

National School Chaplaincy Program

**Guidelines on NSW Arrangements for
2020-2022**



Contents

1. Overview	3
About the National School Chaplaincy Program (NSCP)	3
NSW arrangements for 2020-2022	3
2. Guidelines	4
Application process for 2020-2022	4
Funding arrangements	4
3. Criteria for Selecting Schools.....	6
Common conditions to apply to all schools	6
Core criterion to apply to the selection of schools	6
Sector-specific criteria	7
4. Criteria for Engaging Chaplains	8
Common conditions to apply to the engagement of all chaplains/providers	8
Core criteria to apply to all chaplains/providers.....	9
Conduct of chaplains	9
Sector-specific arrangements	9
5. Professional Learning for Chaplains	10
6. Frequently Asked Questions	11

1. Overview

About the National School Chaplaincy Program (NSCP)

The NSCP is an initiative funded by the Commonwealth Government to provide chaplaincy services in government, Catholic and independent schools throughout Australia.

The NSW Government has been administering the NSCP on behalf of the Commonwealth Government since 2015.

The purpose of the NSCP is to support the wellbeing of Australian school students through the provision of pastoral care services and strategies to support the wellbeing of the broader school community. These may include volunteering activities, breakfast clubs, excursions, lunchtime activities and parent/carer workshops.

Participation in the NSCP is voluntary for schools and students.

NSW arrangements for 2020-2022

The NSW arrangements are as follows:

- There will be one application round for the 2020-2022 calendar years. Schools approved to participate will be funded for three years.
- Schools will be eligible for up to \$20,280 per annum, or up to \$24,336 per annum for remote or very remote schools. Funding will 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. Schools not required to select a provider from a pre-approved list must ensure that providers meet the criteria for engaging chaplains (see Section 4. Criteria for Engaging Chaplains within this document).
- 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 Government requirement that funding is only available for school chaplains. Schools may not use NSCP funding for secular student welfare positions.

2. Guidelines

This entire document should be read in conjunction with the Project Agreement for the NSCP in 2019-2022, available online at http://www.federalfinancialrelations.gov.au/content/npa/education/project-agreement/National_School_Chaplaincy_Program-3.pdf. The Project Agreement is created subject to the Intergovernmental Agreement on Federal Financial Relations.

Application process for 2020-2022

Each sector will assess its school applications and forward their proposed list of participating schools to the NSW Chaplaincy Program Committee (the Committee), which is a cross-sector panel comprised of senior representatives from the NSW Department of Education, the Association of Independent Schools of NSW Ltd, and Catholic Schools NSW Ltd.

The Committee will make recommendations to the Minister for Education and Early Childhood Learning about schools' participation in the NSCP and funding allocations.

Each sector will manage its own assessment process. This includes developing sector-specific application forms and setting the opening and closing dates for applications. It is anticipated that school applications will open on or shortly after 26 August 2019. Schools will be informed in Term 4, 2019 whether they have been selected for funding for 2020-2022.

If you have any questions about NSCP requirements, please contact Danielle Cronin by email at danielle.cronin@csnsw.catholic.edu.au.

Funding arrangements

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

Successful schools will be eligible for up to \$20,280 annually, or up to \$24,336 annually for remote and very remote schools as defined by the Accessibility/Remoteness Index of Australia Plus (ARIA+) (see <https://www.adelaide.edu.au/hugo-centre/services/aria>).

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 the maximum level of funding will be expected to provide/receive 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.

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 funded by the NSCP is attached to the school

Guidelines on NSW Arrangements for 2020-2022

- provide a report on the number of funded NSCP hours received over the course of the year
- provide a financial acquittal at the end of the school year.

3. Criteria for Selecting Schools

Common conditions to apply to all schools

1. Schools are to commit to the following requirements:
 - a. participation by 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. have regard to the National Framework for Protecting Australia's Children, and any relevant NSW responses to the recommendations from the Royal Commission into Institutional Responses to Child Abuse (Volume 6 – Making institutions child safe, Volume 10 – Children with harmful sexual behaviours and Volume 13 – Schools)
 - v. have a relevant and valid NSW Working With Children Check
 - vi. meet the NSCP'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')
 - vii. complete free professional learning in responding to and preventing bullying and cyberbullying provided by the Office of the eSafety Commissioner within 18 months from the time it is first available (see Section 5. Professional Learning for Chaplains within this document).
2. Schools are to confirm, following consultation with their community, that participation in the NSCP 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 NSCP reporting and evaluation requirements, as requested by the sector authority.
5. Schools agree to appropriately acknowledge and recognise the roles of the Commonwealth and NSW Governments in the content of any events, announcements, promotional material or publicity relating to activities under the NSCP.

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

Core criterion to apply to the selection of schools

Schools are to provide evidence of a demonstrated need for a chaplain and to show how a chaplain will complement existing student support services.

