# **Chaplaincy and student wellbeing officer services**

**Funding guidelines**

**Source of funds**

With support from the school community, schools may choose to use school funds provided by the State Government for educational purposes on chaplaincy and/or student wellbeing officer programs.

Eligible schools may also implement or supplement a chaplaincy and/or student wellbeing officer program through the following government funding programs and/or community raised funds:

**Recurrent State Government Chaplain/Student Wellbeing Officer Program (recurrent CSWOP)**

The recurrent CSWOP provides funding to eligible schools to engage a chaplain or a student wellbeing officer. The program, formerly known as the State Government Chaplaincy/Student Welfare Funding Program,was introduced in 2007 to assist state school communities to provide supportive school environments for students.

In 2007, eligible state primary and secondary schools with the largest student populations in the lowest Broad Socio-Economic Grouping were identified to participate in the program. As part of the 2012 election commitment, the Queensland Government committed further funding for additional state schools to access chaplaincy or student welfare worker (now referred to as ‘student wellbeing officer’) services from 2013. This program is funded on a recurrent basis and funding is fully allocated.

This program provides eligible state schools with grants of $5,500 or $11,000 per year, to engage a chaplain or a student wellbeing officer.

**Australian Government National Student Wellbeing Program (NSWP) (replacing the National School Chaplaincy Program from 2023)**

The NSWP is a five-year program (2023–2027) and engages chaplains and student wellbeing officers to deliver pastoral care services to support the general wellbeing of students and the broader school community.

This program provides application-based funding of up to $20,280 (or up to $24,336 in remote and very remote areas) per annum, to Queensland state and non-state schools to engage a chaplain or a student wellbeing officer.

**Non-recurrent State Government Chaplain/Student Wellbeing Officer Program (non-recurrent CSWOP)**

Since 2015, the Queensland State Government has committed additional non-recurrent funds for these services.

For the 2023–2027 school years, the State Government has again committed funding to enable participating schools to engage a chaplain or student wellbeing officer, with allocations of up to $20,280 (or up to $24,336 in remote and very remote areas) per annum.

**NB**: Schools that received government funding for a chaplaincy or student wellbeing officer program in 2020–2022 will continue to receive the same level of funding for an additional year in 2023 (excluding schools that received one-off funds). This includes both NSWP and non-recurrent State Government funding.

All government funding for chaplaincy and student wellbeing officer programs is fully allocated for the 2023 school year.

**Community funds**

Funds raised specifically for these services by the Parents and Citizens’ (P&C) Association or other committees, a community organisation and/or by the Accredited Employing Authority (AEA) may be used to engage a chaplain or student wellbeing officer, or to purchase resources to support the delivery of the service.

Refer to the department’s [Fundraising procedure](https://ppr.qed.qld.gov.au/pp/fundraising-procedure) for more information.

Note: Some schools may receive funding from more than one funding source.

**Use of funds**

Funding, including community raised funds, sourced specifically for either of these services canonly be used for purposes that directly relate to the service.

This includes:

* the engagement of a chaplain and/or student wellbeing officer through an AEA
* approved workplan activities
* increasing the hours of a pre-existing chaplain or student wellbeing officer.

This **does not** include:

* direct state school employment of a chaplain or student wellbeing officer
* payment of debts or the costs of services delivered at the school prior to the commencement of the funding period
* purchase of general school resources (e.g. books, stationery)
* costs associated with conducting information sessions or discussion/support groups (e.g. supplying beverages for parent information evenings)
* transport and registration fees for students, including to community-based activities, workshops or camps that are held off-site
* major capital works requirements or purchase of vehicles
* payment for, or subsidy of, existing school programs where alternative funding sources are specifically allocated for those programs
* interstate or overseas travel costs
* conducting existing educational or support programs which are already funded by the department
* conducting existing programs, such as guidance officer support or to duplicate or subsidise existing funded programs for young people at risk.

Funds from the Australian Government’s NSWP are subject to the terms of that program and the arrangements agreed between the Queensland Government and the Australian Government.

Funds donated to the AEA through its fundraising are used in accordance with the relevant agency charity collections rules and applicable laws.

**Accredited Employing Authority fees**

The pricing schedule for each AEA is provided on OnePortal — [Supplier arrangements](https://intranet.qed.qld.gov.au/Services/Procurement_Purchasing/Supplyarrangements/Pages/chaplaincy-student-wellbeing-officer-youth-support-coordinator-qld-state-schools.aspx) — to assist schools in determining the appropriate AEA for their school requirements.

The AEA is permitted to apply an administration fee in their pricing schedule under the standing offer arrangement (SOA) with the department.

The AEA administrative costs may cover:

* workers compensation cover and relevant insurances
* superannuation
* worker leave
* general administration fees
* training and development costs associated with the chaplain or student wellbeing officer.

As AEA administrative costs are covered in the hourly rate paid to AEAs by schools, schools should not be required by the AEA to pay for a service during the period in which the worker is absent for reasons such as the worker being stood down on full pay, worker illness, recreational leave or termination of employment. In this instance, it is expected that the AEA, worker and school negotiate an alternate time to make up for the hours of service missed.

