Chaplaincy and student wellbeing officer services Flowchart: Establishing or changing an existing service type

Step 1. Undertake community consultation Consult with the school community to determine support for: the establishment of a chaplaincy and/or student wellbeing officer (SWO) service, OR a change to the existing service type (from a chaplain to a SWO, or from a SWO to a chaplain). Note: Documented evidence of school community support (e.g. P& C minutes) for the establishment or change of a service type is to be kept on file by the school. Does the school community support the NO - continue existing service/no service. establishment of a chaplaincy or SWO service, or Review at a later time. support a change to the existing service type? YES - commence arrangements to establish the preferred service. The school is unable to find a worker Step 2. Choose an Accredited Employing or a suitable service through an AEA. **Authority (AEA)** Note: Schools do not directly employ chaplains or SWOs. Refer to the department's Supply Arrangement for a list of AEAs that provide chaplains and/or Identify another organisation that may be SWOs in state schools. able to provide a service and who may Contact one or more AEAs to discuss their be willing to apply to the department to services to best meet your school's needs. become an AEA. If changing the existing service type, email <u>ChaplainsWellbeingOfficers@qed.qld.gov.au</u>. If changing AEAs, written notice must be provided to the existing AEA by giving The organisation applies to be reasonable notice (one school term is approved under the Standing Offer Arrangement by emailing recommended). procurement.ggs@qed.qld.gov.au. Organisation is not approved The organisation's application to become to be an AEA. an AEA is assessed by the department. Organisation is approved to be an AEA. Step 3. Negotiate the service with the preferred AEA and complete the necessary documentation for the service to begin.

