

GATTON STATE SCHOOL

CHAPLAINCY PROGRAM – AIMS & OVERVIEW

Aim

The chaplaincy service at Gatton State School is an integral part of the school. The chaplain will assist staff and parents in fostering the physical, mental, social and spiritual development of students within a supportive environment.

Role

- The chaplain's primary role is Pastoral support of students, staff and parents. This will be done in cooperation with the school's Guidance Officer, Administrative personal and other members of staff. Liaison with outside agencies will be made as appropriate. The chaplain will abide by the Code of Ethics negotiated with the Chaplaincy Committee.
- The chaplain will model interdenominational Christian values while recognising and respecting other spiritual and ethical insights. Chaplaincy services are, therefore, available to all students without any implications of seeking to win students from one denomination to another or from one religion or set of beliefs to another.
- The chaplain will participate, as appropriate, in other school programs.

Duties

Duties may include:

- Assist in the development and support of the school's care program
- Be available to students, staff and parents for pastoral care
- Cooperate with school guidance officers, class teachers and the school administration team
- Contribute to the development of voluntary religious interest groups
- Liaise with local religious and other community groups/members
- Participate in other school programs, assemblies, classroom activities and extra curricula activities
- Provide resource support to teachers

CODE OF ETHICS

Preamble

The Chaplain has an important responsibility in guiding all school community members' educational, social and spiritual development.

Therefore, the chaplain should possess the following attributes:

- Spiritual, social and emotional maturity
- Integrity
- Breadth and depth of learning
- An understanding of human experience
- Capacity for leadership

The Code

1. The primary professional responsibility of the Chaplain is the welfare of all students within his/her care.
2. The Chaplain will display Christian ethics and examples in all of his/her affairs.
3. The Chaplain shall endeavour to promote such relationships between school and home as will contribute to the welfare and comprehensive development of each student.
4. The Chaplain shall strive to achieve a standard of professional conduct and to display attitudes towards his/her colleagues that will create a mutual respect.
5. The Chaplain shall strive to fulfil his/her responsibilities in a manner that will enhance the prestige of his/her role.
6. While acknowledging the responsibility of the Chaplain to the principal, a Chaplain shall strive to establish and maintain confidentiality with students.

Employment Of The Chaplain

The Chaplain shall be employed by Scripture Union Queensland (in conjunction with the LCC) as the coordinating organisation, which is able to satisfy legal requirements, provide Workers' Compensation, quality control, resourcing, training, discipline, fellowship and overall policy.

Accountability

The Chaplain will be responsible to:

- The school principal in matters relating to school administration;
- The Local Chaplaincy Committee in matters relating to day to day operations and liaison with participating churches;
- The Scripture Union Coordinator of school chaplaincy in Queensland in matters related to agreed conditions of employment and overall policy.

GUIDELINES – THE CHAPLAIN:

- Contributes to addressing religious, spiritual and ethical needs of all students;
- Models own faith positions but avoid implications that one has more advantage over others.
- Implements a program of chaplaincy services as outlined in approved school overview
- Undertakes activities outlined in approved work plan
- Provides social and emotional support to students through meeting their religious, spiritual and/or ethical needs or refer students to other professionals as needed
- Provides regular reports to principal, or his/her delegate, on proposed events and on progress, issues and successes of chaplaincy services in such format as may be determined by principal from time to time
- Confirms with the principal/deputy principal that parental or guardian consent has been given before engaging in regular one-to-one meetings with a student
- Informs a parent or guardian in writing, through principal, prior to commencing regular one-to-one meetings with a student
- Ceases provision of any chaplaincy services with religious, spiritual and/or ethical content to a student immediately upon notification from parents or guardians or principal that parents or guardians have requested the withdrawal of chaplaincy services for their child
- Confirms that parental or guardian consent has been provided for all students who participate voluntarily in interrelated activities with religious, spiritual and/or ethical content that are part of approved school overview
- Complies with relevant legislation, policies and practices of Education Queensland
- Complies with directions of principal and employing authority not to evangelise or proselytize in the delivery of chaplaincy services.

LOCAL CHAPLAINCY COMMITTEE

There is a Local Chaplaincy Committee (LCC) at the school which meets monthly. The chaplain is responsible to the Local Chaplaincy Committee in matters relating to day to day operations and liaison with participating churches.

