



ACT
Government
Education and Training

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. North Ainslie Primary School

Majura Avenue Ainslie 2602
Postal address: As above
62056533 62056534(fax) admin@nthainslieps.act.edu.au

A2. School Principal Details

Mrs. Louise Owens
62056533 louise.owens@ed.act.edu.au
Preferred contact method: email

A3. Parent Body

P&C

Contact person:

Leife Shallcross

Position: President

Telephone: [REDACTED]

Email: [REDACTED]

Preferred contact method: email

A4. School Governing Body

School Board

Contact person: Board Chair

Mrs. Naomi Lee

Telephone: [REDACTED]

Email: [REDACTED]

Preferred contact method: email

Part B: Funding Recipient Details (Chaplain Provider)

The funding recipient must be incorporated under Commonwealth, state or territory law and will be contracted by the ACT Education and Training Directorate to receive funding.

Further information about eligible funding recipients is available in the ACT NSCP Guidelines

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

Yes

If funding recipient details are unknown, the application can be submitted and a provisional assessment made prior to these details being provided later.

Eligibility checks of funding recipients are applicable. All details of funding recipients will be required by Education and Training Directorate before successful applicants receive their funding.

If Yes to B1, provide details of the Funding Recipient

Salvation Army

B1.1 Type of organisation

Non-Government school Approved Authority

Other Funding Recipient as a legal entity

The Salvation Army

ABN: 57 507 607 457

Address Details

140 Elizabeth Street

Sydney

NSW 2000

Contact Details

Captain Ray Lotty

Territorial Chaplaincy Co-ordinator

Territorial Mission & Resource Team - Social

The Salvation Army

Australia Eastern Territory

phone 02 92669784

fax 02 92669898

mobile [REDACTED]

email ray.lotty@ae.salvationarmy.org (preferred contact method)

Please note: It may be necessary for the Salvation Army to change this contact to an ACT one under any new guidelines and funding arrangements with the ACT Education and Training Directorate.

Part C: Service Details

This application is to the ACT Education and Training Directorate and it is for participation in the new National School Chaplaincy Program.

Schools may apply for this funding to deliver a chaplaincy service to oversee the spiritual, social and emotional wellbeing of students. Schools who are successful in their applications may choose to continue with the Funding Recipient and chaplain employed with the previous program or to change as appropriate.

Note: The maximum amount of funding you can apply for is \$20,000.00 per annum to cover 400 hours of chaplaincy service.

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

Yes We have a student welfare officer who also provides chaplaincy services.

If yes, how is the existing chaplaincy service funded?

Funded through current federal NSCSW Program until end 2014.

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

The chaplain will contribute significantly to the school community and student well-being by:

- co-ordinating the preschool and kindergarten buddy programs which assist with children's transition to formal schooling
- assisting teachers to run the Schools Volunteer Program which supports students academically, socially and emotionally (Meccano mentoring, Chess Club, literacy programs, Breakfast Club, Homework Club)
- supporting children who have experienced grief or loss
- supporting families to access community services outside the school
- assisting with the implementation of KidsMatter (our well-being framework)
- supporting children and teachers in the classrooms and on the playground
- assisting at P&C community fund raising events
- providing social skills programs for small groups of "at risk" students, and

- helping at Homework Club (which targets Aboriginal and Torres Strait Islander students and others considered "at risk").

Part D: Consultation and School Community Support

The key requirement of the NSCP is broad consultation with the school community including the parents, students and staff before the introduction of a chaplaincy program to oversee the spiritual, social and emotional wellbeing of students (See Guidelines Section 5.3)

This consultation is a requirement even if the program will in effect continue from the previous National School Chaplaincy and Student Welfare Program.

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

Yes

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.

In late November 2014 the school invited all parents and staff to respond to a survey. The school also discussed the service with the School Board (2nd December, 2014) and P&C (4th December, 2014).

The overwhelming response was that the school apply for further funding to have a chaplain who would continue to support the numerous pastoral care initiatives in the school.

