



The National School Chaplaincy Program - Application Form

Funding Period 2015 to 2018

Closing Date for applications: Monday 8 December 2014 by COB email to:

ETDStudentWellbeing@act.gov.au

Before starting your Application you should have read the ACT National School Chaplaincy Program (ACT NSCP) Guidelines and Application Guide.

Please be aware that submitting an application does not guarantee that you will receive NSCP funding. Please ensure you provide all the required information to support your application. You will be advised of the outcome in writing.

All schools are able to apply Irrespective of their involvement with the current chaplaincy and student welfare worker program

Part A: School Details

A1. School Name: BELCONNEN HIGH SCHOOL

Street Address: Murrarji street Suburb: HAWKER Postcode: 2614
 Postal Address Suburb Postcode
 Telephone: 62056844 Facsimile: 62056852 Email: info@blch.act.edu.au

A2. School Principal Details

Title: Mr
 First Name: David
 Last Name: McCarthy
 Telephone: 62056844 Email: david.mccarthy@ed.act.edu.au
 Preferred contact method: email

A3. Parent Body

Name of body: Parent and Citizen's Group.

Contact person: Mrs Carolyn Fisher

Title: Mrs

F Name: Carolyn

Last Name: Fisher

Position: President

Telephone: Mobile: [REDACTED] Email: [REDACTED]

Preferred contact method

A4. School Governing Body

Name of body: **School Board**
Contact person: **Mrs Rebekah Gupte**
Title: **Mrs**
First Name: **Rebekah**
Last Name: **Gupte**
Position: **Chairperson**
Telephone: [REDACTED] Email: [REDACTED]
Preferred contact method: email.

Part B: Funding Recipient Details (Chaplain Provider)

B1. Has the school approached or identified a funding recipient to provide this service on the school's behalf?

Please circle.



No

B1.1 Type of organisation

Non-Government school Approved Authority
Other Funding Recipient as a legal entity

Legal Name: **YOUNG LIFE AUSTRALIA INCORPORATED**
Trading Name: **No ABR Trading Name**
ABN: **96 592 278 795**

Address Details

Street Name **PO BOX 240**
Suburb/Town **WEST RYDE**
State **NSW**
Postcode **1685**

Contact Details

Title **MR**
First Name **Llew**
Last Name **MORRIS**
Position **FINANCE OFFICER**
Telephone **1300 557 647**
Mobile [REDACTED]
Email [REDACTED]
Preferred contact method; Email.

Part C: Service Details

C1. Does the school currently have a chaplaincy service to oversee the spiritual social and emotional wellbeing of students?



No

If yes, how is the existing chaplaincy service funded?
School funded

Community funded

Voluntary (unpaid)

Other (please specify)

C2. Please give details of the services your chaplain will provide to oversee the spiritual, social and emotional wellbeing of students.

Our current Chaplain, Sharon provides support for our students, staff and parents for a range of day to day services within our school. Sharon runs Pastoral Care programs that are concerned with developing and advancing students' strengths. These include programs for young women's health, Hip Hop Dance, making chopper bikes, carers, financial literacy, music therapy and circus skills. These programs allow students the opportunity to express themselves socially and emotionally when many struggle to engage easily with school and have diverse needs that usually demand extra teacher time and attention.

Sharon engages with students, teachers, parents and the local community in her role as Chaplain. She provides students with referrals to professional health agencies; liaises with non-government youth services and provides advice and support each day to students with social and emotional issues. If students specifically request spiritual guidance, Sharon supports them as they talk through their thoughts, feelings and find their own solutions that will work for them.

Sharon is a crucial member of the Pastoral Care and Student services team at Belconnen High. She works collaboratively with our Pastoral Care and Student Services Executives, School Psychologist and Year coordinators when they require information or advice on particular students. Sharon is often the link to families for teachers who are concerned about the wellbeing of students in their classroom.

Part D: Consultation and School Community Support

D1. Does the school have evidence that the school community supports a chaplaincy service in their school?



No

D1.1 If Yes, please provide details of how the school determined the support of their community for a chaplaincy service in their school and the support from the different elements of their community, namely the students, staff, parents, and the school board.

