



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. Ngunnawal Primary School

11 Unlapon Ave, Ngunnawal, 2913

62058182 P

62058183 F

info@ngunnawal.act.edu.au

A2. School Principal Details

Mrs

Kristine

Stewart

62058182

kristine.stewart@ed.act.edu.au

Preferred contact method: email

A3. Parent Body

Name of body

Contact person:

Title

F Name

Last Name

Position

Telephone

Mobile (Optional)

Email

Preferred contact method

A4. School Governing Body

Education and Training Directorate

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?

Please circle.

Yes No

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

B1.1 Type of organisation

Legal Name: Scripture Union Queensland

Trading Name: School Chaplaincy ACT

ABN: 74 009 669 569

Address Details:

PO Box 4178

Hawker ACT 2614

Contact Details:

Mrs Dianne Priest

Director

0407 118 387

diannep@sact.org.au

Preferred contact method: email

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

No

If yes, how is the existing chaplaincy service funded?

The current chaplaincy service has been funded through the NSCP and NSCSWP funding along with supplementary funding from SC ACT who partner with local church communities and individuals to provide additional resources, PD and Supervision for our chaplain. Where possible funds have been made available through SC ACT the chaplain has been able to increase hours.

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

The services the school chaplain would provide to students is the capacity to develop relationships with students and families, be another trustworthy adult in their lives who can support them in finding answers when things are difficult, i.e. in times of family change, through loss, when social relationships are challenging. The chaplain is also able to work with families to help them support their children's education and wellbeing at school.

Part D: Consultation and School Community Support

The general community has been consulted through the school's newsletter. The school board has endorsed the school applying for a chaplain through the National School Chaplaincy Program.

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

Yes

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.

Each year the community is asked through the school newsletter about the retention of the school chaplaincy services, see attached. The school board has endorsed the application for a school chaplain as evidenced in the attached minutes. The school parents and citizens council also endorses a chaplaincy service in the school as evidenced in attached minutes.

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 plans to ask the community through the vehicle of the school newsletter each year about the ongoing support for the school chaplaincy services. The school board and parents and citizens council will each year discuss the ongoing support at a designated meeting.

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.
See attached

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

Part F: Demonstrated Need

F1. Demographics of your school

Ngunnawal Primary School has an enrolment of 648 students from preschool to year 6. Of that enrolment 58 students are Aboriginal or Torres Strait Islander students.

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

Yes No

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

Chaplain
Counsellor 1
Career Counsellor 0
Psychiatrist 0
Psychologist 0
Social worker 0
Youth worker 0
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).

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 centralised 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 Ngunnawal Primary School

Date: 7/12/14

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.

Reference to Chaplaincy on Ngunnawal Primary School Website.

Home Our School Our Curriculum Our Community Student Links Our Preschool Payment Contact Us Digital Backpack

Home > Our School > Pastoral Care

Pastoral Care

We are an inclusive community and view pastoral care as the responsibility of all. Pastoral care is an integral part of everyday life. We have a Pastoral Care Hub located in 'Bindabella'. The pastoral care team includes classroom teachers, Executive staff, learning support staff, the School Chaplain, Indigenous Education Worker and School Counsellor. A parents group meets in the hub each week.

Disclaimer
The views expressed herein do not necessarily represent the views of the Australian Government Department of Education.

Acknowledgement
This project was funded by the Australian Government Department of Education under the National School Chaplaincy and Student Welfare Program

SHARE

Complaints Process:

In the event of a complaint about the Chaplain the follow steps are taken

1. The complaint is investigated by the principal and or deputy principal
2. If the complaint is substantiated steps are taken by the principal, deputy principal and Chaplain's employer SUACT, to rectify the complaint.
3. The involved parties work together for successful resolution

Ngunnawal Primary School – NSCSWP – Risk Management Assessment

As per Section 3.3.1 of the NSCSWP Guidelines - Risk Management Requirements for School Principals

Risk	Assessed Risk (before doing anything)		Strategy to Deal with the Risk	Assessed Risk (after doing something)		
	Likelihood	Impact		Likelihood	Impact	Risk
Resignation of worker	Rare	Low	Contact NSCSWP and organise replacement	Rare	Low	LOW
Poor performance of worker	Unlikely	Minor	Performance manage underperformance. Set specific improvement goals and timelines collaboratively with Chaplain,	Rare	Low	LOW
Prolonged absence of worker	Possible	Minor	Contact NSCSWP and organise temporary replacement if possible.	Possible	Low	LOW
Mismatch of worker to the school	Rare	Moderate	Work with NSCSWP to organise change in personnel to select better match for the school.	Possible	Low	LOW
Alternative strategies/ activities for opt out	Rare	Minor	Discuss with NSCSWP options for no longer being part of the program	Rare	Low	LOW
Complaints against worker	Rare	Minor/Moderate	Work closely with Chaplain to ensure school protocols and procedures are being followed. Follow up on any and all complaints and address them in a timely manner	Rare	Low	LOW
Concerns with funding recipient relationship/ service delivery	Rare	Low	Work with NSCSWP to organise better development of relationship or service delivery	Rare	Low	LOW
Diminished school community support	Rare	Moderate	Ascertain why the change in community support, provide information to community about the service delivery, highlight volunteer to participate in the service.	Rare	Low	LOW
Minority school community opposition to service	Rare	Minor	Acknowledge opposition to service. Ensure those families are not involved in service.	Rare	Low	LOW
Community /school funding requirements	Rare	Minor	Follow yearly protocols to comply with funding requirements within the time frame.	Rare	Low	LOW

