

# **Chaplaincy and student welfare worker services**

**Workplan**

**Name: Date: / /**

**Role: <chaplain/student welfare worker> School:**

*(to be completed prior to service commencement, or within the first month of the chaplain or student welfare worker commencing services at the school, and reviewed annually)*

I agree to adhere to the following requirements and inform the principal of all programs and activities provided at the school before commencement.

* Blue card number:

Blue card expiry date: / /

* Mandatory Student Protection and Code of Conduct Training completion date: / /

(Note: workers are required to undertake annual refresher training twelve months from the original completion date)

* For chaplains funded by the National School Chaplaincy Program – [Cyberbullying Professional Learning Package](https://www.education.gov.au/national-school-chaplaincy-program) completion date: / /

The hours of work will be:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Start time |  |  |  |  |  |
| Finish time |  |  |  |  |  |

Work will be conducted from: **<insert location of office/desk, contact details>**

|  |
| --- |
| **The following duties are part of the approved workplan:** *(refer to* [*Chaplaincy and Student Welfare Worker role statement*](https://qcec.catholic.edu.au/wp-content/uploads/2020/04/20200210-Chaplaincy-and-Student-Welfare-Role-Statement.docx)*)*  |
| **Social and/or emotional support**  | **Community development** |
|  |  |
| **Spiritual support** | **Mentoring** |
|  |  |
| **Educational support** | **Extra-curricular activities** |
|  |  |
| **General work and administration** | **Other** |
|  |  |

[ ]  I will comply with relevant legislation and [QCEC procedures and requirements](https://qcec.catholic.edu.au/wp-content/uploads/2020/04/20200210-Chaplaincy-and-Student-Welfare-Worker-Guidelines-for-Schools.docx), including but not limited to:

[ ]  Chapter 5, s.76 and Chapter 19 s.426 of the [*Education (General Provisions) Act 2006 (Qld)*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-039)

[ ]  Part 5 s.34 and Part 8 s.67 of the *[Education (General Provisions) Regulation 2017 (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2017-0161)*

[ ]  the relevant provisions of the [*Public Records Act 2002*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2002-011) and the [*Information Privacy Act 2009*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2009-014)

[ ]  the school’s Code of Conduct

[ ]  the school’s Student Protection policy

[ ]  I will obtain approval from the principal to alter the approved workplan or to deliver services not covered by the approved workplan

[ ]  I will follow the directives of the principal regarding service delivery

**Name:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

**School principal:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

**Make a copy**

The chaplain/student welfare worker is to retain a copy of this workplan and the school retains the original for audit purposes.

Workplan review date: / /