requirement is that this training be completed within three months of commencing services, and refreshed at least once every two and a half years. • The Australian Government has advised they are redeveloping this training and anticipate it will be available in April 2023. • DoE confirmed the program is part of the FFA and will be in place for the 5 years of the current program, with multiple sessions available. • DoE recommended ISQ and QCEC advise schools to enrol their workers (newly recruited or those coming to the 2 ½ year timeframe) in the first training sessions available from April. • DoE advised that for mid-year reporting, if a worker has not yet undertaken e-safety training, schools can advise of the date of enrolment of their planned

Agenda item	Speaking points
	attendance. Noting that the Australian Governments expectation by the end of year reporting in November, is that all NSWP funded chaplains and SWO have completed this new cyberbullying training.

s73 - Irrelevant Information

9. Meeting close	<ul style="list-style-type: none"> The chair thanked attendees for their time and contributions to the meeting. Next (BAU) meeting: Semester 2, 2023 Date: TBC Meeting closed: 1.40 PM
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Item	Decisions
<u>D20230306:1</u>	Minutes of the 12 July 2022 meeting were accepted.
<u>D20230306:2</u>	2023 Terms of Reference were endorsed.

Item	Actions	Lead action officer	Due date
<u>A20230306:1</u>	DoE to advise when 2023 Terms of Reference are published.	DoE	When published

s73 - Irrelevant Information

<u>A20230306:3</u>	ISQ and QCEC to provide any feedback for consideration in the review by the end of Term 1, 2023.	ISQ/QCEC	31 March 2023
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These minutes are a public record. However, the Department of Education (DoE) may redact information from the publicly released version of these minutes if DoE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DoE, it will be noted at the relevant part of these minutes.

Ref: 23/169667

Minutes

Chaplaincy & student welfare worker cross sector panel

Date/time: 12 July 2022, 10.30am

Location: Microsoft Teams

Chair: Melissa Yim, Manager, State Schools
(delegated representative)

Secretariat: Megan Sully, PPO, State Schools

Attendees:

s47(3)(b) - Contrary to the Public Interest Education Officer, QCEC (delegated representative)

s47(3)(b) - Contrary to the Public Interest Senior Advisor, Independent Schools Queensland (ISQ) (delegated representative)

Apologies:

s47(3)(b) - Contrary to the Public Interest Director, Queensland Catholic Education Commission (QCEC) (delegated representative)

s47(3)(b) - Contrary to the Public Interest Education Services Officer, ISQ (delegated representative)

Agenda item	Speaking points
1. Meeting opening	<ul style="list-style-type: none">Acknowledgement of country, participants welcomed and apologies noted.All action items from the previous meeting noted as complete. <p>D20220712:01 Minutes of the 20 January 2022 meeting were accepted.</p>
2. Terms of Reference	<ul style="list-style-type: none">The Department of Education has recently undergone an internal realignment.The School Administration team remains within the State Schools Division, but will report through an Executive Director to the Deputy Director-General, State Schools.This will not impact on officer level key contacts for C/SWW related work.Following the transition phase, and once the Chair of this group is confirmed, DoE will update the 2022 Terms of Reference and circulate to members for endorsement.

s73 - Irrelevant Information

Agenda item	Speaking points
s73 - Irrelevant Information	
5. National Project Agreement	<p>Student Welfare Officers</p> <ul style="list-style-type: none"> Media articles have quoted the Honourable Jason Clare MP, Federal Minister for Education as indicating the NSCP will be expanded to include Student Welfare Officers (SWO) from 2023. DoE has not received any formal media statement or correspondence from the AG regarding this. On 22 June, DoE met with the AG and other states/territories seeking additional information about the announcement including seeking clarification on: <ul style="list-style-type: none"> role and minimum qualifications of the SWO if additional funding will be provided for the role funding allocations to each state and territory from 2023 onwards timeframes for the project agreement from 2023 onwards timeframes for the NSCP evaluation and advice as to whether the outcome will be used to inform the next project agreement. No further information was available at the meeting, but DoE will continue to seek clarity and share this with cross-sector members. Discussion about the possible implications for introducing SWO role into the program and timeframes for implementation of a new agreement. <p>NSCP Project Agreement negotiations</p> <ul style="list-style-type: none"> A meeting date to discuss the next Project Agreement with State and Territory representatives has not yet been set noting that the AG is currently briefing their new Minister on a range of topics. s73 - Irrelevant Information <p>A20220712:02 QCEC and ISQ to provide DoE with any topics they want considered as part of the negotiation meetings with the AG.</p> <p>s73 - Irrelevant Information</p> <p>Cyber bullying training</p> <ul style="list-style-type: none"> Please continue to promote the 3-hour training session to your schools with a reminder that ideally it should form part of any induction training for new chaplains or as soon as possible from the date of their appointment. The 1-hour session continues to be voluntary. The AG has not confirmed whether the requirement for Chaplains to undertaken this training will be included in a new Project Agreement.
6. Policy and Procedures	<p>DoE website</p> <ul style="list-style-type: none"> DoE has recently updated all of the word documents published on the C/SWW website to a docx format.