Sector-specific criteria

There are no sector specific criteria for NSW Catholic schools. The NSW Government Guidelines will apply.

4. Criteria for Engaging Chaplains

Common conditions to apply to the engagement of all chaplains/providers

1. Chaplains and chaplaincy providers are to commit to the following requirements:
 - a. participation by 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. have regard to the National Framework for Protection Australia's Children, and any relevant NSW responses to the recommendations from the Royal Commission into Institutional Responses to Child Abuse (Volume 6 – Making institutions child safe, Volume 10 – Children with harmful sexual behaviours and Volume 13 – Schools)
 - v. have a relevant and valid NSW Working With Children Check
 - vi. meet the NSCP'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')
 - vii. complete free professional learning in responding to and preventing bullying and cyberbullying provided by the Office of the eSafety Commissioner within 18 months from the time it is first available (see Section 5. Professional Learning for Chaplains within this document).
- * 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 NSCP evaluation requirements, as requested by the school/sector.
3. Chaplains/chaplain providers agree to appropriately acknowledge and recognise the roles of the Commonwealth and NSW Governments in the content of any events, announcements, promotional material or publicity relating to activities under the NSCP.
4. In addition to meeting the NSCP's minimum qualification requirements, a chaplain for the purposes of the NSCP is an individual who is recognised:
 - a. 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
 - b. through formal ordination, commissioning, recognised religious qualifications or endorsement by a recognised or accepted religious institution. 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.

Core criteria to apply to all chaplains/providers

1. 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.
2. 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. Alternatively, a school may elect to appoint a chaplain via a different provider or engage another chaplain directly, rather than being required to use the same provider.

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.

Sector-specific arrangements

Catholic systemic schools should consult with their diocesan schools office regarding preferred providers for Chaplaincy services and any other related diocesan-specific policies.

5. Professional Learning for Chaplains

As part of the Project Agreement for the NSCP, NSCP funded chaplains are to complete a three-hour online professional learning package (PLP) aimed at responding to and preventing cyberbullying. The PLP, developed and delivered by the Office of the eSafety Commissioner, will be available to NSCP school chaplains from July 2019, for a period of 18 months.

NSCP funded chaplains can register for the training now at <https://esafety.gov.au/nscpchaplain>.

NSCP funded chaplains will be required to provide their professional learning Certificate of Completion to their employers. Schools can request a copy of the Certificate. Employers may also be asked to provide a copy of the Certificate to Catholic Schools NSW to assist with meeting the requirements of the NSCP Project Agreement.

Further information on the PLP and Frequently Asked Questions are available at <https://www.education.gov.au/national-school-chaplaincy-program>.

Chaplains may also be invited to participate in local school/system authority professional learning as appropriate.

6. Frequently Asked Questions

<p>What is a chaplain?</p>	<p>A chaplain funded under the NSCP is an individual who is recognised:</p> <ul style="list-style-type: none"> • 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 • through formal ordination, commissioning, recognised religious qualifications or endorsement by a recognised or accepted religious institution. <p>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.</p> <p>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.</p>
<p>What is the role of the school chaplain?</p>	<p>School chaplains support the wellbeing of students by providing:</p> <ul style="list-style-type: none"> • pastoral care services • strategies that support the wellbeing of the broader school community. <p>Pastoral care is defined in the Project Agreement with the Commonwealth Government 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.</p>
<p>What are the minimum requirements for a school chaplain?</p>	<p>In addition to satisfying the above definition of a chaplain, the chaplain must:</p> <ul style="list-style-type: none"> • 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 • have regard to the National Framework for Protection Australia’s Children, and any relevant NSW responses to the recommendations from the Royal Commission into Institutional Responses to Child Abuse (Volume 6 – Making institutions child safe, Volume 10 – Children with harmful sexual behaviours and Volume 13 – Schools) • have a relevant and valid NSW Working With Children Check • meet the NSCP’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’) • complete free professional learning in responding to and preventing bullying and cyberbullying, provided by the Office of the eSafety Commissioner. See Section 5. Professional Learning for Chaplains. <p>Schools should sight written evidence that a prospective chaplain complies with these requirements prior to appointment.</p>

