



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. School Name Richardson Primary School

Street Address: 21 May-Gibbs Close Suburb: Richardson Postcode: 2905

Postal Address Suburb Postcode

Telephone: 6142 3630

Facsimile: 6142 3645

Email : info@richardsonps.act.edu.au

A2. School Principal Details

Title: Mr
First Name: Jason
Last Name: Borton
Telephone: 6142 3630
Preferred contact method: Email
Mobile (optional)
Email: Jason.Borton@ed.act.edu.au

A3. Parent Body

Name of body: P&C
Contact person: Olivia Boccock
Title: Ms
F Name: Olivia
Last Name: Boccock
Position: President
Telephone: [Redacted] Mobile (Optional)
Email: [Redacted]
Preferred contact method

A4. School Governing Body

Name of body: School Board
Contact person: Leanne Double
Title: Ms
First Name: Leanne
Last Name: Double
Position: Chair
Telephone: [Redacted] Mobile (Optional)
Preferred contact method
Email: [Redacted]

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

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

Non-Government school Approved Authority

Other Funding Recipient as a legal entity

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@scact.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

If yes, how is the existing chaplaincy service funded?

The current chaplaincy service has been funded through the NSCP and NCSWP funding along with supplementary funding from SCACT 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 SCACT 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.

See the attached SC ACT Role Description that provides a guide to the school and chaplain as to how the role works out in a school. The chaplain, school supervisor and Director of SC ACT meet each term to review the outworking of the Role and the Annual Operating Plan. At the end of each semester there is a written review process with a report tabled at the Board mtg. In the operating plan (attached) as per the key sections there are specific goals and strategies that pertain to the unique needs of our school and provide clear boundaries in which the chaplain is to operate and conduct various activities and programs to assist our school in developing the well-being of our students.

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.

For example, the results of school surveys, letters of support, meetings of the parent body, community discussions may be provided.

(maximum 500 words plus attachments of parent body meeting notes, school survey results or equivalent)

Motions have been passed by the school board and P&C committee that chaplaincy is supported in the school community, meeting minutes attached.

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)

Each term the chaplain provides a written report on the outworking of the AOP that is presented to the P&C and the Board for discussion.

Updates on the work and role of the chaplain will be posted on the school website, notice boards and newsletters as appropriate with opportunity given to the community to make comment.

Upon receipt of the Chaplaincy Annual Review in October each year from SC ACT the Board, P&C and Staff are given opportunity to comment, question and engage in discussion about the on-going effectiveness and relevance of the service to our school community.

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.

See attachment A

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

Complaints are handled using the ACT Directorate's policy as follows:

<https://index.ed.act.edu.au/files/information/word/complaints-policy-std-procedures-for-handling-complaints-2014.docx>

Part F: Demonstrated Need

F1. Demographics of your school

FTE enrolments- 208

Indigenous FTE enrolments - 32

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 - one

Counsellor - one

Career Counsellor

Psychiatrist

Psychologist - one

Social worker

Youth worker

Other, please specify

Please note the school counsellor is a qualified psychologist.

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).

Richardson School opened in 1984, and is a child-centred Primary School which respects individual difference. It offers a caring environment in which each child's contribution is valued and in which each child's needs are acknowledged and met. Multi-aged grouping and team teaching allow for maximum flexibility in offering students the best learning and teaching environments. Educational programs are carefully structured to reinforce success.

The school includes a Special Education class located in the mainstream units. Our programs promote and encourage the integration of pupils with special needs. Additional staff in our school include a Counsellor, and an English as a Second Language (ESL) / Learning Advancement (LA) teacher and a Literacy and Numeracy Field Officer. We are part of the National Partnership for Low SES Schools which demonstrates the needs of our community.

We have a diverse range within our student population reflected in the following table:

	Number of Students
Male	128
Female	90
Indigenous	32
LBOTE	40

Richardson is considered one of four Low SES communities in Canberra with a significant proportion of families with low levels of parental education, financial constraints and ongoing social challenges. This results in many students presenting at school with high levels of social emotional needs. The Chaplaincy Program provides valuable support for the children in this community.