A letter was sent to all parents and carers explaining the current role of the school's chaplain and an explanation of the new national Chaplaincy Program to start in 2015. The letter asked parents to respond within seven days, by return email or by letter to the school's front office indicating their preference for continuation of the chaplaincy program at the school. Also requested were the reasons for their preference. All parent responses were collated by the school Pastoral Care Coordinator. The same parent letter was sent to members of the School Board and the P&C committee. After considered discussion about the options detailed under the National School Chaplaincy program, both the School Board and the P&C committee endorsed the continuation of the current Chaplaincy arrangements

D1.2 Provide details of how the school plans to demonstrate the ongoing support of the school community of the chaplaincy service. (maximum 400 words)

The school will conduct an annual review of the Chaplaincy program. This review will include the surveying of staff, students and parents. The surveys will be designed collaboratively with the P&C association. Data from the surveys will be presented to both the School Board and the P&C association for analysis. Results to be published in the school newsletter and on the school's website.

The school will incorporate other data collated as part of the ANU Department of Psychology School Climate Study and the ACTDET school satisfaction data to determine the ongoing support for the Chaplaincy program.

Part E: Minimum Requirements (See Guidelines Section 5.5)

E1. Will the school commit to ensuring the school chaplain meets the minimum qualification requirements as per the ACT NSCP guidelines?

Yes

No

E2. Will the school and their chaplaincy providers agree to implement the ACT NSCP Guidelines to support the effective running of the program in the school?

Yes

No

E3. Will the school commit to supporting the school chaplain to oversee the spiritual, social and emotional wellbeing of students? (This may include support and guidance about ethics, values, relationships, spirituality and religious issues, the provision of pastoral care and enhanced engagement with the broader community.)

Yes

No

E4. Will the school have quality management strategies, as specified in the ACT NSCP Guidelines, including complaints handling practices and processes to ensure chaplains adhere to the NSCP Code of Conduct at all times?

Yes

No

E5. If yes, provide details of the risk management plan to be implemented by the school.
Our current Chaplain has had numerous meetings with the Pastoral Care executive around the conditions under which she is expected to work as outlined in the National School Chaplaincy Code of Conduct. All conversations that the Chaplain has with students are recorded and discussed with the pastoral Care Executive before any action is taken to provide extra support within the school or if referral is needed in the broader community. The Chaplain discusses all issues with both the pastoral care Executive and the school psychologist in assuring her duty of care for the students, this includes all responsibilities for mandatory reporting.

E6. If yes to E4, provide details of the schools complaints process and procedures.

If a complaint was received about the conduct of the Chaplain, then the following would occur

On receipt of any complaint about the Chaplain from either the parent or student body, Belconnen high would handle this exactly the same way as we would with any staff member.

The complainant would be asked to provide a written statement of the situation and then be interviewed by the Pastoral Care executive teacher and the interview recorded.

The Chaplain would be asked to provide a written statement of the situation that had occurred and then interviewed by the Pastoral care Executive teacher.

The Pastoral Care Executive would then hand both statements and interview notes to the Principal to make any determination in accordance with ACT ETD policy and procedures.

Part F: Demonstrated Need

F1. Demographics of your school

FTE enrolments: 360

Indigenous FTE enrolments: 9

Education Level: Year 7 – Year 10

F2. Are student wellbeing services available at the school? (for example, school counsellor, pastoral care worker, student welfare executive etc)



No

F2.1 If Yes, identify the number of people working in the following fields.

Chaplain

Counsellor

Career Counsellor

Psychiatrist

Psychologist

Social worker

Youth worker

Other, please specify

F3. Provide details outlining the need for a chaplaincy service in your school and community, including details about the special needs of your students. (maximum 500 words plus attachments of any evidence including details of special needs of your students).

Belconnen High School believes every child can learn and this is the premise on which the school is founded. In order to learn, staff and students need positive social and emotional health. The Pastoral Care team, which includes our Chaplain, is an integral part of supporting strong relationships based on mutual respect and positive self-awareness and resilience. Raising awareness about mental health within our school and promoting the importance of seeking help is one of the important roles of the Chaplain. Through Pastoral Care youth programs and case management strategies, the Chaplain is successful in reducing the stigma by establishing a positive culture about mental health at Belconnen High. The Chaplain has always been a pivotal link between school and our wider community by liaising with organisations who provide a breakfast club each week and support our

student carers. The Chaplain also provides our staff with another qualified person to turn to when they need emotional support in their lives.