A final total of 52 responses were received in a seven day period from 43 families and 8 teachers. Fifty responses were strongly in favour of the school proceeding with an application for a chaplain. Two responses were strongly against the application.

Evidence: school survey response, Board minutes, P&C meeting minutes, emails/letters of support, email from Board Chair. (see application attachments)

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 survey the school community (staff and parents) annually as has been our process in past years. The survey results will be analysed by the school leadership team and school board and responded to accordingly. Community members will also be encouraged through the school newsletter to provide feedback at P&C meetings, which are held twice per term.

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

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

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

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

E5. If yes, provide details of the risk management plan to be implemented by the school.

- The chaplain will have a clear duty statement which will be communicated to the school community regularly through the school's newsletter, staff bulletins and school website.
- The chaplain's conduct will be overseen by the school principal at all times.
- The chaplain will be expected to abide by the Code of Conduct specified in the ACT NSCP and a thorough induction process will take place annually.
- The chaplain will present a case log and summary report to the principal each term.
- The chaplain and principal will meet at least once per term to discuss the pastoral care program.
- The chaplain will not attend any special needs meetings where students' and/or families confidential information may be shared (unless the parent/carer has given specific written consent for this to happen).
- The chaplain will not work with students or families without specific written consent from parents and carers.
- A letter will be sent home to every family at the beginning of every school year advising the nature of the chaplaincy program, the name of the chaplain and his/her qualifications and providing parents/ carers with an opt-out alternative where requested.
- Where the chaplain may be working with a class or group of students (e.g. attending school camp, social skills clubs), parents and carers will be advised beforehand and may opt their child in/out of the relevant program. Alternative, appropriate options will be provided for these students where parents/carers choose for their child/ren to "opt out".
- The principal will ensure that members of the school community are aware of the complaints process and will respond to concerns promptly and in accordance with the ACT NSCP Guidelines.
- Where the school's circumstances change in any of the following ways, the school will immediately notify its governing body, the funding recipient and the ACT NSCP and seek advice from the appropriate party. The school will abide by the ACT NSCP guidelines at all times.
 1. Resignation of the school chaplain
 2. Poor performance of the school chaplain
 3. Breach of code of conduct by the school chaplain
 4. Prolonged absence of the school chaplain

5. Where the school chaplain no longer meets the school community's needs
6. Where there are concerns with the school's chaplain Funding Recipient relationship and/or service delivery
 7. Where diminished school community support for the school chaplain (person and/or role) arises
 8. Where minority opposition for the continuation of the Program by members of the school community is demonstrated

Where appropriate the school will conduct further community consultation.

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

PRINCIPAL

- Members of the school community will be advised by the principal at the beginning of the school year of the complaints process, through the school newsletter and school website.
- The school will ensure there is a designated Complaints Officer (the Principal).
- The principal will respond promptly to all complaints/grievances and report them to the Funding Recipient in a log.
- Where the principal considers the complaint of a serious nature he/she will notify and work with the Funding Recipient in the first instance to address the issue/s.
- The principal will refer all Code of Conduct matters to the Funding Recipient.
- Where the issue is not resolved or is of a highly serious nature the principal will refer the complaint to the Directorate.
- The principal will record all complaints and Code of Conduct matters, including other complaints, in the annual Progress Report to the ACT NSCP.

CHAPLAIN

- The chaplain will immediately report any complaints relating to the delivery of the Program to the School Principal and Funding Recipient
- The chaplain will cooperate fully with any investigation into a complaint/alleged breach of the Code of Conduct and comply with all ACT NSCP guidelines.

Part F: Demonstrated Need

F1. Demographics of your school

550 students

Indigenous FTE enrolments: 20

Education Level: Preschool to year 6

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

Yes

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

Chaplain: 1 part time (under current NSCSW funding)

Psychologist /Counsellor: 1 part-time (2 days)

F3. Provide details outlining the need for a chaplaincy service in your school and community, including details about the special needs of your students.