Lydia has taken ownership in delivering our Breakfast Club on Thursday. This has involved liaising with our volunteers and teaching staff in attendance and ensuring that food is ordered for the following week. As part of Lydia weekly timetable she works with a junior and senior student small group on social skills, self esteem and interpersonal relationships. She has been highly effective in this area. Lydia also has her regular students that she checks in with. Whilst talking they help update signage and the front of the school. Lydia touches base with families in our community and has been an important person in getting some students a mentor. Lydia is very popular with our school community and does a fantastic job with the students she has regular interaction with. A particular strength is the way she is able to effectively run small group sessions at lunchtimes as playground support and how the senior students trust Lydia and know that she supports them.

Lydia is outstanding in her role as school chaplain. She has quickly earned the respect of the staff and the students at Richardson Primary. Her strengths are her interpersonal relationships and her ability to work with children of all ages in our school. Children are very trusting of Lydia and attracted towards her personality.

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: *27/11/14*

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.

Attachment A

Richardson Primary School – NSCSWP – Risk Management Assessment

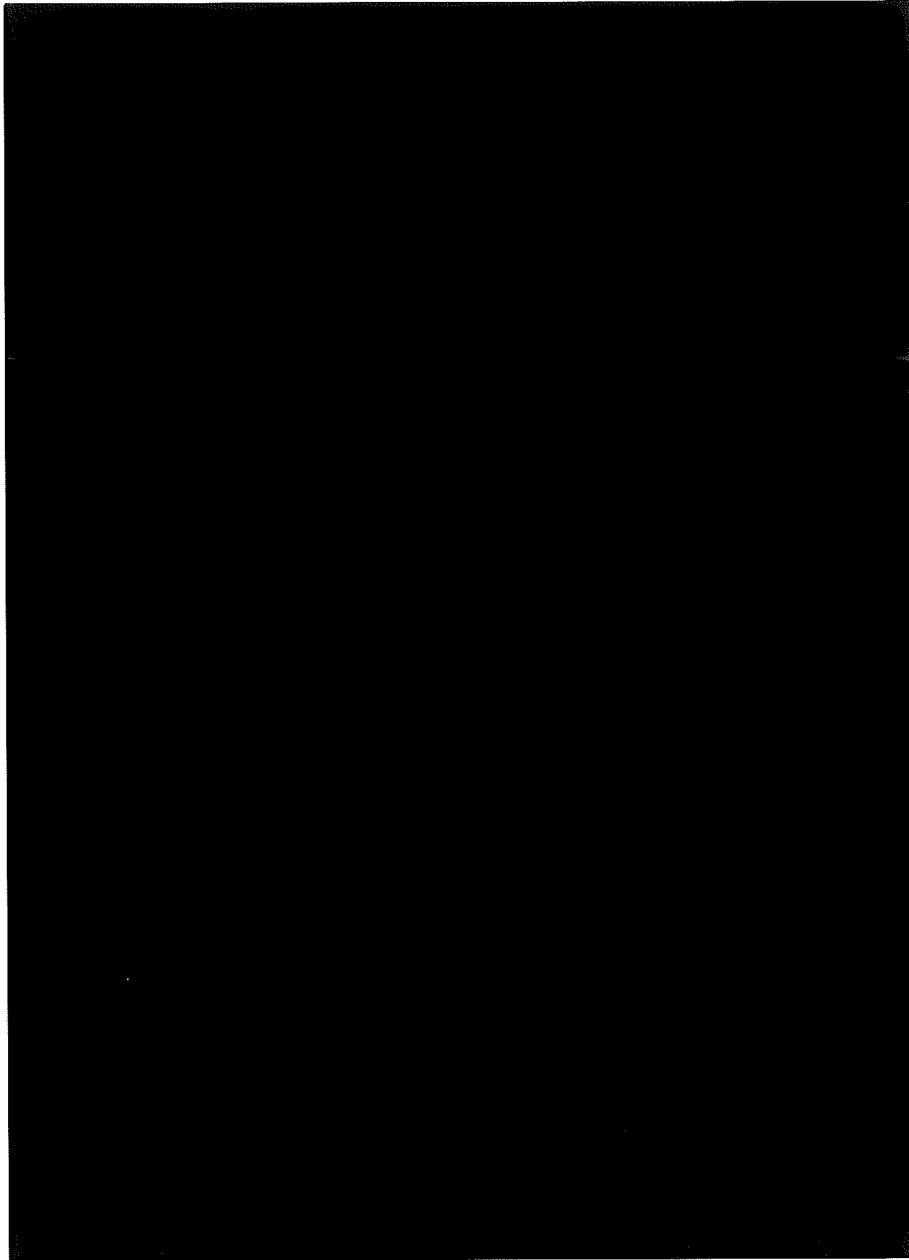
As per Section 3.3.1 of the NSCSWP Guidelines - Risk Management Requirements for School Principals