**Accredited Employing Authority payment strategies**

It is recommended that bi-annual payments are made by the school to the AEA (on receipt of a tax invoice) for these services. Bi-annual payments may be made to the AEA to cover the provision of services in advance, to a maximum of six months.

Alternative arrangements for payments (e.g. monthly or quarterly) may be negotiated with the AEA and the payment schedule is to be documented in the purchase order. Schools are not permitted to pay for a service more than six months in advance of the service being received.

**Gap in service**

If there is a gap in service due to a delay in sourcing or replacing a worker, it is recommended that the school liaise with the AEA to resolve the situation. The AEA and school may choose to increase the expected amount of service hours during the next school term to make up for the hours missed. The original purchase order should be varied to indicate any agreed changes.

**School closures**

If a school closes, the grant funding ceases and cannot be transferred to neighbouring schools. In planning for the school closure, the principal must ensure that any unused balance of chaplaincy or student wellbeing officer funds provided to the AEA is retrieved from the AEA prior to the closure of the school.

The balance of funds will be calculated from the last date on which services were provided at the school

**Purchase order/service agreement**

Schools are required to complete a purchase order and a [Schedule A: Contract Schedule](https://education.qld.gov.au/student/Documents/QEDSOA-91112-schedule-a-contract.docx) prior to the commencement of services. These requirements act as a service agreement between the school and AEA and outline the expected services to be provided by the worker and AEA.

The purchase order may cover services for a minimum period of one month to a maximum of 12 months. Purchase orders for the maximum period of 12 months should be broken into four line items of three months each, or 12 line items if it has been agreed that services will be invoiced for on a monthly basis. This will enable AEAs to invoice accordingly.

The purchase order must includea reference to the SOA tender number: QED91112.

The purchase order should outline:

* the date when services are expected to commence at the school
* the date at which services are expected to be completed at the school
* the period the services cover (e.g. Term 1 and Term 2)
* details of the service required (e.g. chaplaincy service, or student wellbeing officer service)
* the number of hours per week per term the chaplain or student wellbeing officer is providing a service at the school
* any part-payment schedule
* the name of the AEA and key contact details
* the contact person for the service at the school.

The purchase order must be finalised prior to services commencing and transferring any funds to the AEA. The purchase order may be altered or cancelled by the school. Written notice must be provided to the AEA notifying them of the intention to alter or cancel the service. It is recommended that any notice to change the service should be reasonable and no less than one school term.

**Using P&C Association funds**

The P&C may purchase chaplaincy or student wellbeing officer hours directly from the AEA when this arrangement, including the number of hours to be purchased, is approved by the principal and P&C. The school principal may use the P&C meeting minutes as the basis for an agreement with the AEA.

The P&C will follow the usual expenditure process as outlined in the [P&C Accounting Manual](https://intranet.qed.qld.gov.au/Services/Finance/ForSchools/PandC), which includes a purchase order to be raised by the P&C directly with the AEA.

Alternatively, the P&C may choose to donate the funds directly to the school, in which case the school would follow the required school purchase order and invoicing requirements to purchase chaplaincy or student wellbeing officer hours through the AEA using the donated funds.

**Invoice process**

Payment must only be made on receipt of a tax invoice from the AEA that matches the purchase order.

The AEA’s invoice must identify the SOA Reference Number (QED91112) and provide a breakdown of services — the number of hours of service provided by the price per hour by the number of weeks of the term (e.g. 8 hours per week x $60 per hour x 9 weeks of term). The AEA may invoice upon receipt of a purchase order.

Schools should check compliance before entering supplier invoices into OneSchool Finance to ensure that:

* invoices received are valid tax invoices and match period purchase order details generated for the service
* where the service has been invoiced for in arrears, services are satisfactorily received for the period detailed in the invoice (i.e. certified as received by an independent officer).

Payments may cover the provision of these services in advance to a **maximum** of six months. Under no circumstances are schools to pay the entire amount of approved funding to the AEA in advance in a single transaction.

**School or cluster arrangements**

Schools may enter into a service agreement (through Schedule A: Contract Schedule) with an AEA as either a single school arrangement or as a cluster arrangement, consisting of a number of schools with funding in a local area.

If a cluster arrangement is decided, services are provided to each school based on the amount of resources allocated to each school. Resources cannot be transferred between schools. All schools must be signatories to the service agreement and a lead school will need to be identified as the key contact to represent the cluster.

**Note:** if combined total funds exceed $50,000 in a 12 month period; please discuss the purchasing policy with the finance officer in your regional office.

**Contact details**

For more information, schools are encouraged to contact their [local regional office](https://education.qld.gov.au/contact-us/state-schools-regional-contacts), or, if the region is unable to assist, email [chaplainswellbeingofficers@qed.qld.gov.au](mailto:chaplainswellbeingofficers@qed.qld.gov.au).