National School Chaplaincy Programme

NSW Arrangements for 2016 to 2018

NSW public schools
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Programme Overview

National School Chaplaincy Programme (NSCP)

The National School Chaplaincy Programme (NSCP) Project Agreement is a four-year (2015-2018) Commonwealth–funded initiative to provide chaplaincy services in government, Catholic and independent schools.

The New South Wales Government has been administering this Programme on behalf of the Commonwealth since 2015.

The Programme aims to support students through the provision of pastoral care services and the promotion of strategies that support the emotional wellbeing of students and the broader school community. Pastoral care is defined in the Agreement with the Commonwealth as “the practice of looking after the personal needs of students, not just their academic needs, through the provision of general spiritual and personal advice.”

Participation in the Programme is voluntary for both schools and students.

NSW NSCP Arrangements for 2016 - 2018

The NSW arrangements for 2016 – 2018 are as follows:

- There will be one application round for the 2016 – 2018 calendar years. Schools approved to participate will be funded for three years.
- Schools will be eligible for up to $20,000 per annum ($24,000 for remote schools), with funding to go directly to schools. School funding allocations will be determined by sector authorities based on the number of chaplaincy hours to be provided and the overall funding available.
- Where a school sources a chaplain through a provider, the school may select a provider that best meets its needs. NSW Public Schools will be required to purchase a chaplaincy service using the Departments’ procurement processes. A prequalified panel of Chaplaincy service providers will be appointed and accredited to assist schools. Schools are not required to select a provider from the prequalified panel, however they must ensure that providers meet required standards.
- As there is limited funding available, sector authorities will prioritise schools for participation based on an assessment of school applications against the common conditions and core criteria applying to all schools, as well as against any sector-specific criteria.
- It is a Commonwealth requirement that funding is only available for school chaplains – secular student welfare workers are not eligible for Programme funding.
Programme Guidelines

These Guidelines should be read in conjunction with the following sections in this document:

- Frequently Asked Questions.

Application Process for 2016 - 2018

Each sector will assess its school applications and forward their proposed list of participating schools to the NSW Committee for the National School Chaplaincy Programme. The Committee will make recommendations to the Minister for Education about schools’ participation in the Programme and funding allocations.

Each sector will manage its own assessment process, including developing sector-specific application forms and setting sector-specific opening and closing dates for applications. It is anticipated that school applications will open on or shortly after Friday, 11 September 2015. Schools will be informed in Term 4, 2015 whether they are being recommended for funding for 2016 – 2018. A school’s participation will be confirmed following Commonwealth endorsement of the NSW list of schools.

If you have any questions about Programme requirements please forward them by email to chaplaincyprogram@det.nsw.edu.au

Funding arrangements

The NSW Department of Education, through funding agreements, will provide funding to the sectors for allocation to individual schools.

Successful schools will be eligible for up to $20,000 annually, plus an additional $4,000 if the school is in a remote location, as defined by the 2011 version of the Accessibility/Remoteness Index of Australia Plus (ARIA+), developed by the Australian Bureau of Statistics.

The level of individual school funding will be determined by the relevant sector authority, and will be a pro-rata amount based on the hours of chaplaincy services provided. Schools receiving maximum funding will be expected to provide the maximum 400 hours of chaplaincy services per annum.

Multi-campus schools may be eligible to receive funding for up to a maximum of three chaplains across all campuses. However the campuses must be geographically separated and have separate Commonwealth campus numbers. The number of chaplains must not exceed the number of campuses. Each campus is required to submit its own application and each application will be separately assessed by the sector authority.

Twenty percent of funding may be set aside for administration costs associated with the NSCP.

As a condition of funding, successful schools will be required to participate in reporting and evaluation activities required under the Project Agreement, as requested by the sector authority. A minimum requirement will be for schools to:

- confirm that a chaplain is attached to each participating school
• provide a report on the number of funded Programme hours received over the course of the year
• provide a financial acquittal at the end of the school year.