North Ainslie Primary is a school with a broad socioeconomic base. Five percent of our student population is of Aboriginal and Torres Strait Islander background and at least 35% of students are from English as Additional Language backgrounds.

The school has an Introductory English Centre for students from refugee and migrant backgrounds, including community detainees. These children, particularly those from community detainee or other refugee families, will have experienced trauma and loss and suddenly find themselves in a new country, with limited language skills and little access to community services. The school also has a learning support unit for students with autism. These students and their families will sometimes require community support or even grief counselling.

Because of the school's broad socioeconomic base, there are a number of students from disadvantaged backgrounds who may be in short or long term foster care, students from low income single parent families and students from homes where drug and alcohol addiction is an issue. These children will invariably have experienced early childhood trauma and may present signs of Attachment Disorder and developmental delay. They and their parents and carers often need high levels of support (social, financial, emotional).

North Ainslie is a community school which operates within a restorative and relational practices framework, to build a place where all children and adults are respected, included and supported. Our chaplaincy program is an essential part of this framework. (See application attachments.) The complex needs of the school community require far more resourcing for pastoral care than can currently be provided by the system, without a chaplain. Furthermore the chaplain has the proven capacity to balance the skill set of existing school staff and needs of students and families.

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: School Principal

Date: 8/12/2014



LOUISE OWENS,

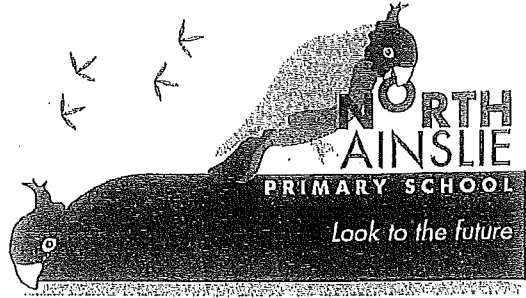
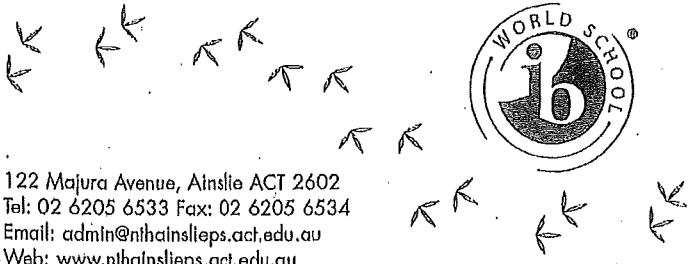
Privacy Statement

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.



National School Chaplaincy Survey, North Ainslie, December 2014

My child is in year

1. My child/I has been involved with the school chaplain/student welfare officer in the following ways (please circle any that are relevant):

Homework Club	Buddy program	Meccano program	KidsMatter	Classroom help	Social Skills Club	Other:
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2. My child/I has benefited from involvement with the school chaplain/student welfare officer Yes/No

Comments:

[Redacted comment box]

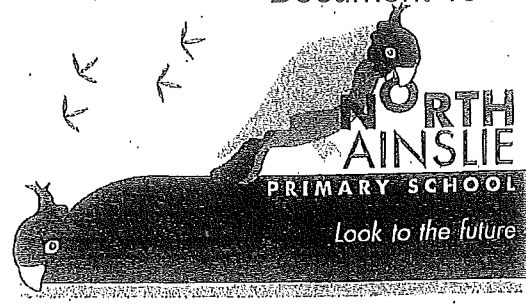
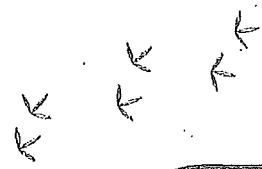
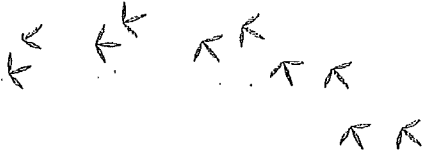
3. I understand that funding is only available for a school chaplain in 2015-2018. I would like to see the chaplaincy program continue at North Ainslie. Yes/No

Comments:

[Redacted comment box]

If you would like to be contacted to discuss anything relevant to the program please provide your name and contact number.