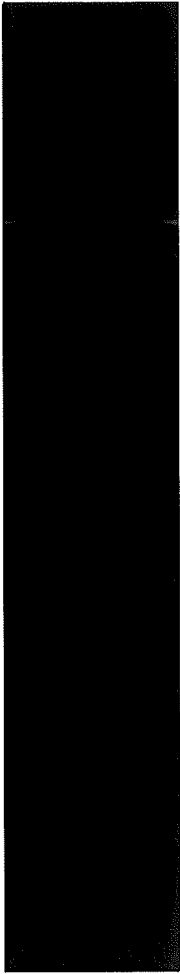
Risk	Assessed Risk (before doing anything)			Strategy to Deal with the Risk	Assessed Risk (after doing something)		
	Likelihood	Impact	Risk		Likelihood	Impact	Risk
Resignation of worker	UNLIKELY	LOW	LOW	Ensure there are open lines of communication between worker and their supervisor, which includes regular weekly check ins.	LOW	LOW	LOW
Poor performance of worker	RARE	MINOR	LOW	Ensure that open communication with supervisor, processes in place to meet regularly. Review workplace agreements and roles and responsibilities.	RARE	RARE	LOW
Prolonged absence of worker	RARE	MINOR	LOW	Keep community and students briefed when absent, whilst maintaining confidentiality and privacy for the worker. Maintain contact with ACT contact officer. If prolonged find out reason why.	RARE	MINOR	LOW
Complaints against worker	RARE	MODERATE	MEDIUM	Ensure there is a prompt and thorough investigation of the claim and that procedural fairness has taken place.	RARE	MINOR	LOW
Minority school community opposition to service	POSSIBLE	MODERATE	MEDIUM	Work with the School Board and P&C to discuss with community to value of the program. Promote the role of the chaplain on the website and social media	POSSIBLE	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.

Attachment B

**Richardson Primary School Board Meeting
6 November 2014**



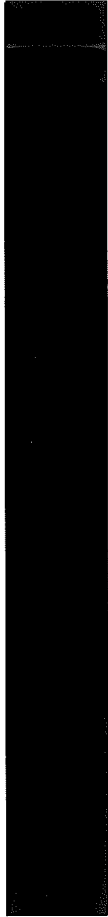


General Business



- **Chaplain**

- The School board believes that the Chaplaincy program is very beneficial for the Richardson Community and would like to see this program continue in 2015



Leanne Double

School Board Chairperson

20th November 2014



Parents and Citizens Association Inc.


Principal
Mr Jason Borton
Richardson Primary School

Dear Sir,

The Parents and Citizen's Association Inc. of the Richardson Primary School would like to express their support and endorsement of the Chaplaincy provided by the school.

Our thanks to the Chaplain for her continued support of our school community.

Yours sincerely,


Secretary

27 November 2014