Agenda item	Speaking points
	<ul style="list-style-type: none"> Additional updates have been progressed for publication, as follows: <ul style="list-style-type: none"> fixing broken links within supporting documents; Training and Qualification document updated to include specific wording that Blue Cards are required prior to starting work; and Principal FAQs document updated to indicate the Workplan is to be completed either prior to a service starting or within the first month. <p>Waivers</p> <ul style="list-style-type: none"> The current waiver process includes copying ISQ and QCEC into any waiver approvals or denial letters, along with the school principal/AEA. The department will retain oversight of the process but requested that QCEC and ISQ also monitor compliance with the conditions of the waiver including meeting completion dates for the mandatory units and full qualification. QCEC and ISQ agreed to put in place strategies to monitor waiver conditions are met for their schools. Where there are extenuating circumstances that mean a Chaplain on a waiver cannot complete the qualification by the due date, we would expect an extension request prior to the due date, outlining the situation.
	<p>s73 - Irrelevant Information</p> <p>Released under the RTI Act by DoE</p>
	<p>s73 - Irrelevant Information</p>
8. Other business	<ul style="list-style-type: none"> Nil
9. Meeting close	<ul style="list-style-type: none"> The chair thanked attendees for their contribution to the meeting. Next meeting: TBC. Meeting closed: 11.21am

A summary of the decisions and actions from this meeting is provided below:

Item number	Decisions
<u>D20220120:01</u>	Minutes of the 20 January 2022 meeting were accepted.

Item number	Actions	Due date/Status
<u>A20220712:02</u>	QCEC and ISQ to provide DoE with any topics they want considered as part of the negotiation meetings with the AG.	As required

These minutes are a public record. However, the Department of Education (DoE) may redact information from the publicly released version of these minutes if DoE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DoE, it will be noted at the relevant part of these minutes.

Released under the RTI Act by DoE

LINDBERG, Eamonn

From: YIM, Melissa
Sent: Thursday, 19 January 2023 9:19 AM
To: s47(3)(b) - Contrary to the Public Interest
Cc: ChaplainsWellbeingOfficers
Subject: Update - 2023 funding
Attachments: s73 - Irrelevant Information
DRAFT CSWO communications.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning all

Great news! The FFA has been signed by the Minister! s73 - Irrelevant Information

s73 - Irrelevant Information

We are working through the policy/supporting docs updates on the website which is also going through the approval process pending funding finalisation.

I have attached the following draft comms (not for publication or distribution at this time):

- Draft email to all state school principals that have received C/SWO funding in 2022
- s73 - Irrelevant Information
- Draft OnePortal message that will be published on our internal website for all staff.

We will continue to share what information we can asap.

Please feel free to contact me or Megan if you wish to discuss further or have any further questions.

Thanks heaps
Melissa

Melissa Yim

Manager

Statewide Operations – Schools and Student Support
Department of Education

Part time: Monday, Tuesday and Thursday

Mon	Tue	Wed	Thu	Fri
				

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DRAFT NOT FOR FURTHER DISTRUBTION

DRAFT EMAIL TO ALL STATE SCHOOL PRINCIPALS THAT RECEIVED C/SWO FUNDING IN 2022

Dear Principals

s73 - Irrelevant Information

In addition, the National Student Wellbeing Program (NSWP) (replacing the National School Chaplaincy Program) for 2023–2027 has been expanded to allow schools to choose either a chaplain or student wellbeing officer (previously known as student welfare worker). This change allows schools to choose a service type that best meets the needs of their community.

s73 - Irrelevant Information

This information is also reflected in the **attached** factsheet.

If you have any questions about chaplaincy and student wellbeing officer programs, or your school does not wish to continue to be part of the program in 2023, please contact ChaplainsWelfareWorkers@qed.qld.gov.au so that funding can be reallocated to another school.