All risks have a likelihood and consequence from low to serious. Risk management is being aware of potential hazards and taking steps to remove or minimise them. Please weigh these up bearing in mind public perception, disruption to programs, distress to students, lack of continuity in supporting particular people and programs etc. Please add additional rows as required to account for individual school circumstances e.g. remote servicing issues.

You can assess your risk against the following risk management matrix

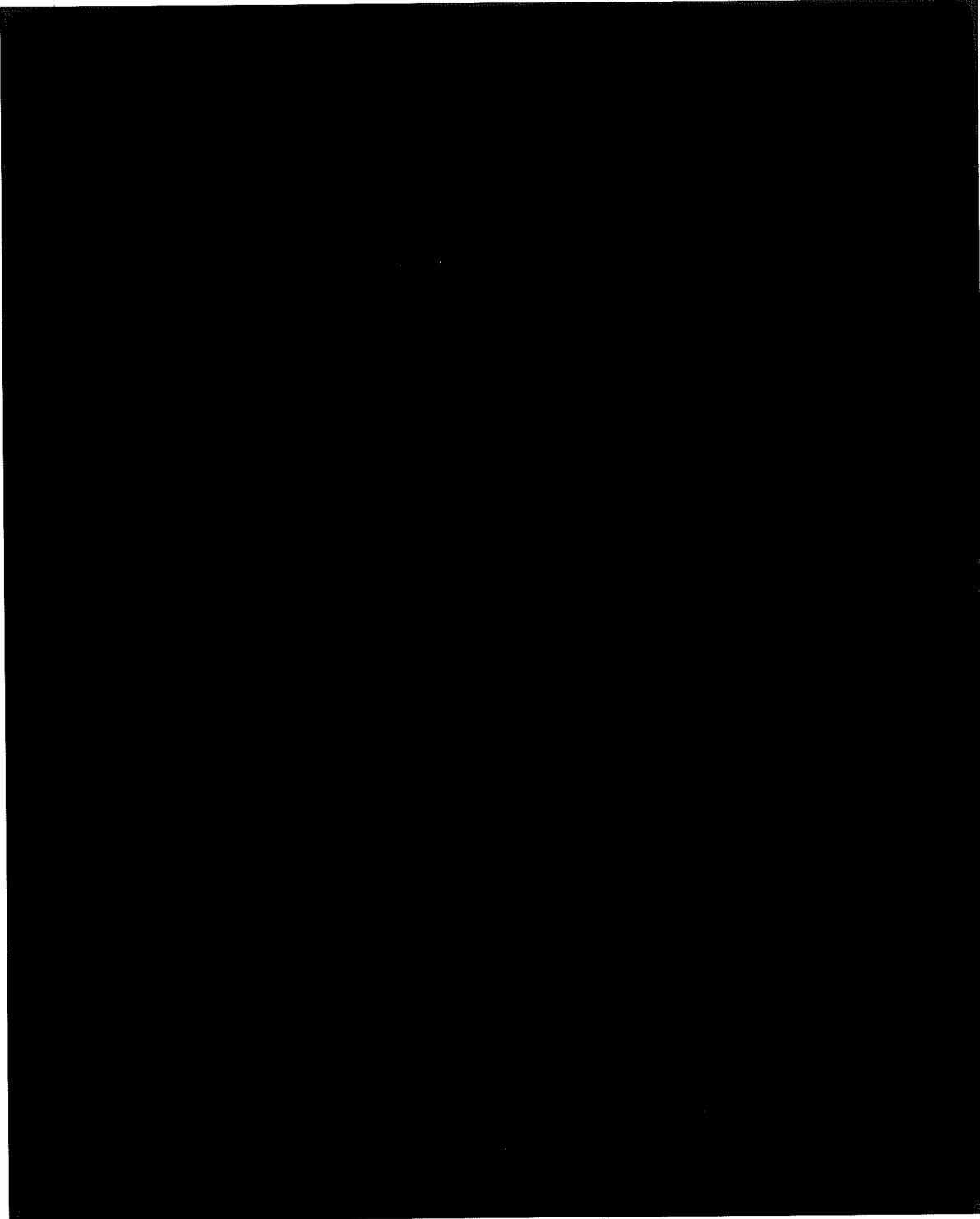
		Consequence				
		Low	Minor	Moderate	Major	Serious
Likelihood	Almost Certain	M	M	H	E	E
	Likely	M	M	H	E	E
	Possible	L	M	H	H	E
	Unlikely	L	L	M	H	H
	Rare	L	L	M	M	H