Guidelines on NSW Arrangements for 2020-2022

<p>What is meant by 'equivalent qualification' in relation to the minimum qualification requirements for chaplains?</p>	<p>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).</p> <p>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 degree). In these cases, a school should take into account any completed units/subjects relevant to the areas of 'mental health' and 'making appropriate referrals'.</p>
<p>Can my school receive funding for a secular student welfare worker instead of, or as well as, a chaplain under the NSCP?</p>	<p>No. The NSCP will only provide funding for chaplains.</p>
<p>Is participation in the NSCP compulsory?</p>	<p>No. Participation in the NSCP is voluntary for schools and for students.</p>
<p>Do I need to consult with parents before appointing a chaplain?</p>	<p>Yes. Schools need to consult with their school community about possible plans for engaging a chaplain.</p> <p>Schools recommended for participation in the NSCP will need to hold evidence that the school community has been consulted, e.g. minutes of P & F meetings, parent forums, board meetings.</p>
<p>For how many years will funding be available for a school chaplain?</p>	<p>The current application round will be for the 2020-2022 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 Government.</p>
<p>How will schools be selected to participate in the NSCP?</p>	<p>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.</p>
<p>Will annual funding in the application round for 2020-2022 be the same as for 2019?</p>	<p>The 2020-2022 round is separate to previous rounds of funding. School funding allocations will be determined by sector authorities based on the number of chaplaincy hours and overall funding available.</p>
<p>How much will my school receive under the NSCP?</p>	<p>Participating schools may receive up to \$20,280 per year (\$24,336 for remote or very 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.</p>
<p>For how many hours a year will a school chaplain be funded?</p>	<p>The maximum number of annual hours that will be funded under the NSCP is 400 hours.</p>
<p>How many chaplains is my school entitled to?</p>	<p>Funding under the NSCP will only be available for one chaplain per school.</p>

Guidelines on NSW Arrangements for 2020-2022

<p>My school is part of a multi-campus college. How many chaplains is the college entitled to?</p>	<p>A multi-campus college can receive funding for a maximum of three chaplains (\$60,840 per annum, or \$73,008 in remote or very remote locations) across all the campuses. However:</p> <ul style="list-style-type: none"> • 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 (AGEID). <p>Each campus will be required to submit its own application and each application will be separately assessed by the sector authority.</p>
<p>Can my school enter into a cluster arrangement to share a chaplain?</p>	<p>Yes. However, the maximum funding available for the cluster is \$20,280 per year (\$24,336 for remote schools), and the maximum number of annual hours of chaplaincy that will be funded across the cluster is 400 hours.</p>
<p>When will my school know if its application for a chaplain is successful?</p>	<p>Schools will be advised in Term 4 2019 if they are being selected to participate in the NSCP for 2020-2022.</p>
<p>When will my school receive its funding?</p>	<p>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 via their sector authority early in the school year.</p> <p>Funding will be provided directly to schools by the sector authorities, regardless of whether the school directly engages a chaplain or sources a chaplain through a provider. Schools will be responsible for making payments to chaplains/providers.</p>
<p>Does a school need to use a chaplain provider or can it directly employ a chaplain?</p>	<p>Schools will have the flexibility to select a chaplain who best meets the needs of the school, subject to the chaplain meeting the criteria contained in these Program Guidelines. Schools may employ a chaplain of their choice or may use a chaplain provider.</p> <p>Catholic systemic schools should consult with their diocesan schools office regarding preferred providers.</p>
<p>Does a chaplain provider have to be on an Approved Provider List?</p>	<p>Schools/sector authorities will have the flexibility to select a provider that best meets its needs, subject to the chaplain meeting the conditions/criteria for engaging chaplains.</p> <p>Catholic Systemic schools should check with their diocesan office.</p>
<p>Will schools selected for 2019 automatically be included in the NSCP for 2020-2022?</p>	<p>No. All schools seeking funding for a chaplain in 2020-2022 will need to submit a new application, however, the expectation is that funds provided for 2020-2022 are for new schools to the program.</p> <p>Should there be funds remaining after new schools have had an opportunity to make an expression of interest, existing schools may then be considered</p>
<p>Can a school change its chaplain at any time?</p>	<p>Yes. Funding to schools is tied to the provision of chaplaincy services, not to an individual chaplain.</p>

<p>What happens if a school chooses to discontinue its participation in the NSCP?</p>	<p>If a school chooses to discontinue in the NSCP 2020-2022, they should notify CSNSW as soon as possible.</p>
<p>What happens if the school chaplain is no longer available?</p>	<p>Schools can engage a different chaplain who meets the conditions/criteria for engaging chaplains.</p> <p>Schools will have an opportunity to source a new chaplain, if this is not possible the school should seek advice form CSNSW.</p>
<p>How does a school deal with a complaint about a chaplain?</p>	<p>The school's complaints/grievance handling processes will apply. Schools will also need to report complaints to their sector authority ie Catholic Schools NSW (CSNSW). Each sector authority is required to maintain a record of complaints about the NSCP.</p>
<p>What reporting requirements do participating schools need to meet?</p>	<p>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.</p> <p>A minimum requirement will be for schools to:</p> <ul style="list-style-type: none"> • confirm that a chaplain is attached to each participating school; • provide a report on the number of funded NSCP hours delivered over the course of the year; • provide a financial acquittal at the end of the school year.
<p>What is the professional learning on responding to bullying and cyberbullying that chaplains must complete?</p>	<p>This professional learning is a mandatory module for NSCP chaplains being developed by the Office of the eSafety Commissioner and delivered by the Commonwealth Government. See Section 5. Professional Learning for Chaplains.</p>