Part G: Declaration

I declare that:

- I have read, understood and am prepared to comply with the ACT NSCP Guidelines on behalf of our school
- Appropriate steps will be taken to ensure all stakeholders are aware that participation in this program is voluntary
- I will comply with all relevant Commonwealth, state and territory laws and policies'
- I have consulted with the school community, and
- There is school community support for this program and the nature of this service at my school
- A risk management document specific to the National School Chaplaincy Program will be implemented
- A specific complaints procedure will be implemented for the National School Chaplaincy Program
- All evidence of school community consultation will be kept in a centralized file at the school for a period of seven years
- The information contained in this application is true and correct
- The information contained in the attached documents is true and correct.

Signed

Position: *Principal*

Date: *3/12/14*

Privacy Statement

Personal information collected on this form will be used by the ACT Government Education and Training Directorate for the purpose of administering the National School Chaplaincy Program. The ACT Government Education and Training Directorate may also use this personal information for research and evaluation of the Program. The ACT Government Education and Training Directorate may also use personal contact details collected on this form in future correspondence with the applicant's school.

The ACT Government Education and Training Directorate will disclose this personal information as part of the Program assessment process where it will be used to assess your application and make recommendations to the Minister for Education and Training.

The ACT Government Education and Training Directorate and/or the Minister for Education and Training may disclose to media organisations and post on the Minister's and ACT Government Education and Training Directorate's websites details of any successful application(s). This may include the publication of the name of the principal and/or representative of the successful school.

The ACT Government Education and Training Directorate will not otherwise use or disclose personal information collected on this form unless authorised or required by law.

Smith, Sue (EDUNET)

From: Carolyn [REDACTED]
Sent: Friday, 28 November 2014 10:54 AM
To: Smith, Sue (EDUNET); McCarthy, David
Subject: School chaplaincy program

Hi David and Sue,

There is unanimous support for the continuation of the school chaplaincy program at BHS from the executive of the P&C.

Regards

Carolyn

Sent from my iPhone

Smith, Sue (EDUNET)

From: [REDACTED]
Sent: Friday, 28 November 2014 1:31 AM
To: Smith, Sue (EDUNET)
Cc: [REDACTED]
Subject: Re: FOR URGENT RESPONSE: BHS Chaplaincy program

Thanks you very much Sue.

Carolyn,
I support the continuation of the chaplaincy programme at BHS, so long as the person in the position is suitably qualified with a psychology degree, like Sharon is.

Thanks and kind regards,
[REDACTED]

Mauch, Noella

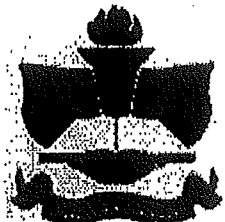
From: McCarthy, David
Sent: Thursday, 27 November 2014 12:05 PM
To: Mauch, Noella
Subject: RE: Urgent Board Issues

Noella,

I support the continuation of the Chaplaincy program

Thank you

David McCarthy
Principal



Belconnen High School
PH: 62056844 Fax: 62056852
Murrumbidgee St Hume ACT 2614

Mauch, Noella

From: [REDACTED]
Sent: Thursday, 27 November 2014 11:21 AM
To: Mauch, Noella
Subject: Re: FW: Urgent Board Issues

Hi Noella,

I support the continuation of the chaplaincy programme.

Cheers

Mauch, Noella

From: [REDACTED]
Sent: Thursday, 27 November 2014 9:18 AM
To: Mauch, Noella
Subject: FW: Urgent Board Issues
Attachments: [REDACTED]

Hi Noella,

Can you please pass this on:

I support the continuation of the chaplaincy programme.

[REDACTED]
Belconnen High School

Mauch, Noella

From: [REDACTED]
Sent: Thursday, 27 November 2014 8:33 AM
To: Mauch, Noella
Subject: RE: Urgent Board Issues

To whom it may concern,

I support the continuation of the chaplaincy programme.

Sincerely,

[REDACTED]
Belconnen High School
[REDACTED]

Mauch, Noella

From: [REDACTED]
Sent: Wednesday, 26 November 2014 10:33 PM
To: Mauch, Noella
Subject: Re: FW: Urgent Board Issues

I support the continuation of the chaplaincy programme.

[REDACTED]
On 26/11/2014 3:30 pm, "Mauch, Noella" <Noella.Mauch@ed.act.edu.au> wrote:

Mauch, Noella

From: [REDACTED]
Sent: Wednesday, 26 November 2014 6:49 PM
To: Mauch, Noella
Subject: Re: FW: Urgent Board Issues

Dear Noella,

I support the continuation of the chaplaincy programme.