The prime functions of the LCC are as follows:-

- To prepare a set of aims for the chaplaincy service
- To develop a strategy so that these aims can be achieved
- To work with the local Christian community so as to involve them in all aspects of the chaplaincy service
- To work with SU Qld in selecting a chaplain for the service
- To pastorally and professionally care for the chaplain
- To oversee the daily functions of the chaplain within the service
- To review the performance of the chaplain and the LCC
- To promote the chaplaincy service in the wider community
- To raise the funds required for the service
- To abide by the policies of Education Queensland and SU Queensland

The Chaplain position at Gatton State School is a paid position. The position is financed by the generosity of local churches, businesses and community members.

CONSENT FOR CHAPLAINCY SERVICES

All parents or guardians at enrolment, and on request, are able to access a consent form for *Voluntary Student Participation in Program of Chaplaincy Services* which outlines the program at Gatton State School . This form enables them to:

- know the range of activities (with and without religious, spiritual and/or ethical content) within the program of chaplaincy services provided at school;
- make an informed decision regarding their child's participation or non-participation in program of chaplaincy services;
- make an informed decision regarding giving or not giving their consent for their child's participation in programs interrelated to chaplaincy services;
- withdraw their agreement to or consent for their child's participation in chaplaincy services or interrelated programs by advising the school in writing.

Parents or carers are informed through the school's newsletter and website (and letter when appropriate) when new Chaplaincy activities are introduced into the school.

CHAPLAINCY PLAN

Communication	The Chaplain is supported by the Local Chaplaincy Committee. The Chaplain works with the LCC to develop programs for the School community. When developed, the Chaplain informs the Principal fully of all programs and activities being provided at school prior to programs and activities commencing.
Responsibilities	<p>Chaplains:</p> <ul style="list-style-type: none"> • Contribute to addressing religious, spiritual and ethical needs of all students; • Model own faith positions but avoid implications that one has more advantage over others. • Are not to evangelise and/or proselytise as part of program of chaplaincy services • must keep records of their appointments with students
Programs and activities required of chaplain to achieve the aims of model	<p>The Chaplain provides support for programs that are Voluntary Student Activities Free of Religious, Spiritual and/or Ethical Content:</p> <p>Breakfast Club</p> <ul style="list-style-type: none"> • Operates several days per week • Students are able have breakfast organised by our Chaplain, which operates from the tuckshop from 8:00am <p>Craft Sessions</p> <ul style="list-style-type: none"> • Chaplain organises volunteers from community to run craft sessions during lunch hours for interested students <p>‘Shine’ Program for Girls</p> <ul style="list-style-type: none"> • This program is run by our Chaplain and students are referred by their class teacher, or other staff members • The program is specifically for girls and focuses on self esteem, deportment and grooming etc. <p>The Chaplain provides support for programs that are Voluntary Student Activities with Religious, Spiritual and/or Ethical Content:</p> <p>One-to-One Regular Meetings</p> <ul style="list-style-type: none"> • Our Chaplain is able to meet with students to discuss issues around self esteem, friendships, bullying, grief and loss, family breakdowns etc.
Chaplain's accountabilities to and relationships with local religious denominations and societies, parents and accredited employing authority	<p>The Chaplain has accountability to Scripture Union through the Local Chaplaincy Committee (LCC), which is the employing authority. As the employed chaplain, they have no specific affinity with any local religious denominations or societies or parents.</p> <p>The Chaplain welcomes contact from parents.</p> <p>Written reports on the RI program and Chaplaincy service are provided to the LCC, Principal, Scripture Union and representative churches at varying times or when requested.</p> <p>The Chaplain's performance is reviewed on annual basis by the Scripture Union in partnership with the Principal.</p>
Procedure to be followed when students have religious, spirit,	Students are referred to the Administration team member responsible for the Chaplaincy should they require additional support.

<p>ethical social and emotional needs and require support beyond chaplaincy program.</p>	
<p>Procedures to be followed when an incident of concern occurs involving a student attending chaplaincy services.</p>	<p>Should a parent or student wish to make a complaint regarding Chaplaincy services, the school complaint processes can be used. Complaints can be lodged in person, in writing or by telephone.</p>
<p>Procedures when the chaplain suspects abuse or risk.</p>	<p>The Chaplain is required to report suspicion of harm or risk to the Principal who is required by legislation to report the disclosure to the Department of Communities, the Queensland Police and Education Queensland as appropriate.</p>
<p>Guidelines for chaplain for reporting and accountability.</p>	<p>The Chaplain is required to provide a report to the Local Chaplaincy Committee (LCC) when they meet. The LCC is required to meet at least once per term.</p> <p>The LCC provides the principal with minutes of their meeting and information on agreed, new programs that form the Chaplaincy.</p> <p>The Principal's responsibilities encompass the ability to inspect separate and transparent accounting records of all income and expenditure related to provision of chaplaincy services including proof of purchase and payments such as invoices and receipts.</p>