Explanation of risk categories

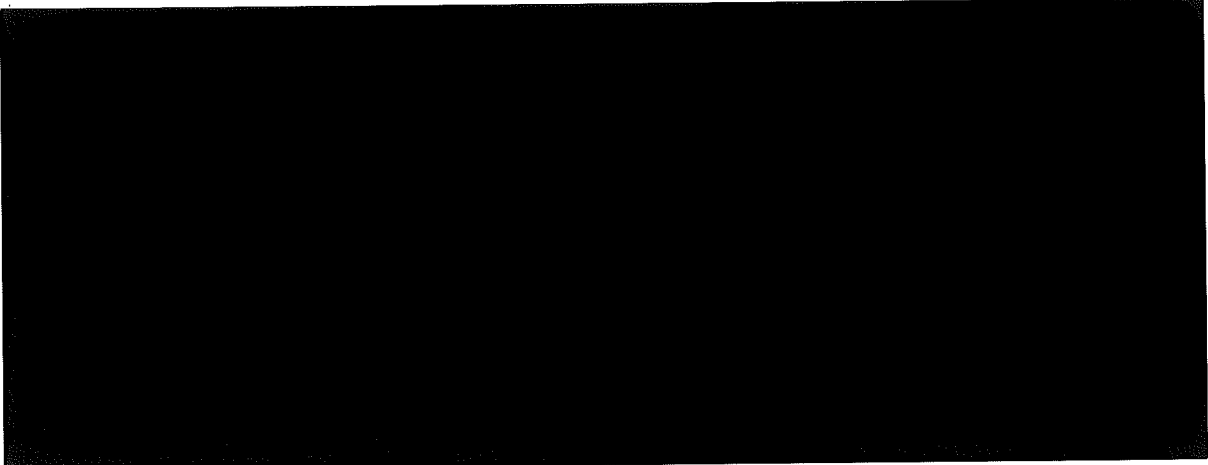
Extreme Risk exceeds school's risk appetite and requires URGENT attention.	High Risk exceeds School's risk appetite and requires PROMPT attention.	Medium Risk meets School's risk appetite and requires regular attention.	Low Risk meets School's risk appetite and requires routine attention.
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Minutes taken on September 8, 2014

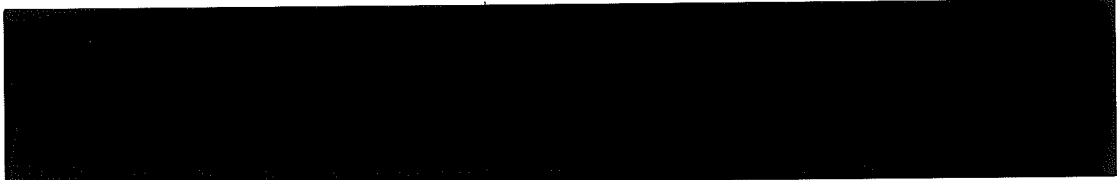
School Board Minutes



Minutes taken on September 8, 2014



General Business



- [redacted] asked what the school plan is in regards to school chaplaincy (SC) for next year.

- Kristine began by stating that our school chaplain is amazing. [redacted]

[redacted] Ngunnawal community chose SC. NPS needs additional support. Kristine wants to keep the SC at Ngunnawal. [redacted]

[redacted] The chaplain role at NPS is invaluable but if local government and federal government can't agree we will be without a chaplain.

- [redacted] - We can only base what we support on what we have experienced.

- [redacted]

- The support service that the students need is in jeopardy due to politics.

- Do we write a letter in support of the SC at NPS and the great work she does?

- [redacted] suggests we write a letter supporting the local government and push how great the experience has been at Ngunnawal

- Kristine proposed to take a vote to write a letter of support of the role

Moved: [redacted]

Seconded: [redacted]

Letter to be addressed to the Minister, Kristine to draft and send by Thursday

Minutes taken on September 8, 2014

[REDACTED] motioned that we could write a letter of support to Bronwyn? Kristine to draft and send to Stephen.

- [REDACTED] both agree that for Bronwyn they would be happy to explore other avenues.

- School satisfaction survey results are through. Kristine to present next meeting.

[REDACTED]

Signature of Board Chair approving minutes:

Date:

Newsletter 2014-36 18 November (Compatibility Mode) - Microsoft Word

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Clipboard Paste Font Paragraph Styles

Abdul Harrow AaBbCcDdEe AaBbI AaBbC AaBbCcDdEe AaBbI AaBbC Find Replace Select Editing

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Exonwryn, Chaplain

CHAPLAINCY PROGRAM

Ngunnawal Primary School has been involved in the Chaplains in Schools program for the past seven years. Each year we ascertain the community's level of interest in continuing to be part of this program.

Please provide any feedback you may have about our involvement in this program to the school, through the tear off slip below or by email by Monday 24 November.

CHAPLAINCY PROGRAM FEEDBACK

I do / I do not (please circle) support Ngunnawal Primary School's involvement in the school chaplaincy program in 2015.

Additional Comments: _____

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Page: 3 of 5 | Words: 597 | 100%

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