DRAFT BULLETIN MESSAGE TO BE PUBLISHED ON ONEPORTAL (INTERNAL WEBPAGE FOR ALL STAFF)

National Student Wellbeing Program (NSWP) in 2023

The National Student Wellbeing Program (NSWP), previously known as the National School Chaplaincy Program, has been extended until the end of the 2027 school year.

From 2023, the NSWP will include Student Wellbeing Officers. This means that schools that receive NSWP funding will have the option to engage either a chaplain and/or a student wellbeing officer to support student and school community wellbeing.

State schools must continue to engage a Student Wellbeing Officer (previously known as student welfare workers in Queensland) and/or a Chaplain through an Accredited Employing Authority (organisations approved by the department to offer these services). A list of current service providers is available at <https://education.qld.gov.au/student/Documents/chaplaincy-aecas-list.docx>

Relevant supporting documents have been updated to reflect the expansion of the program.

s73 - Irrelevant Information



Establishing or changing a service

Local community support is required for a chaplaincy or student wellbeing officer service to operate at a school. Schools are to document this support (e.g. in minutes of a P&C meeting) including reasons why the service is supported, taking into consideration the needs of the student population and the characteristics of the school community.

Schools that have an existing chaplain or student wellbeing officer are not required to retrospectively document this support. However, if the service significantly changes or schools wish to establish a new chaplain or student wellbeing officer service, local community support should be documented, including the reasons why the service is supported.

Schools are asked to advise the department by email, if they change their service type.

s73 - Irrelevant Information



Further information about chaplaincy and student wellbeing officer services in Queensland schools is located on the department's Chaplaincy and student wellbeing officer policy web page.

For further information or clarification, please contact chaplainswellbeingofficers@qed.qld.gov.au.

[Page content end]

LINDEBERG, Eamonn

From: ChaplainsWellbeingOfficers
Sent: Wednesday, 1 March 2023 11:36 AM
To: ChaplainsWellbeingOfficers
Subject: Updated C/SWO policy and supporting are now available on the Department website

Dear AEAS

As advised at the AEA meeting held on 14 February 2023, we have updated the C/SWO policy and supporting documents to align with the new program requirements.

We are pleased to advise these documents have now been published on the department website.

This link is now available at

<https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-wellbeing-officer-services>

Please note this hyperlink is slightly different to the previous one as the new page title is reflected in the link. Any of your saved desktop shortcuts will need to be updated.

Kind regards

Chaplain & Student Wellbeing Officer Team

Statewide Operations

Disability Inclusion & Student Services

Department of Education

Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000

PO Box 15033 | City East QLD 4002



LINDEBERG, Eamonn

From: SULLY, Megan
Sent: Tuesday, 28 February 2023 4:06 PM
To: s47(3)(b) - Contrary to the Public Interest
Cc: ChaplainsWellbeingOfficers
Subject: updated C/SWO website

Hi everyone

Great news, the department's C/SWO website has now been updated to reflect the program changes.

This link is now available at

<https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-wellbeing-officer-services>

Please note this hyperlink is slightly different to the previous one as the new page title is reflected in the link.

Kind Regards

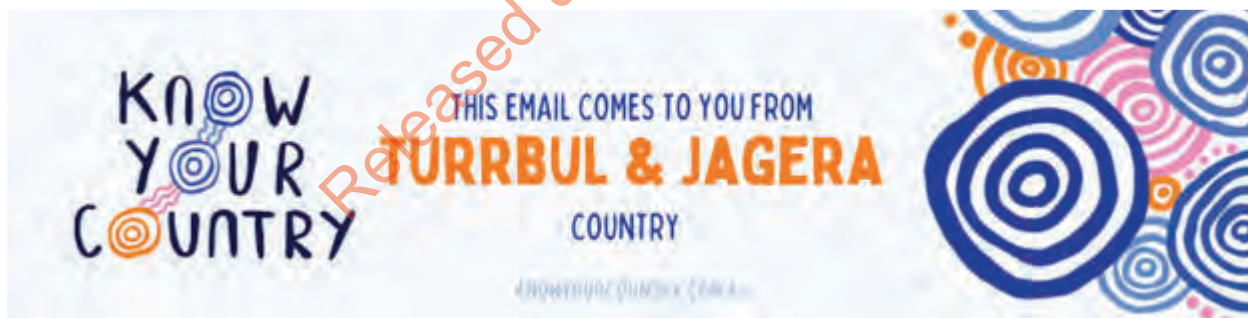
Megan Sully
Principal Policy Officer

Statewide Operations
Disability, Inclusion & Student Services
Queensland Department of Education

