**Chaplaincy and student wellbeing officer services**

**Definitions**

**Accredited Employing Authority (AEA)**

An organisation that has been approved through a [standing offer arrangement (SOA)](https://intranet.qed.qld.gov.au/Services/Procurement_Purchasing/Supplyarrangements/Pages/chaplaincy-student-wellbeing-officer-youth-support-coordinator-qld-state-schools.aspx)by the Department of Education to employ chaplains and student wellbeing officers for placement in Queensland schools.

**Blue card**

A plasticised card, issued to a person who is the holder of a current positive notice by the Queensland Government’s Blue Card Services. A blue card is valid for three years from the date of issue, unless it is suspended earlier by Blue Card Services.

The blue card includes the following information:

* the name of the person who is the holder of the positive notice
* a card/customer reference number for the person
* an expiry date for the positive notice
* the signature of the person to whom the positive notice is issued.

Note: new cards issued on or after 31 August 2020 will include a photograph of the person to whom the positive notice is issued.

**Chaplain**

A person who is recognised by the local school, it’s community and the AEA as having the skills, experience and qualifications to deliver the approved workplan activities to the school and its community.

A chaplain is also recognised through endorsement by a recognised or accepted religious institution.

**Chaplaincy or student wellbeing officer services**

These are optional activities, programs or presentations organised and/or delivered by a chaplain or a student wellbeing officer through an approved workplan. These services support the general wellbeing of students and the broader school community.

**Counselling**

Counselling uses a wide variety of evidenced-based techniques, approaches and practices which draw on established psychological theory. Counselling is intentional and therapeutic in nature and is designed to meet the specific needs of the client.

**Deed of Agreement (DOA)**

An agreement that has been signed by the department and each AEA, under an SOA. The DOA covers the services that are to be provided by the AEA, and the provisions and specifications around them.

**Deed of Confidentiality, Privacy and Conflicts of Interest**

An agreement that is signed by each chaplain or student wellbeing officer as part of the DOA. The AEA will ensure each chaplain or student welfare worker signs a [Deed of Confidentiality, Privacy and Conflicts of Interest](https://education.qld.gov.au/student/Documents/deed-of-confidentiality-privacy-conflicts-interest.pdf) and a copy of this is provided to the school principal prior to commencing relevant services.

**Distribution of sectarian publications (s.34 and s.67 of the Education (General Provisions) Regulation 2017)**

Only a minister of religion or accredited representative of a faith group can distribute denominational or society publications during religious instruction to students of that faith group. The principal is the decision maker in relation to the distribution of non-educational materials.

**Evangelising**

Preaching or advocating a cause or religion with the object of making converts to Christianity.

**Informed consent**

When the person is given all information necessary to fully understand the possible consequences of their decision. Consent may be given orally or (preferably) in writing and for it to be valid, it must be fully informed and voluntary — not subject to any threat, coercion, or inducement.

Generally, consent should also be specific and timely, that is, relating to a particular disclosure and reasonably close in time to the purpose for which the consent is given.

The consent must come from the person to whom the information relates. It is not satisfactory that the consent is obtained from another person, such as, a parent, husband, wife, or child. The only exception to this rule is in respect of children who are unable to consent, where the consent may be obtained from a parent.

An individual aged 16 years or over is presumed to be capable of giving consent, unless found to be incapable of giving that consent by reason of maturity, injury, disease, illness, cognitive impairment, mental disorder, any disability, or any other circumstance, of:

* understanding the general nature and effect of giving the consent
* communicating such consent or refusal to consent.

*Note: 'Gillick' competence — young people under the age of 16 years can be competent to provide informed consent without parental permission or knowledge under certain circumstances.*

**National Student Wellbeing Program (NSWP)**

The NSWP, offered by the Australian Government, provides chaplaincy and/or student wellbeing officer services in Australian schools to support the general wellbeing of students through pastoral care services and through strategies that support the wellbeing of the broader school community.

**Parent notice**

Information given by a parent that informs the principal as to the participation of their child/ren in the chaplaincy or student wellbeing officer service or other religious activities.

**Pastoral care**

The practice of supporting the general wellbeing of students and the school community.

**Proselytising**

Soliciting a student for a decision to change their religious affiliation.

**Qualifications**

The minimum requirements for the chaplain or student wellbeing officer include holding a current blue card, completing the [*Mandatory All-Staff Training program training: Key messages guide for contractors, volunteers, visitors, preservice teachers and other adult students on placements*](https://qed.qld.gov.au/workingwithus/induction/queenslandstateschools/Documents/key-messages-guide.pdf) and school-based induction, as well as meeting the minimum requirements as outlined in the [Training and qualifications](https://education.qld.gov.au/student/Documents/chaplaincy-training.doc) supporting document.

**Recognised and accepted religious institution**

A body whose objects and activities reflect its character as a body instituted for the promotion of some religious object. The beliefs and practices of the members of that body constitute a religion.

**Single/cluster arrangement**

A single arrangement is where one school seeks an AEA to provide services at the school.

A cluster arrangement is where a number of schools in a particular locality jointly seek an AEA to provide services in that locality. This is achieved through schools agreeing and contributing funding to employ a chaplain/s and/or student welfare worker/s across the cluster.

**Standing Offer Arrangement (SOA)**

The Department of Education has negotiated a [standing offer arrangement](https://intranet.qed.qld.gov.au/Services/Procurement_Purchasing/Supplyarrangements/Pages/chaplaincy-student-wellbeing-officer-youth-support-coordinator-qld-state-schools.aspx) which is an agreement with a range of suppliers to provide chaplaincy and/or student welfare worker services in Queensland schools, over a set period of time, according to agreed terms and conditions, including price.

**Student wellbeing officer**

A person who is recognised by the school, it’s community and the AEA as having the skills, experience and qualifications to deliver the approved workplan activities to the school and its community.

**Volunteer**

A person who receives no remuneration for services provided at the school.

**Workplan**

An approved plan (developed by the principal, AEA, chaplain/student wellbeing officer, and Parents and Citizens’ Association/School Council and relevant local committees) outlining the duties to be undertaken by the worker during the course of the service period.

**Worldview**

A particular philosophy of life or concept of the world.