Name: _____ Contact number _____



122 Majura Avenue, Ainslie ACT 2602
Tel: 02 6205 6533 Fax: 02 6205 6534
Email: admin@nhaainslieps.act.edu.au
Web: www.nhaainslieps.act.edu.au

National School Chaplaincy Survey, North Ainslie, December 2014



My child is in year _____

1. My child/I has been involved with the school chaplain/student welfare officer in the following ways (please circle any that are relevant):

Homework Club	Buddy program	Meccano program	KidsMatter	Classroom help	Social Skills Club	Other:
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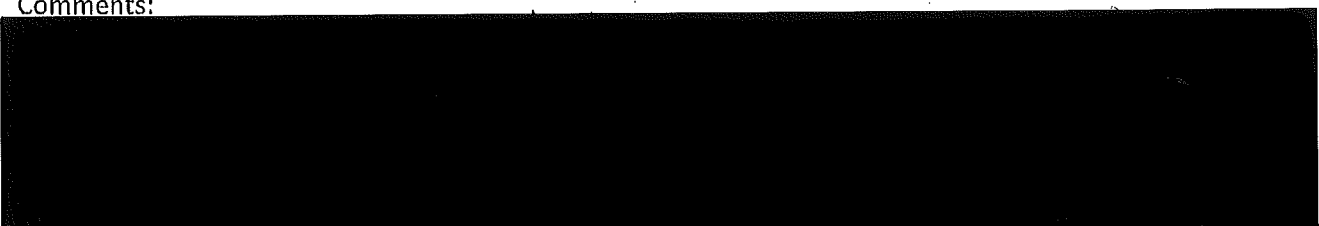
2. My child/I has benefited from involvement with the school chaplain/student welfare officer Yes/No

Comments:



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Comments:

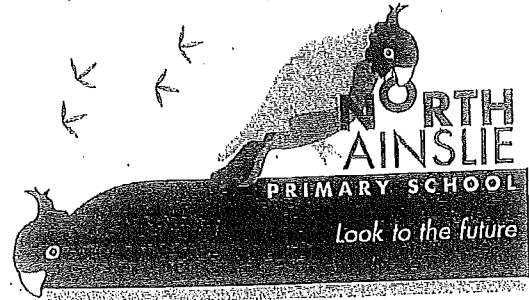


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Name:

Contact number:

122 Majura Avenue, Ainslie ACT 2602
Tel: 02 6205 6533 Fax: 02 6205 6534
Email: admin@nihainslieps.act.edu.au
Web: www.nihainslieps.act.edu.au



National School Chaplaincy Survey, North Ainslie, December 2014

My child is in year 


1. My child/I has been involved with the school chaplain/student welfare officer in the following ways
(please circle any that are relevant):

Homework Club	<input checked="" type="checkbox"/> Buddy program	<input type="checkbox"/> Meccano program	<input type="checkbox"/> KidsMatter	<input checked="" type="checkbox"/> Classroom help	<input type="checkbox"/> Social Skills Club	<input type="checkbox"/> Other:
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2. My child/I has benefited from involvement with the school chaplain/student welfare officer Yes/ No

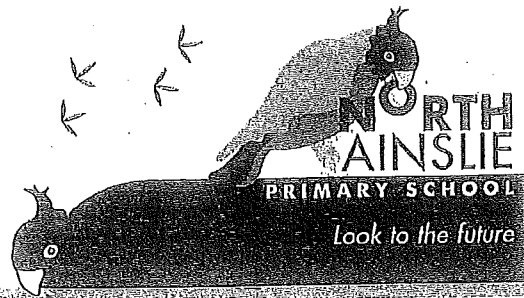
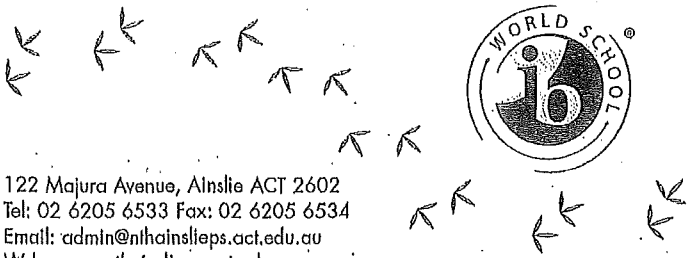
Comments: 