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au



*We recognise the traditional owners of country and their continuing connection to land, air and sea.
We pay our respect to them and their cultures and to Elders past, present and emerging.*



LINDEBERG, Eamonn

From: SULLY, Megan
Sent: Wednesday, 4 January 2023 9:08 AM
To: YIM, Melissa
Cc: BULL, Stephanie; STEWART, Emily; ChaplainsWellbeingOfficers
Subject: Waiver requirements for 2023

Categories: Megan

Hi Melissa

For your approval to send to AEAs (and catholic school principals) where a current wavier is in place.

Unfortunately I missed your email before I went on leave approving that we update the timeframe to 6 months so all waivers from 2022 were granted with a 4 month timeframe for the mandatory units.

I will draft another email requesting that AEAs submit waiver requests for their current SWOs – Steph and I started working on a draft form that could be used for this last year.

###

Dear <insert name>

We have identified your organisation/school as currently having one or more chaplains working towards their qualification, on an approved minimum qualifications wavier.

Due to the changes that will come into effect upon Ministerial sign-off of the arrangements for the National Student Wellbeing Program, the waiver timeframes for acquiring the mandatory units of competency will change. From 2023, Chaplains and student wellbeing officers will be given 6 months to complete these units, with all new and existing waivers to reflect the change.

Please note we have adjusted our records to reflect the new timeframes and there is no requirement for you to submit an extension request.

There is no change to the requirement to achieve the full qualification within 12 months or to other conditions under which the waiver was granted.

Please be reminded to update our team with training completion dates as they are achieved.

If you require further information or clarification please email ChaplainsWellbeingOfficers@qed.qld.gov.au

Regards
Megan Sully
Principal Policy Officer
State Schools – Operations
Queensland Department of Education

T: 07 351 35827 | E: megan.sully@qed.qld.gov.au

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LINDEBERG, Eamonn

From: ChaplainsWellbeingOfficers
Sent: Monday, 20 February 2023 2:56 PM
To: Web Work Request
Cc: ChaplainsWellbeingOfficers
Subject: WWR chaplaincy/student wellbeing officer and YSC services SOA procurement page updates
Attachments: s73 - Irrelevant Information [REDACTED]

Categories: PENDING RESPONSE

Hi Team

s73 - Irrelevant Information [REDACTED]

We are hoping you could now please update relevant sections (as per the original WWR) under the 'Related links' of this page (mainly changes of name from 'student welfare worker' to 'student wellbeing officer'). As per the comment on the first dotpoint under 'Related links' of the WWR, the URL to the main chaplaincy/SWO webpage needs updating too – whilst the new URL (<https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-wellbeing-officer-services>) is not yet live, it is anticipated this will go live shortly (the WWR to update the main chaplaincy webpage and URL link is currently in SCO being processed for publishing).

Please let us know if you have any questions.

Thanks

Chaplain and Student Wellbeing Officer Team

Statewide Operations

Department of Education

E: ChaplainsWellbeingOfficers@qed.qld.gov.au

Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000

PO Box 15033 | City East QLD 4002

Please consider the environment before printing this email.

LINDEBERG, Eamonn

From: BULL, Stephanie
Sent: Wednesday, 15 February 2023 9:33 AM
To: Web Work Request
Cc: ChaplainsWellbeingOfficers
Subject: WWR incoming - Chaplaincy and student wellbeing officer services

Categories: FYI

Hi Team

As per the advice re how to submit WWRs, I am just letting you know that this morning we will be submitting a WWR to update the Chaplaincy and student wellbeing officer policy statement and supporting documents at <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-welfare-worker-services>. This is quite a large job (with over 12 docs needing to be replaced with the newer versions). I had emailed Lydia earlier in the week re this but realised I really should be emailing this inbox!

Regarding the existing URL link to the main webpage (above), given the name change from a 'student welfare worker' to a 'student wellbeing officer', we are hoping the new link could be <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-wellbeing-officer-services> please - this is the URL we have referenced within the updated word docs.

Please contact me should you have any queries – alternatively, Megan Sully can be contacted in my absence as I work partime on a Monday, Tues and Weds.

Thanks so much
Steph

Stephanie Bull
Principal Policy Officer
Statewide Operations
Department of Education



Part time: Monday, Tuesday and every other Wednesday

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