# **Chaplaincy and student wellbeing officer services**

**Accredited Employing Authorities**

**What is an Accredited Employing Authority?**

Queensland state schools do not employ a chaplaindefinitions or student wellbeing officer definitionsdirectly. These workers are sourced through an external organisation that has been accredited by the Department of Education (the department) to provide these services in schools. This organisation is referred to as an Accredited Employing Authority definitions(AEA). Determining which AEA to engage a service through is at the discretion of the principal, in consultation with the school community.

The department hasa standing offer arrangement definitions with a number of organisations. Schools should ensure the organisation they approach to provide a chaplain or student wellbeing officer definitionsis approved by the department.

The Chaplaincy and student wellbeing officer services [Flowchart: Establishing a service](https://education.qld.gov.au/student/Documents/chaplaincy-flowchart.docx) outlines 13/248331 12/273780 flowchart.pdf the steps for schools to take when establishing a service, including selecting an appropriate AEA for their school.

**Accredited Employing Authority responsibility**

The AEA is responsible for the recruitment, selection and employment of workers, as well as the ongoing professional development, training and professional supervision of the worker in areas pertinent to the role12/382002 factsheet2.pdf.

The AEA is to ensure that the worker understands the nature of their role in the school setting and the appropriate boundaries of professional conduct and personal interaction with students, which includes guidance on the acceptable use of personal technology devices and on-line social networking sites in their interaction with students, as outlined in the [Code of Conduct for the Queensland public service](https://qed.qld.gov.au/working-with-us/induction/department/induction-programs-and-resources/code-of-conduct).

The key responsibilities of the AEA include:

* advertising a vacancy in a school outlining the skills, understandings and requirements of the position, the qualifications required and the employment conditions
* conducting a merit-based selection process and making a recommendation for endorsement to the principal
* ensuring the worker has a current blue card definitionsand the appropriate qualifications definitions
* providing organisational-based induction — including, but not limited to, workplace safety, employment conditions, grievance procedures — before placement in a school, and ongoing supervision and support, including relevant professional development
* instructing the worker that they are not to:
  + evangelise definitionsor proselytise definitionswhen delivering approved workplan definitions activities
  + advocate for or denigrate a student’s particular faith or worldview
  + provide support to students where appropriate consent definitions has not been provided
  + express views that are discriminatory or biased on the grounds of religious ideology, beliefs or sexuality
  + bring or distribute denominational or society publications definitionson school premises
* instructing the worker that they are to seek principal approval to conduct additional activities (outside of the approved workplan)
* ensuring the worker is familiar with the relevant provisions of Queensland legislation, including the [*Public Records Act 2002*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2002-011), [*Information Privacy Act 2009*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2009-014) and the confidentiality obligations under section 426 of the [*Education (General Provisions) Act 2006*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-039)
* ensuring the [Deed of Confidentiality, Privacy and Conflicts of Interest](https://education.qld.gov.au/student/Documents/deed-of-confidentiality-privacy-conflicts-interest.pdf) 12/462596 deed.pdf is signed by the worker and a copy forwarded to the school prior to the services commencing in the school
* ensuring a [Purchase Order](https://education.qld.gov.au/student/Documents/purchase-order-example.docx), specifying the agreed hours of service and associated costs, is received by the AEA from the school prior to service commencement
* ensuring the [Schedule A: Contract Schedule](https://education.qld.gov.au/student/Documents/QEDSOA-91112-schedule-a-contract.docx) is completed in conjunction with the school prior to service commencement
* ensuring the worker is aware confidential information (e.g. case records) is stored securely in accordance with the *Information Privacy Act 2009* and section 426 of the *Education (General Provision) Act 2006*
* ensuring the worker is aware that the reason a student seeks access to their service, and the outcome of any consultation with their service, is not disclosed by the worker without the parent’s or student’s informed consent, unless required by law
* managing the employment conditions of the chaplain or student wellbeing officer
* liaising with the principal and department, as required
* supporting the resolution of complaints in conjunction with the principal and the [Conduct and Complaints team](https://www.qld.gov.au/education/schools/information/contact/complaint#enquiries)
* maintaining relevant certificates of currency throughout the contract period and submitting copies to the department as required
* providing quarterly electronic reports to the department outlining information including, but not limited to, the names of schools supported, services provided and confirmation that qualification requirements have been met
* providing any necessary financial management, records management and reporting in respect of any Government funding (to the extent required by the department) and any AEA funding (to the extent required by applicable laws).

A listing of the AEAs and additional details can be found on the secure OnePortal site — [Supplier arrangements](https://intranet.qed.qld.gov.au/Services/Procurement_Purchasing/Supplyarrangements/Pages/chaplaincy-student-wellbeing-officer-youth-support-coordinator-qld-state-schools.aspx).

**Becoming an AEA**

If circumstances exist where a school identifies a suitable local organisation that is not on the department’s approved list of AEAs, the organisation can contact the department’s Procurement Services team at [procurement.ggs@qed.qld.gov.au](mailto:procurement.ggs@qed.qld.gov.au) to seek information about the application process to become an AEA.

Upon a successful application, organisations enter into an agreement with the department for the provision of chaplaincy and/or student wellbeing officer programs in Queensland state schools. This Deed of Agreement outlines the principles and arrangements for the engagement of a chaplain or student wellbeing officer and the delivery of services in the school/s by the worker.