3. I understand that funding is only available for a school chaplain in 2015-2018. I would like to see the chaplaincy program continue at North Ainslie. Yes/ No

Comments: 

If you would like to be contacted to discuss anything relevant to the program please provide your name and contact number.

Name:  Contact number: 



National School Chaplaincy Survey, North Ainslie, December 2014

My child is in year

1. My child/I has been involved with the school chaplain/student welfare officer in the following ways (please circle any that are relevant):

Homework Club	Buddy program	Meccano program	KidsMatter	Classroom help	Social Skills Club	Other:
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2. My child/I has benefited from involvement with the school chaplain/student welfare officer Yes/No

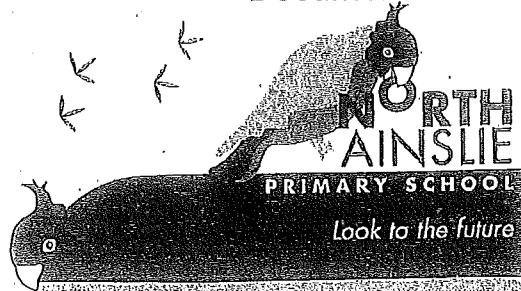
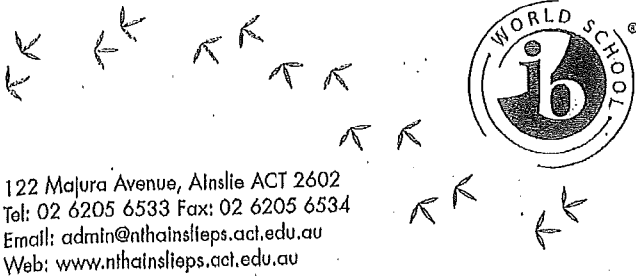
Comments:

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Comments:

If you would like to be contacted to discuss anything relevant to the program please provide your name and contact number.

Name: Contact number:



National School Chaplaincy Survey, North Ainslie, December 2014

My child is in year [redacted]

1. My child/I has been involved with the school chaplain/student welfare officer in the following ways (please circle any that are relevant):

Homework Club	<input checked="" type="checkbox"/> Buddy program	<input type="checkbox"/> Meccano program	<input type="checkbox"/> KidsMatter	<input type="checkbox"/> Classroom help	<input type="checkbox"/> Social Skills Club	<input type="checkbox"/> Other:
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2. My child/I has benefited from involvement with the school chaplain/student welfare officer. Yes/No

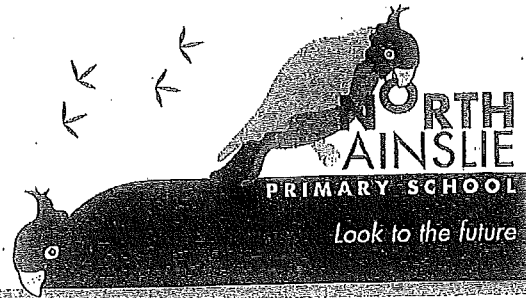
Comments: [redacted]

3. I understand that funding is only available for a school chaplain in 2015-2018. I would like to see the chaplaincy program continue at North Ainslie. Yes/No

Comments: [redacted]

If you would like to be contacted to discuss anything relevant to the program please provide your name and contact number.