Chaplain minimum requirements
School chaplains appointed under the NSCP must meet the conditions of the Programme which are set out in the Agreement with the Commonwealth. These are:

a) Participation by schools and students is voluntary;

b) Chaplains may be from any faith;

c) Chaplains must:
   i. not proselytise;
   ii. respect, accept and be sensitive to other people’s views, values and beliefs;
   iii. comply with the Child Protection (Working with Children) Act 2012 (NSW) and all related laws concerning child protection; and
   iv. meet the NSCP’s minimum qualification requirements.

The minimum qualification requirements for a chaplain are either a Certificate IV in Youth Work or Pastoral Care, or an equivalent qualification. The qualification must include competencies (or equivalent) in ‘mental health’ and ‘making appropriate referrals’.

In addition to meeting the NSCP’s minimum qualification requirements, a chaplain for the purposes of the NSCP is an individual who is recognised:

i. by the school community and the appropriate governing authority for the school as having the skills and experience to deliver school chaplaincy to the school community; and

ii. through formal ordination, commissioning, recognised religious qualifications or endorsement by a recognised or accepted religious institution.

A title other than chaplain may be used, if the title is appropriate to the religious affiliation of the individual.

Endorsement of a chaplain by a recognised religious institution can be undertaken at a local level (e.g. a local church that is part of a larger entity), where appropriate.

Conduct of chaplains
Chaplains must comply with all relevant legal and policy requirements when operating in NSW schools. This includes meeting child protection and reporting obligations, as well as complying with sector and school policies, such as privacy, complaints and information management policies.

If you have any questions about Programme requirements please forward them by email to chaplaincyprogram@det.nsw.edu.au
Criteria for the Selection of Schools for 2016 – 2018

Common Conditions to Apply to All Schools

1. Schools are to commit to the following requirements:
   a. participation of students is voluntary
   b. chaplains may be from any faith
   c. chaplains* must:
      i. not proselytise
      ii. respect, accept and be sensitive to other people’s views, values and beliefs
      iii. comply with the Child Protection (Working with Children) Act 2012 (NSW) and all related laws concerning child protection
      iv. meet the Programme’s minimum qualification requirements (a Certificate IV in Youth Work or Pastoral Care (or equivalent) which must include competencies (or equivalent) in ‘mental health’ and ‘making appropriate referrals’).

   * A title other than ‘chaplain’ may be used where the title is appropriate to the religious affiliation of the individual.

2. Schools are to confirm, following consultation with their community, that participation in the National School Chaplaincy Programme is supported by the school community.

3. Schools are to confirm that they will engage a chaplain who is recognised through formal ordination, commissioning, recognised religious qualifications or endorsed by a recognised or accepted religious institution.

4. Schools are to meet reporting or Programme evaluation requirements, as requested by the sector authority.

5. Schools are to agree to appropriately acknowledge and recognise the roles of the Commonwealth and New South Wales in the content of any events, announcements, promotional material or publicity relating to activities under the National School Chaplaincy Programme.

Core Criterion to Apply to All schools

6. Schools are to provide evidence of a demonstrated need for a chaplain and to show how a chaplain will complement existing student support services.
Arrangements for Engaging Chaplains for 2016 - 2018

Common Conditions to Apply to the Engagement of all Chaplains/Providers

1. Chaplains and chaplain providers are to commit to the following requirements:
   a. Chaplains* must:
      i. not proselytise
      ii. respect, accept and be sensitive to other people’s views, values and beliefs
      iii. comply with the *Child Protection (Working with Children) Act 2012* (NSW) and all related laws concerning child protection
      iv. meet the Programme’s minimum qualification requirements (a Certificate IV in Youth Work or Pastoral Care (or equivalent) which must include competencies in ‘mental health’ and ‘making appropriate referrals’).

   * A title other than ‘chaplain’ may be used where the title is appropriate to the religious affiliation of the individual.

2. Chaplains/chaplain providers are to participate in any reporting or Programme evaluation requirements, as requested by the school/sector.

3. Chaplains/chaplain providers are to agree to appropriately acknowledge and recognise the roles of the Commonwealth and New South Wales in the content of any events, announcements, promotional material or publicity relating to activities under the National School Chaplaincy Programme.