Regards

[REDACTED]

On 26 November 2014 at 15:30, Mauch, Noella <Noella.Mauch@ed.act.edu.au> wrote:

Mauch, Noella

From: [REDACTED]
Sent: Friday, 28 November 2014 7:14 PM
To: Mauch, Noella
Subject: Chaplaincy Program

I agree to the Chaplaincy Program at Belconnen High.

[REDACTED] School Board Student Representative

Smith, Sue (EDUNET)

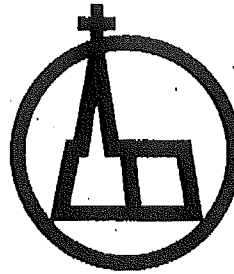
From: [REDACTED]
Sent: Thursday, 27 November 2014 1:17 PM
To: Smith, Sue (EDUNET)
Subject: Chaplain

Hi Sue,
[REDACTED] are happy to support Sharon Lopez as the school Chaplain. Young Life run great camps in January for young people and Sharon has an excellent rapport with young people.
cheers
[REDACTED]

Anglican Church of Australia – Diocese of Canberra and Goulburn

Parish of Christ Church Hawker

*Serving the Belconnen suburbs of
Florey South, Hawker, Page, Scullin and Weetangera*



PO Box 4046
HAWKER ACT 2614
(02) 6254-1529

Corner of Belconnen Way and Beetaloo St

30 November 2014

Mr David McCarthy
Principal
Belconnen High School
Murrnaji Street
HAWKER ACT 2614

Dear David

Chaplaincy arrangements at Belconnen High School

I am writing to once again convey the strong support of myself and the Anglican parish of Hawker for the continuation of chaplaincy arrangements at Belconnen High School for 2015 and beyond.

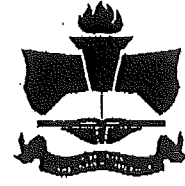
As a faith community in Hawker, Weetangera, Page, Scullin and Florey, we value the opportunity to provide support for the students, staff, and wider community of Belconnen High School. We would particularly commend the personal qualities, commitment and professional skills of the current chaplain, Sharon Lopez, whose work at the school is financially supported by a number of our members through her employing agency, Young Life.

By any objective standard, the faith-based chaplaincy program is making a worthwhile contribution to effective pastoral care of students at Belconnen High and to a balanced pastoral care unit. We are deeply conscious, as parents and community members, of the incredible pressures on teenagers in contemporary society and on their families, particularly where families are affected by trauma or social disadvantage. As a faith community, we are committed to standing alongside the educational professionals at Belconnen High and seeking to find ways in which we can help meet some of those needs. We firmly believe that the presence of a chaplain adds significantly to the school's pastoral care capabilities, and to the attractiveness of the school to parents in a competitive environment for the provision of education. Conversely, the loss of a faith-based chaplaincy position would in our view significantly reduce the school's capability to provide pastoral care and to assist students to reach their potential.

Our commitment to a faith-based chaplaincy at Belconnen High is one to which we have given financial substance, and one which provides an important channel for stronger community engagement with the school in meeting local needs.

With best wishes to you as the school lodges its application for continuing chaplaincy funding, and with our prayerful support of you and the staff day by day as you serve us all so well

[Redacted Signature]
(Patrick Cole)
Rector



BELCONNEN HIGH SCHOOL
Caring for Students and Striving for Excellence

26 November 2014

Dear Parent / Guardian

Belconnen High School has had a school Chaplain from the start of the program in 2008. Our current Chaplain, Sharon Lopez has been working two days per week with our school community since 2012. Sharon is currently funded by Young Life Australia. The School Chaplain's role is to support students and the wider community in a range of ways, such as assisting staff in offering welfare support and services to students in cases of bereavement, family breakdown and other crisis or loss situations.

As part of the new National School Chaplaincy Program for 2015, our school is required to apply for funding. Under the new program we have been given the option of continuing with Young Life Australia and Sharon as our Chaplain.

We would like to invite our school community to provide feedback on this service by Wednesday 3rd December. Please email Sue Smith sue.smith@ed.act.edu.au or submit a letter to the front office.

Yours Sincerely

[Redacted Signature]
David McCarthy
Principal
Belconnen High School

[Redacted Signature]
Sue Smith
Executive Teacher
Pastoral Care
Belconnen High School