Name: [redacted] Contact number: [redacted]



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National School Chaplaincy Survey, North Ainslie, December 2014

My child is in year [REDACTED]

1. My child/I has been involved with the school chaplain/student welfare officer in the following ways (please circle any that are relevant):

<input checked="" type="checkbox"/> Homework Club	<input type="checkbox"/> Buddy program	<input type="checkbox"/> Meccano program	<input type="checkbox"/> KidsMatter	<input type="checkbox"/> Classroom help	<input checked="" type="checkbox"/> Social Skills Club	<input type="checkbox"/> Other:
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2. My child/I has benefited from involvement with the school chaplain/student welfare officer Yes No

Comments: [REDACTED]

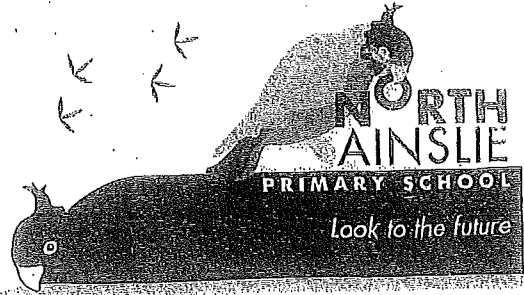
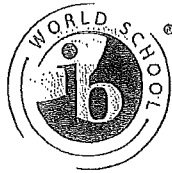
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Comments:


If you would like to be contacted to discuss anything relevant to the program please provide your name and contact number.

Name: [REDACTED] Contact number: [REDACTED]

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National School Chaplaincy Survey, North Ainslie, December 2014

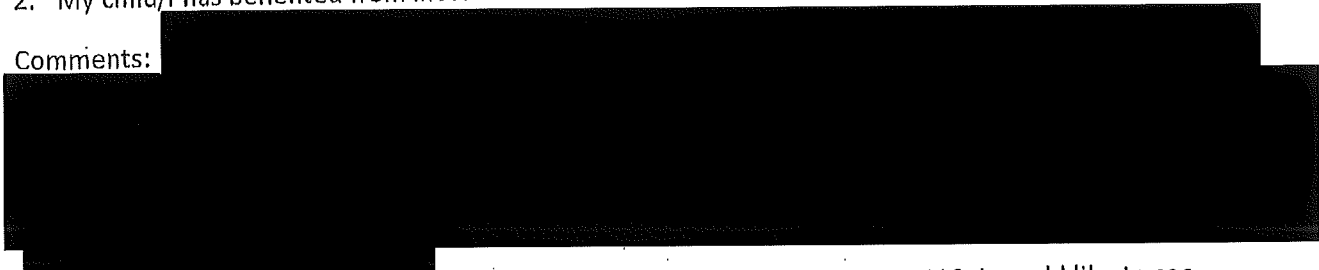
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

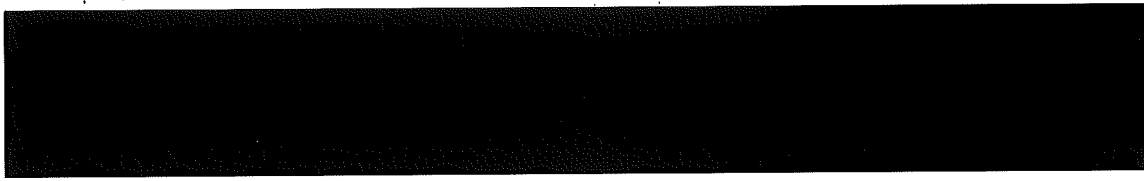
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Comments:



3. I understand that funding is only available for a school chaplain in 2015-2018. I would like to see the chaplaincy program continue at North Ainslie. Yes/No

Comments:

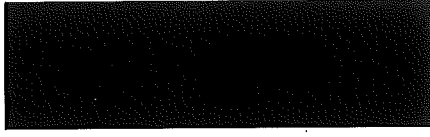


If you would like to be contacted to discuss anything relevant to the program please provide your name and contact number.