4. Chaplains are to be recognised by the school community and the appropriate governing authority for the school as having the skills and experience to deliver school chaplaincy to the school community.

5. Chaplains are to be recognised through formal ordination, commissioning, recognised religious qualifications or endorsement by a recognised or accepted religious institution.

Core Criteria to Apply to All Chaplains/Providers

6. Chaplains/chaplain providers are to, at their own expense, certify that the chaplain is not a prohibited person under any child protection laws and will agree to undergo any screening as required under these laws and/or by policies of the school/sector.

7. Where a school sources a chaplain through a provider, the provider must be able to replace a chaplain if the chaplain is unable to remain with the school.

Sector-specific Arrangements

8. A chaplain can be engaged by the school, through a chaplaincy provider or through the school’s Parents and Citizens Association (if incorporated) in line with the Department’s procurement processes.

9. Chaplain providers (including school Parents and Citizens Associations) must enter into the *Agreement for the National School Chaplaincy Program* with the school and agree to its terms and conditions.
Frequently Asked Questions

What is a chaplain?
A chaplain funded under this Programme is an individual who is recognised:

i. by the school community and the appropriate governing authority for the school (where applicable) as having the skills and experience to deliver school chaplaincy to the school community, and

ii. through formal ordination, commissioning, recognised religious qualifications or endorsement by a recognised or accepted religious institution.

A chaplain may be from any faith, and a title other than ‘chaplain’ may be used where the title is appropriate to the religious affiliation of the individual.

Endorsement of a chaplain by a recognised religious institution can be undertaken at a local level (e.g. a local church that is part of a larger entity), where appropriate.

What is the role of the school chaplain?
School chaplains support the emotional wellbeing of students by providing:

- pastoral care services, and
- strategies that support the emotional wellbeing of the broader school community.

Pastoral care is defined in the agreement with the Commonwealth as the practice of looking after the personal needs of students, not just their academic needs, through the provision of general spiritual and personal advice.

What are the minimum requirements for a school chaplain?
In addition to satisfying the above definition of a chaplain, the chaplain must:

- not proselytise
- respect, accept and be sensitive to other people’s views, values and beliefs
- comply with the Child Protection (Working with Children) Act 2012 (NSW) and all related laws concerning child protection
- meet minimum qualification requirements (either a Certificate IV in Youth Work or Pastoral Care, or an equivalent qualification. The qualification must include competencies (or equivalent) in ‘mental health’ and ‘making appropriate referrals’).

Schools should sight written evidence that a prospective chaplain complies with these requirements prior to appointment.

Also refer to the section, Arrangements for Engaging Chaplains for 2016 – 2018.

What is meant by ‘equivalent qualification’ in relation to the minimum qualification requirements for chaplains?
For acceptance into the role of school chaplain in NSW under the NSCP, the minimum qualification is a Certificate IV in Youth Work or Certificate IV in Pastoral Care (or equivalent).

A person who holds a higher level qualification, such as a diploma or bachelor degree, in a relevant field of education may also be considered. A qualification must include competencies (or equivalent) in mental health and making appropriate referrals. Not all
relevant qualifications involve the completion of ‘competencies’ (e.g. bachelor degrees). In these cases, a school should take into account any completed units/subjects relevant to the areas of ‘mental health’ and ‘making appropriate referrals’.

**Can my school receive funding for a secular student welfare worker instead of, or as well as, a chaplain under the NSCP?**
No. The NSCP will only provide funding for chaplains.

**Is participation in the NSCP compulsory?**
No. Participation in the NSCP is voluntary for schools and for students.

**Do I need to consult with parents before appointing a chaplain?**
Yes. Schools need to consult with their school community about possible plans for engaging a chaplain.

Schools recommended for participation in the NSCP will need to hold evidence that the school community has been consulted, e.g. meeting minutes, newsletter items etc.

**For how many years will funding be available for a school chaplain?**
The next application round will be for the 2016 – 2018 calendar years. Successful schools will be funded for the three years. There will be no further application rounds during the term of the current funding agreement with the Commonwealth.

**How will schools be selected to participate in the NSCP?**
Schools will be assessed by their sector authority against the common conditions and core criteria that apply to all schools, as well as against any sector-specific criteria (see section **Criteria for the Selection of Schools for 2016 – 2018**).