Name



Contact number







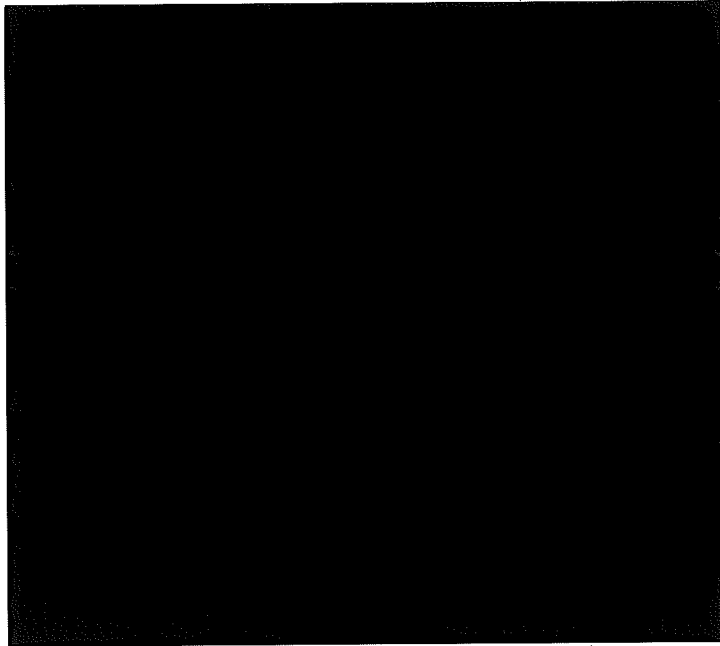
	For Chaplain Program	Against Chaplain Program
Kindergarten	11	1
Year 1	5	
Year 2	5	
Year 3/4	14	
Year 5/6	8	
General	7	1
TOTAL	50	2

MEETING AGENDA

NAPS P&C MEETING

Date/Time: Thursday 4 December 2014 @ 7.30pm

Location: NAPS, Library

Agenda Item Number/Time	Agenda Item Description	Responsibility
1		
2		
3	<p>School Board Report</p>  <ul style="list-style-type: none"> • Discussed school chaplaincy issue. <ul style="list-style-type: none"> ○ Board reviewed 20 responses to the survey. Consistent & unanimous support of Chris Love's contribution in her role. Board view was to support Chris in her role, but if Chris was to leave, the school would need to revisit its position on the school chaplaincy program. ○ L. Owens has received a further 17. All but one wanted Chris to continue in the role. LO advised she was not able to get an 	Board member/Louise Owens - Principal, NAPS

	extension to respond to the Directorate, but has enough in the responses received to evidence a request to continue funding for Chris Love as school chaplain.	
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20141208 North Ainslie PS email re chaplaincy
From: [REDACTED]
Sent: Sunday, 30 November 2014 7:07 PM
To: Owens, Louise
Subject: chaplaincy

Sunday 30th November 2014

To Whom it Concerns,

I am writing this letter in support of the continuation of the Chaplaincy programme at North Ainslie Primary School (NAPS).

[REDACTED] I have had experience of this programme since it was first established in our school. I have watched the role evolve to where it is today and know that there would be a very big gap in our school if this position were to be lost.

During my time at NAPS, it has grown from a small school of less than 300 to a school of over 550 students. Students come from a wide variety of socio-economic and cultural backgrounds, in addition to being the Intensive English Centre (IEC) for the Northside of Canberra. The chaplain plays an important role in supporting the staff in making this the happy, cohesive community that it is.

Whilst not professing to know all that Chris does in her role as Chaplain, our Principal Louise Owens often reports to the P&C meeting about the essential role she plays in the everyday life of the school. Her involvement across all areas of the school, from preschool to IEC, homework club to more individualised support is absolutely valued by our community.

Chris Love, Like Jo Dodds before her, has become an important part of our community, working not only with the students and their families, but available to staff and always the first to offer help when there is a P&C event of any sort.

I would like to strongly advocate for the continuation of this role in our school and am happy to be contacted should you want any further information or endorsement.

Sincerely,
[REDACTED]