**How much will my school receive under the NSCP?**
Participating schools may receive up to $20,000 per year ($24,000 for remote schools). The level of individual school funding will be determined by the relevant sector authority, and will be a pro-rata amount based on the hours of chaplaincy services provided. Schools receiving maximum funding will be expected to provide the maximum 400 hours of chaplaincy services per annum.

**For how many hours a year will a school chaplain be funded?**
The maximum number of annual hours that will be funded under the NSCP is 400 hours.

**Will annual funding in the next application round be the same as for 2015?**
Not necessarily. School funding allocations will be determined by sector authorities based on the number of chaplaincy hours and overall funding available.

**How many chaplains is my school entitled to?**
Funding under the NSCP will only be available for one chaplain per school.

**My school is part of a multi-campus college. How many chaplains is the college entitled to?**
A multi-campus college can receive funding for a maximum of three chaplains ($60,000 per annum, or $72,000 in remote locations) across all the campuses. However:

- the number of funded chaplains must not exceed the number of campuses
• each campus must be geographically separated and have a separate Commonwealth campus number.

Each campus will be required to submit its own application and each application will be separately assessed by the sector authority.

**Can my school enter into a cluster arrangement to share a chaplain?**
Yes. However, the maximum funding available for the cluster is $20,000 per year ($24,000 for remote schools), and the maximum number of annual hours of chaplaincy that will be funded across the cluster is 400 hours.

**When will my school know if its application for a chaplain is successful?**
Schools will be advised in Term 4 if they are being recommended by the Minister for Education to participate in the NSCP for 2016 – 2018. Participation cannot be confirmed until the Commonwealth has endorsed the Minister’s list of recommended schools (this is anticipated to take place in late 2015 or early 2016).

**When will my school receive its funding?**
This will depend on when the Commonwealth provides funding to NSW to administer the NSCP. It is anticipated that funding will be provided to participating schools early in the school year.

Funding will be provided directly to schools by the sector authorities. Schools will be responsible for making payments to chaplain providers.

**How much funding can a school set aside for administration purposes?**
Funds up to a maximum of 20 per cent can be used for administrative costs. Funds are to be for administration costs directly relevant to the implementation of the NSCP.

**Does a school need to use a chaplain provider or can it directly employ a chaplain?**
Schools do not employ Chaplains. School Chaplains are employed by the relevant Service Provider.

**Does a chaplain provider have to be on an Approved Provider List**
When a school sources a chaplain through a provider, the school may select a provider that best meets its needs. Schools will be required to purchase a chaplaincy service using the Departments’ procurement process. A prequalified panel of Chaplaincy service providers will be appointed and accredited to assist schools.

NSW public schools will have the flexibility to select a provider that best meets its needs, subject to the chaplain meeting the conditions/criteria for engaging chaplains (see section *Arrangements for Engaging Chaplains for 2016 – 2018*).

**Will schools selected for 2015 automatically be included in the NSCP for 2016-2018?**
No. All schools seeking funding for a chaplain in 2016-2018 will need to submit a new application.
Can a school change its chaplain at any time?
Yes. Funding to schools is tied to the provision of chaplaincy services, not to an individual chaplain.

What happens if a school chooses to discontinue its participation in the NSCP?
If a school chooses to discontinue its participation in the NSCP, it must notify the Department and return unspent funds.

What happens if the school chaplain is no longer available?
Where a school sources a chaplain through a provider, the provider must be able to replace a chaplain if the chaplain is unable to remain with the school.

How does a school deal with a complaint about a chaplain?
The school’s complaints/grievance handling processes will apply.

What reporting requirements do participating schools need to meet?
Participating schools will be asked to provide reports and participate in evaluations, as required, through their sector authority. While efforts will be made to minimise reporting burdens, it is important that accountability requirements are in place to minimise the risks associated with the NSCP. A minimum requirement will be for schools to:

- confirm that a chaplain is attached to each participating school
- provide a report on the number of funded Programme hours received over the course of the year
- provide a financial acquittal at the end of the school year.